

DO I NEED PLANNING PERMISSION / ADVERTISEMENT CONSENT?

Please complete this form if you would like an officer's opinion on whether Planning Permission/ Advertisement Consent is required. **Please note this is not a formal Planning Application**

Important

The response that will be provided in relation to the query is an informal response based upon the level of information provided. Should the works undertaken differ from the details provided you may be liable to enforcement action. Alternatively if you require a formal determination you will need to apply for a Lawful Development Certificate.

Briefly describe what you want to do and provide a sketch plan overleaf .

Contact Details

Name.....

Email.....

Address.....

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Post Code..... Telephone Number.....

Details of the property/site (If land is not easily identifiable by a known address please include a site location plan outlining the site)

Address.....

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If you have any queries in relation to completing this form please contact the Planning Control Office on 01495 355555 or 355518

Your Sketch Plan of the Proposed Development



Please provide a sketch to illustrate your proposed development (dimensions, and position). Measurements should be metric. If you already have detailed drawings, please attach them.

Please provide as much information as possible for us to answer your query. However, as a guide the following information should be submitted for specific types of development:

Change of Use

- Details of the last known Use
- Internal Floor layout plan (existing and proposed)
- Details of any external alterations (including advertisements – see details required below, and roller shutters)

Advertisements

- Is the sign to be illuminated?
- Dimensions of the sign and overall height from ground level
- Maximum height of the lettering/characters on the sign
- Block plan showing position of advert (if free-standing)
- Elevation showing position of advert (if on a building)

All Other Non-Domestic Works

- Details of any alterations to existing parking provision
- Existing and proposed Block Plan
- Existing and proposed elevations (if any external alterations)
- Details of any changes in levels / engineering works and associated retaining structures