

Non-Householder Development **E.G. Industrial, agricultural, retail, changes of use,** **advertisements**

How do I find out if I need Planning Permission?

You have **3 options** to help determine whether or not you require Planning Permission:-

- 1) Depending on the type of development proposed you may find useful advice on the Planning Portal website (www.planningportal.gov.uk) (free advice service).
- 2) You can complete our Planning Enquiry Form for [Non-Householder Developments overleaf](#). We will confirm in writing based on what you have told us, whether or not you require Planning Permission (A £35 charge is applied for this service).
- 3) You can complete a [Certificate of Lawful Development for a Proposed Use](#), which provides formal confirmation of the requirement for permission. (A National Fee is applied for this service at a rate of half the required fee for a planning application for the development proposed. For further advice please contact the DC Support Team using the contact details below).

Access our [online mapping](#) facility to check whether a property is within a Conservation Area, Article 4 Area, a Listed Building, view live planning applications or refer to planning history for an address.

If you require any further help or assistance e-mail: dcsupport@eaststaffsbc.gov.uk or telephone 01283 508606 and speak to one of the Planning Support staff or alternatively visit the Burton Customer Service Centre between 9 am and 5pm Monday to Friday (9.45am on Wednesday).

Payment can be made by cheque made payable to ESBC or alternatively you can pay by card over the telephone on 01283 508606 or at the Burton or Uttoxeter Customer Service Centres.

(Please refer to the last page to find out the different ways you can submit this form).

NB. You will not receive a response until the correct fee has been received.

Use this form to find out if you need Planning Permission to undertake a wide range of developments including change of use, industrial, agricultural and retail development.

FOR HELP AND ADVICE WITH COMPLETING THIS FORM CALL 01283 508606

NON-HOUSEHOLDER PERMITTED DEVELOPMENT REQUEST FORM

1. YOUR CONTACT DETAILS

Name:			
Address:			
Daytime telephone:	Landline		Mobile
Email address:			

2. THE SITE

Name / Address of Site			
Current status of land or last known use of building			
Please attach a site plan. 1:1250 or 1:2500			
Site Area		Floor space (SQM)	

3. The Proposal

Please provide details of buildings to be demolished, physical works, new buildings, proposed use of the site and any other important facts or information that might be useful.

4. Declaration

I understand that the information supplied on this form will affect whether planning and/or building regulations approval is needed and to the best of my knowledge the information provided is correct and accurate. (This form does not constitute an application for a Lawful Development Certificate for a proposed development under Section 191 of the Town and Country Planning Act 1990.)

Tenants – I understand that permission for the proposed works will be required from the landlord of the property.

Payment Method (Please X):

Cheque in post or attached to form

Card payment by telephone or at Customer Service Centre

Signed

Dated

FOR OFFICE USE ONLY

PLANNING PERMISSION

Based on the information supplied Planning permission required YES NO

Notes

Date

We aim to respond to your enquiry within 10 working days, however, if additional information is required to enable us to formulate an accurate response the timescale for responding may vary.

SUBMITTING YOUR PLANNING ENQUIRY

Planning enquiries may be submitted in the following ways:-

Email to:- dcsupport@eaststaffsbc.gov.uk

Post to:-

East Staffordshire Borough Council
P.O. Box 8045
Burton upon Trent
Staffordshire
DE14 9JG

Fax to: 01283 508388

By Hand to:-

Burton Customer Service Centre

Uttoxeter Customer Service Centre

5/4/2018

Market Place
Burton upon Trent
Staffordshire
Opening Hours
9 am – 5 pm Monday to Saturday
(9.45 am on Wednesdays)
9 am – 6 pm Thursday

Red Gables, High Street
Uttoxeter
Staffordshire
Opening Hours
9 am – 5 pm Monday to Friday
(10.30 am on Wednesdays)
9 am – 4 pm Saturday

Payment can be made by cheque made payable to ESBC with the site address written on the reverse, or alternatively you can pay by card over the telephone on 01283 508606 or at the Burton or Uttoxeter Customer Service Centres.

NB. You will not receive a response until the correct fee has been received.