

NON HOUSEHOLDER Enquiry Form

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.

Applications submitted without the appropriate payment will be closed and automatically removed from the system in 5 days.

PART A: Your Details

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

Payment will be paid online and this will be provided upon receipt of this form. All payment references must quote 'ENQUIRY' and the address where the proposed development will take place, for example, ENQUIRY 9 High Street.

This will be paid by using the online payment system <https://www.eaststaffsbc.gov.uk/pay-online>.

Signature:

Print Name:

Date:

Receipt Number from Online Payment System:

Please email form and supporting documents to dcsupport@eaststaffsbc.gov.uk.