

# Duty Planner Advice Request Form



We will not deal with your request if you are acting as an agent. Agents will need to submit a pre-application. We will also need a completed form. We require a contact number to be provided so that we can arrange an appointment.

We will only discuss the proposal detailed in this form during the appointment. Should you wish to discuss another proposal or alternative scheme you will need to book a further appointment with the Duty Planner and submit a new request form.

<b>YOUR DETAILS</b>	<b>* Mandatory fields are edged in red *</b>
1. Name	
2. Address <i>(Including postcode)</i>	
3. Phone number	
4. Email address	
5. What is your interest in the land/building? <i>(e.g. owner, prospective purchaser, tenant)</i>	
<b>ABOUT YOUR PROPOSAL</b>	
6. Full address of the site <i>(including postcode)</i>	
7. Current use of property/land	
8. Is the property/land in a Conservation Area? Further info found here: <a href="https://www.tewkesbury.gov.uk/heritage">https://www.tewkesbury.gov.uk/heritage</a>	YES NO DON'T KNOW

<p>9. Is the property a listed building or in the grounds of a listed building?</p> <p>Further info found here: <a href="https://historicengland.org.uk/">https://historicengland.org.uk/</a></p>	<p>YES</p> <p>NO</p> <p>DON'T KNOW</p>
<p>10. Description of Proposal</p> <p>Please provide an accurate and detailed description of your proposal (<i>providing as much information as possible, including measurements, materials and positioning of the proposal</i>)</p> <p>Please attach any supporting information with this form such as drawings, maps, plans or photos.</p>	

<p>11. Previous Planning Permission</p> <p>Does this query relate to a previous planning application? If so please provide the reference number <i>(if known)</i></p>	
<p>12. Previous Advice</p> <p>Have you contacted the Council previously about this (or a similar) proposal?</p> <p>If yes please provide details if known <i>(e.g. dates, planning reference numbers)</i></p>	<p>YES</p> <p>NO</p> <p>Further details:</p>
<p><b>YOUR APPOINTMENT</b></p>	
<p>13. What type of appointment do you require? <i>(appointments are kept to 15 minute slots)</i></p>	<p>TELEPHONE</p> <p>FACE TO FACE AT THE COUNCIL OFFICES</p>

**Face to Face Appointment:** Please report to the main reception when you arrive at the Council offices and ask for the Duty Planning Officer. Regrettably if you are more than 10 minutes late the appointment will be cancelled and we will seek to re-schedule.

**Status of Duty Planner Advice:** This free planning advice service is based on a rota system and as such it is likely that the planning officer on duty may not be aware of a specific site. Each customer would normally be allocated a maximum of 15 minutes for their enquiry. Consequently, any advice given will be general with nothing in writing. If you require detailed advice we do provide a pre-application advice service. We charge for this service but it has many benefits. Please see the following link for further details: <https://www.tewkesbury.gov.uk/#pre-application-advice>. Any advice provided does not bind the Council's decision-making or constitute a formal decision by the Council as the Local Planning Authority.

**Confidentiality:** Personal information given on this form will be used for the purposes of processing your request for duty planning advice, and will not be used for any other purposes.

If the Council receives a request, under the Freedom of Information Act (FOI) or Environmental Information Regulations (EIR), to show information relating to duty planning appointment questions they are obliged to do so unless the information is exempt under the Act. We can only withhold information under FOI or EIR if the information falls under one of the exemptions (FOI) or exceptions (EIR) set out in legislation. For certain duty appointment issues the applicant would be advised to complete the commercially sensitive checklist that should set out the reasons why, and for how long, they feel any information relating to the case needs to remain confidential. However, whilst we will take account of these views, the final decision on whether the information should be withheld rests with the Council.