

NEIGHBOUR NOTIFICATION
ADVICE NOTES FOR APPLICANTS

Please read these Notes before completing the form below.

WHAT IS NEIGHBOUR NOTIFICATION?

When the council receives an application for planning permission it must, by law, notify occupiers of buildings on land adjoining the application site. The notification will tell them:

- a. that an application for planning permission has been received and
- b. where the application and related plans may be inspected.

In some cases, the Council may also notify other neighbours in addition to those required by law.

WHAT SHOULD YOU DO NOW?

To help us make the notifications about your application, please list on the back of this form the addresses of the neighbours of the application site.

This form must then be sent to the Planning Department together with your completed planning application form.

WHO ARE NEIGHBOURS?

For the purposes of neighbour notification, neighbours are:

- a. those who adjoin the boundary of the application site; or,
- b. those who would adjoin the boundary but for an access or a road less than 20 metres wide.

If the application relates to a building in multiple occupation, e.g. a block of flats, you should also list the addresses of the units above and/or below the application site, as well as those on each side.

WILL NEIGHBOURS ALWAYS BE NOTIFIED?

In certain cases the Council may decide that it would be inappropriate to notify all neighbours you list, e.g. a neighbour across the road may not be notified about a rear extension. In some cases the Council may, at its discretion, notify others in addition to those you list.

FURTHER INFORMATION

If you have any difficulty in completing this form please contact the Support Services Division of the Planning Department on (01442) 228376



Application for Planning Permission

Neighbour Notification

Please read the 'Advice Notes for Applicants' on the first page before completing this form.
This form is part of your planning application. If you do not supply all the necessary details your application will be incomplete and it will be returned to you.

You are not required to notify the neighbours listed below. This will be done by the Planning Department.

Please use **BLOCK LETTERS**.

APPLICANT:

NAME _____

ADDRESS _____

_____**AGENT:**

NAME _____

ADDRESS _____

Please give the full postal address of the application site: _____

_____**Addresses of Neighbours**1. _____

_____2. _____

_____3. _____

_____4. _____

_____5. _____

_____6. _____

_____7. _____

_____8. _____

If there is not enough space please list any additional addresses on a separate sheet.

Please Remember: This form, when complete, must be sent together with your planning application form to the Planning Department