

Please return this form, together with a cheque made out to Rother District Council, to:



Rother District Council
Planning Division
Town Hall
BEXHILL ON SEA
East Sussex TN39 3JX

PLANNING ADVICE ENQUIRY FORM

Applicant Name

Address

Postcode

Telephone

Email

Contact (if different from above)

Address

Postcode

Telephone

Email

Location

Proposal

Signature _____ Date _____

****PLEASE LIST OVERLEAF ANY ATTACHMENTS****

PLANNING ADVICE GUIDANCE NOTES

Completion of Web Form

Please note fields marked with an asterisk* are mandatory.

NB: **Signature*** - Please type your name in this field.

Request for Planning Information

Site Histories

In order for the Council to be able to effectively deal with your request, if possible a site plan clearly outlining the area you wish to obtain the history for should be provided.

Statutory designations of a site (e.g Conservation areas, listed buildings, protected trees etc).

It is not possible to give any advice without the address of the property being clearly identified. In the case of protected trees, a site plan clearly indicating the position of the tree would be beneficial. Please note you may be able to find the answer to your query on our Online Mapping system.

Use Classes

The Council can deal with queries regarding the current use class of land/buildings more effectively if the site address and last known use is provided. It is also useful to know what the building / land is being used for currently, as in some situations, land/buildings may be being used for activities which do not relate to the authorised use class.

Copies of Permissions and Consents

The reference number of each permission or consent you wish to obtain copies of will need to be provided. Please note decision notices back to 1947 are available from this website.

Permitted Development Advice

In all enquiries, the specific property must be identified and a site plan would be beneficial for the Council to correctly identify the land or building which is the subject of the enquiry.

Where the enquiry relates to development, a plan showing where exactly building works would be proposed, metric measurements, photographs and if possible materials would enable the Council to judge your proposal fully.

If possible elevation and floor plans would also be of benefit. These would not necessarily have to be properly drawn-up plans at this informal stage, a sketch would suffice as long as it shows the proposal clearly.

With enquiries which also involve a change of use, as much information as possible regarding the existing and proposed use of the land/buildings would assist the Council in forming an opinion as to whether an application is required or not.

Please note:

The Council can only comment on the basis of what has been submitted, and a decision will only be made on what has been submitted. No further details will be requested, and therefore, as much detail as possible would enable the Council to give a better-informed response.

Any advice given is of an informal nature only. Should you require a formal decision as to the need for planning permission or consent, you can submit a Certificate of Proposed Use application.