

## **Welcome to the Planning Enquiry Desk.**

It is our aim to deal with your enquiry quickly and efficiently, however at busy times it may be necessary to wait a little while. If this is the case, please read the following guidance; it will help you to understand the process, and get the most out of your meeting.

- The enquiry desk is for quick and simple issues, such as:
  - Can you show me the drawings for my neighbour's extension?
  - How do I comment on my neighbour's proposals?
  - Can I have some forms? (these are on our website)
- You will need to make an appointment to see a Planning Officer if you want the answers to questions such as:
  - Do I need planning permission for an extension?
  - Would my proposal be likely to succeed?

The enquiry officer will be able to make an appointment for you, or if you prefer, please leave this card with the reception desk, and we will ring you to discuss or to arrange an appointment. You will need to bring with you:

- Sketch drawings of what you would like to build.
- Photos of what the building looks like now, or of what the problem is.

Appointments last 10-15 minutes, which gives plenty of time to discuss most issues. For pre-application advice of a complex nature, we would like to allocate you a case officer and this can be arranged during an initial meeting.

We **CANNOT** tell you:

- "You will get planning permission" – we need to consult others such as your neighbours and the parish/town council before making a decision.
- "You won't need planning permission" unless you bring in sketches and photos. There is a fee (set by government) to have the answer in writing.
- "How long it will take" Householder planning applications take between 6 – 8 weeks, but a few will take longer.
- "We can stop them doing that" home owners have the right to carry out lots of work on their house without permission, we would need to investigate

**You can get most of your questions answered on our website? You can do this from home or, our public access computers in the corner of the reception area.**

**Did you know?**

You can be sent an email whenever we get a planning application near you.

[www.stroud.gov.uk/alerts](http://www.stroud.gov.uk/alerts)

You can look at any of the current planning applications from home.

[www.stroud.gov.uk/plans-online](http://www.stroud.gov.uk/plans-online)

To comment on any current planning application – online

[www.stroud.gov.uk/plans-online](http://www.stroud.gov.uk/plans-online)

To check what special planning policies apply to YOUR house

<http://www.stroud.gov.uk/localplan>

To look up recent building regulation applications

[http://www.stroud.gov.uk/docs/planning/bc/BC\\_application\\_search.asp](http://www.stroud.gov.uk/docs/planning/bc/BC_application_search.asp)

To get copies of old decision planning notices

[http://www.stroud.gov.uk/docs/planning/decision\\_register\\_search.asp](http://www.stroud.gov.uk/docs/planning/decision_register_search.asp)

To make a planning or building regulation application, Including all the forms

[http://www.stroud.gov.uk/docs/planning/how\\_to\\_plan.asp](http://www.stroud.gov.uk/docs/planning/how_to_plan.asp)

Get guidance on how the system works

[www.planningportal.gov.uk](http://www.planningportal.gov.uk)

---

Please would you contact me to discuss\* / make an appointment\* concerning the following issue:

Name .....

My Address .....

Location of the proposal/problem .....

My email address .....

My telephone number .....

Planning  Building Regulations  Enforcement  Listed Building

(\* delete as appropriate – Please leave this card with any member of staff)