



## Exemption 2 – Commercial enquiries

# Do I need planning permission?

Please complete the application form to determine exactly what approvals (if any) you must obtain before commencing work. *If you have any problems in completing this form please contact us on 01636 650000.*

You can submit your completed form by email with any plans and details as an attachment to [planning@nsdc.info](mailto:planning@nsdc.info) or post to Growth and Regeneration Business Unit, Newark and Sherwood District Council, Castle House, Great North Road, Newark, Nottinghamshire NG24 1BY

**A fee of £60.00 (£50 plus VAT) is required for the service. Unfortunately we are unable to proceed with your enquiry until we have received payment.** Payment can be made by debit or credit card using either our on-line service at [www.newark-sherwooddc.gov.uk/pay/](http://www.newark-sherwooddc.gov.uk/pay/) (available 24 hours a day, 365 days a year) or by telephoning us on 01636 650000.

***Please complete in BLOCK capitals and all dimensions must be given in metres only. If you provide us with an email address, this will be the preferred method of communication.***

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### Section 1 – Type of development/service

Change of use  Building/Engineering Operation  Advert  Other (please specify)

### Section 2 – To be completed by all applicants

#### A) Applicant's details

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Postcode: \_\_\_\_\_ Daytime Tel: \_\_\_\_\_  
Email: \_\_\_\_\_

#### B) Agent's details (if applicable) to whom correspondence should be sent to

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Postcode: \_\_\_\_\_ Tel: \_\_\_\_\_  
Email: \_\_\_\_\_

#### C) Address of proposed development

Address: \_\_\_\_\_  
Postcode: \_\_\_\_\_

### Section 3 – Description of proposed development (please include external measurements and materials where applicable)

Where a building or engineering operation is proposed, please provide a sketch of the development showing:

- The external dimensions of the development and any parent building
- The distance to the site boundaries and any buildings or features within the site
- The position of any proposed and/or existing access points
- The position of any trees within the site

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### Section 4 – Declaration

I (the undersigned) confirm that advice is requested regarding the enquiry and enclose a fee for £60.00 as payment for the service.

Payment can be made by debit or credit card using either our on-line service at [www.newark-sherwooddc.gov.uk/pay/](http://www.newark-sherwooddc.gov.uk/pay/) (available 24 hours a day, 365 days a year) or by telephoning us on 01636 650000.

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## Freedom of Information Act/Environmental Information Regulations/General Data Protection Regulation (GDPR)

Disclosure of the information you have provided may be requested by a third party under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004. If so, the Council is obliged to determine whether it would be appropriate to release it, or whether it should be withheld under one of the exemptions/exceptions under the Act/regulations. To assist the council in this exercise could you please provide answers to the following questions (continue on a separate sheet if necessary). Whilst your views will be taken into account, ultimately the Council reserves the right to determine whether the information should be withheld or released.

1. Would disclosure of any of the information harm someone's commercial interests? If so, which information and what would that harm entail?
2. Do you consider that you are giving the information in confidence? If so, what is it about the information that has the necessary quality of confidence (i.e. how is it sensitive)?

### General Data Protection Regulation (GDPR) 2016 Privacy Notice

The personal information you provide will only be used by Newark and Sherwood District Council, the Data Controller, in accordance with General Data Protection Regulation 2016 to process your application.

The basis for processing this information is to enable the council to undertake the service that you are requesting.

Your personal information will not be shared with any third party other than our data processor and will be kept in accordance with the Council's retention policy and schedule. Details of which can be found in the council's asset register on our website:

[www.newark-sherwooddc.gov.uk/yourcouncil/makingarequestforinformation/re-useofpublicsectorinformationregulations/](http://www.newark-sherwooddc.gov.uk/yourcouncil/makingarequestforinformation/re-useofpublicsectorinformationregulations/)

Further details about our privacy notice is available on our website at [www.newark-sherwooddc.gov.uk/yourcouncil/privacy/](http://www.newark-sherwooddc.gov.uk/yourcouncil/privacy/), or contact the Council's Information Governance Officer on 01636 655216 or via email on [freedom@nsdc.info](mailto:freedom@nsdc.info)