



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 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 £57.00 is required 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/ (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.

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

Section 4 – Declaration

I (the undersigned) confirm that pre-application advice is requested and enclose a fee for £57.00 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/ (available 24 hours a day, 365 days a year) or by telephoning us on 01636 650000.

Please see overleaf regarding Freedom of Information Act and Data Protection.

Freedom of Information Act and Data Protection

Disclosure of the information you have provided may be requested by a third party under the Freedom of Information Act 2000. 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 under the Act. 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)?

DATA PROTECTION – The personal information you have provided on this form will only be used to enable us to process your request and will at all times be treated in accordance with the Data Protection Act 1998.

For more information regarding Freedom of Information and Data Protection please contact 01636 655216 or visit our website at www.newark-sherwooddc.gov.uk