

S40 (2)

Reply by email: S40 (2)

Telephone: 01636 655216/7

Email: freedom@nsdc.info

Your ref:

Our ref: **RFI-2016-1480**

22 December 2016

Dear S40 (2)

Request for information: RFI-2016-1480

Your request for information about Pre Planning Applications has now been considered. The information held by the Council relevant to your request is set out below:

Under FOI, please provide a copy of your policy or any guidance notes relating to pre application discussions for both building control and planning applications.

Please visit our website at the following link:

<http://www.newark-sherwooddc.gov.uk/planning/pre-applicationadvice/>

Here you will find our service standards etc along with fee and submission requirements (see downloads section).

Any information relating to Building Control will be held by East Midlands Building Consultancy:

<http://www.eastmidlandsbc.com/>

Please provide any specific guidance, internal memos within the last 5 years relating to timing of when pre applications discussions can be released under FOI.

We have received no FOI requests relating to pre application advice in the last 5 years and we do not hold any guidance/internal memos/discussions about the timing of any disclosure of pre planning advice.

This request has been handled under the Freedom of Information Act 2000.

If you have any further queries or concerns about the information provided please do not hesitate to contact us. If we do not hear from you within 40 days, starting the day after the date of this letter, we will consider the request closed.

If following our response to your query you are still dissatisfied you have the right to request an internal review. This will be conducted by the Director of Safety or the Deputy Chief Executive who have not been involved with the request or complaint until this point. Should you wish to proceed to this stage please advise us quoting the reference number at the top of this page.

Should you be dissatisfied with the outcome of any internal review to the Council you have a further right of appeal to the Information Commissioner's Office, details of which can be found on the Information Commissioner's website www.ico.org.uk/

More details of this complaints process are available to view on our website at the following link:
www.newark-sherwooddc.gov.uk/yourcouncil/makingarequestforinformation/accesstoinformation-complaintsprocedure/

Yours sincerely

David Clarke

S40 (2)

A black rectangular redaction box covers the signature area, with the text 'S40 (2)' written in red above it.

Information Governance Officer