

## **Planning Surgery Pre-Application scheme -Terms and Conditions**

The following terms and conditions apply to the Planning Surgery pre-application scheme the customer should be advised of these before booking an appointment and taking payment and:

- Appointments will be offered on Tuesday and Thursday mornings.
- The appointment with the Officer will last no longer than 30 minutes.
- Only the specified site will be discussed
- The meeting is to provide broad guidelines on appropriate development, and not an in-depth analysis of a specific proposal
- The meeting will not provide a guaranteed outcome on a planning application, and the decision on any application will rest with the Development Manager or the Planning Committee.
- The meeting will not include the views of consultees or other specialist advice
- Cancellations or changes to your booking for our planning pre-application surgery must be made at least two working days before the appointment date. Failure to give the correct notice will result in an administration fee of £50.00
- Pre-application requests for advice will not be subject to any publicity but we may be obliged to release documents if we receive a Freedom of Information request or Environmental Information Request and our file notes will form part of the public file if an application follows. In addition, in the event a formal application is submitted for the proposal the summary of the advice given shall be publish