You can use the Planning Portal to find the correct email address for your local planning authority.

www.planningportal.gov.uk/localauthoritysearch

Notification for Prior Approval for a Development Consisting of the Erection or Construction of a Collection Facility within the Curtilage of a Shop

Town and Country Planning (General Permitted Development) (England) Order 2015 - Schedule 2, Part 7, Class C

The provision of a single click and collect facility within the curtilage of a shop, for example, on car parks. One facility per retail premises may be erected. Any buildings will be limited to 4 metres in height and a gross floor space of up to 20m2. *

*The right does not apply in conservation areas, National Parks, Areas of Outstanding Natural Beauty, the Broads and World Heritage Sites. Nor do they apply to land within the curtilage of Listed Buildings or Scheduled Monuments, or Sites of Special Scientific Interest.

Publication of notifications on planning authority websites

Please note that the information provided on this notification and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

Please note: You need to download the form to complete it electronically. Please complete using block capitals and black ink if sending by post.

1. Developer Name and Address

Title: First name:

Last name:

Company (optional):

Unit: House number: House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Country:

Postcode:

2. Agent Name and Address

Title: First name:

Last name:

Company (optional):

Unit: House number: House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Country:

Postcode:

3. Site Address Details

Please provide the full postal address of the application site.

Unit: Building number: Building suffix:

Building name:

Address 1:

Address 2:

Address 3:

Address 4:

Postcode:

4. Description of the Proposed Development

Please describe the proposed development, including relevant information covering the impact of development in respect of siting, design and external appearance of the new structure which must include details of any building operations proposed:

What is the gross floor space of the building or structure? m2

What is the height of the building or structure? m

Please provide details of the building or structure's position within the curtilage of the premises including distances from the boundaries:

Development is not permitted within 2 metres of the boundary, or between a shop front or a highway where the distance between the shop front and the boundary of the premises is less than 5 metres.

5. Checklist

Please read the following checklist to make sure you have sent all the information in support of your proposal. Failure to submit all information required could result in your notification being deemed invalid. It will not be considered valid until all information required by the Local Planning Authority has been submitted. Please note that as part of this procedure, if any objections are received the Local Planning Authority may require submission of further information at a later date.

All sections of this notification completed in full, dated and signed (typed signature if sent electronically). ☐

A plan indicating the site and showing the proposed development. A plan drawn to an identified scale will assist the authority in assessing your development proposal. Plans can be bought from one of our accredited suppliers using our Buy-a-Plan service (www.planningportal.gov.uk/buyaplan) ☐

6. Declaration

I/we hereby apply for prior approval as described in this notification and the accompanying plans/drawings and additional information. I/we confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.

Signed - Developer:

Or signed - Agent:

Date (DD/MM/YYYY):

(date cannot be pre-application)

7. Developer Contact Details

Telephone numbers

Country code:

National number:

Extension number:

Country code:

Mobile number (optional):

Country code:

Fax number (optional):

Email address:

8. Agent Contact Details

Telephone numbers

Country code:

National number:

Extension number:

Country code:

Mobile number (optional):

Country code:

Fax number (optional):

Email address: