



<b>London Borough of Lewisham</b> <b>DUTY PLANNER STANDARD ADVICE</b> <b>Request Form</b>		DP Enq No. _____ (office use only)	
<b>About the Property</b>			
1. Address of the Site:			
2. Postcode:			
3. Current Use of Property:			
4. Is the property in a Conservation Area?		YES	NO    DON'T KNOW
5. Is the property a listed building?		YES	NO    DON'T KNOW
<b>Description of Proposal</b>			
6. Please provide an accurate and detailed description of your proposal (e.g. extension, change of use, display a sign)			
If for an extension/garden building what is the existing and proposed floor space (in sq.m.)			
7. Please provide as much relevant information as possible and specify plans/details that you are submitting with your request. This information should include: <ul style="list-style-type: none"><li>• Map showing the location of the site</li><li>• Photographs – of the site, neighbouring buildings, up and down the street, trees within site and adjacent, access from the road and parking within the site and on the adjacent street</li><li>• Sketch plans showing the existing and proposed development. One way to do this is to trace over a photograph.</li><li>• If the proposal concerns a change of use – you should also provide details of existing and proposed uses within the building</li><li>• Anything else that you think may be relevant.</li></ul>			

8. Have you contacted the Council previously about this (or a similar) proposal?	Yes	No	I don't know
9. If yes, please provide details if known ( <i>e.g. dates, reference numbers and the names of the officers involved</i> )			
<b>10. Your Details:</b>			
Name:			
Company (if applicable)			
Address:			
Post Code:			
Phone Number:			
Email address:			
What is your interest in the building? <i>e.g. owner, prospective purchaser, tenant,</i>			
<b>Fee for Advice</b>			
Fee to be paid for advice	£136.18 (including VAT)		
<p><b>Note:</b> Please note that we will not deal with your request for advice until we receive payment. All payments for the Planning Advice Service are made by phone and therefore we ask for a contact number to be provided so we can contact you to take a secure payment. We no longer accept payment by cheque.</p> <p><b>A 24 hour notice is required for any refund or meeting cancellations.</b></p>			
<p><b>Disclaimer:</b> Any planning advice given by officers, either orally or in writing in the course of their duties, is offered in good faith and is based on the information/evidence provided. Advice is offered without the benefit of a site visit or the involvement of other consultees (both internal and external), neighbours or other interested parties. Such advice is therefore the personal opinion of that officer and is not a formal decision of, nor are they binding on, the Local Planning Authority. The Local Planning Authority will only be bound where a formal application is submitted and a formal decision is issued in writing.</p>			