

Working for you

# NEIGHBOUR NOTIFICATION CERTIFICATE

Address of Proposed Development: .....

.....

I certify that I have given Notice of my Planning Application (on the address above), using the council's standard "Notice to Neighbours"\* to:

Name (if known)	Address	Date of Service of Notice
1. ....	.....	.....
2. ....	.....	.....
3. ....	.....	.....
4. ....	.....	.....
5. ....	.....	.....
6. ....	.....	.....
7. ....	.....	.....
8. ....	.....	.....
9. ....	.....	.....
10. ....	.....	.....

**To be completed in all cases:**

Signed ..... Date .....

On behalf of .....

**Important Note to Applicant/Agent**

Please allow three clear working days (to ensure the council will have received your Application) before your neighbours receive Notice from you.

\*The council has defined a neighbour as any property (whether residential or otherwise) which has a boundary adjoining or within 4.0 metres of the application site. Where a road or footpath falls within the distance of 4.0 metres, the width of the road or footpath shall be disregarded.

# NOTICE TO NEIGHBOURS of a Planning Application made to Harrogate Borough Council

(a) [insert name of Applicant] .....

hereby gives Notice that an application is being made to Harrogate Borough Council for planning permission to:

(b) [insert description of Proposed Development] .....

.....

.....

at (c) [insert full postal address of location of Proposed Development] .....

.....

.....

You may inspect the application/plans online at [www.harrogate.gov.uk/publicaccess](http://www.harrogate.gov.uk/publicaccess) or, if you do not have access to the Internet, please telephone Customer Services on 01423 500600.

If you wish to make representations about the application you must do so in writing either online at [www.harrogate.gov.uk/publicaccess](http://www.harrogate.gov.uk/publicaccess) or to:

Harrogate Borough Council Planning Services, PO Box 787, Harrogate, HG1 9RW, within 21 days (beginning with the date of service of this Notice [see (d) below] or the date of any subsequent "Public Notice" displayed by the Harrogate Borough Council.)

**IMPORTANT NOTE: all written representations are, by law, made available for public inspection.**

## To be completed by the Applicant/Agent:

Date of service of this Notice (d): .....

Signed: .....

On behalf of: .....

## Note for Neighbours

This Notice has been sent to you by the Applicant using this Form issued by Harrogate Borough Council (who request that neighbours are informed of planning applications). To ensure that the council will have received the Application before you receive this Notice, Applicants are asked to allow three clear working days between submitting their Application and sending you this Notice.