



**DO I NEED PLANNING PERMISSION  
COMMERCIAL PLANNING ENQUIRY FORM**

**USING YOUR PERSONAL INFORMATION**

We will process your personal information in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. We may use your personal information in a number of ways, but only for the purposes for which it was given, for example to provide you with the information or services requested or to administer and protect public funds. We may share your information with, and obtain information about you from, other departments of the Council or other organisations where it is lawful to do so, for example to check the accuracy of information or to prevent or detect crime.

For further information on how we collect, use, share, secure and retain your personal information, and your legal rights, please see our Privacy Notice located on our website or by contacting Customer First. Our Data Protection Officer can be contacted at the Town Hall, St Nicholas Street, Scarborough, YO11 2HG (Tel 0300 131 2 131 or Email [dataprotection.sca@northyorks.gov.uk](mailto:dataprotection.sca@northyorks.gov.uk))

**Address Information**

Applicant .....	Agent .....
Address .....	Address .....
.....	.....
.....	.....
 .....	 .....
Email .....	Email .....

**Site Information**

Site Address .....

.....

Site Area (in sqm or ha) .....

Brief description of current use of site and/or buildings.....

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**The Proposal** Please give a description of your proposal

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..... please continue on a separate sheet if necessary

**Gross floor area** (in sqm) ..... Gross floor areas should be measured externally

**Maximum Height** (in m) .....

**Accompanying Information & Declaration**

Site location plan (1:1250/1:2500, elevations/floorplans where relevant, photographs etc. **Please note:** Given the breadth of possible enquiries and the variation of commercial PD rights we will almost certainly need to seek further information from you.

*I hereby declare that the information given on the above form is accurate to the best of my knowledge. I ask the Council to give me a permitted development check. I understand that if I disagree with the response, I may make a formal application to the Council for a Lawful Development Certificate for which a fee is payable and gain a subsequent right of appeal to the Secretary of State if I disagree with the decision.*

Signed \_\_\_\_\_ Date \_\_\_\_\_ **Have you enclosed the fee of £90?**