



COMMENCEMENT OF PLANNING PERMISSION NOTICE

IMPORTANT INFORMATION - KEEP THIS WITH YOUR DECISION NOTICE

Reminder: You will still need to separately inform building control when you intend to start works, details can be found on our website at www.cheltenham.gov.uk/buildingcontrol.

Please read carefully the planning permission decision notice and ensure that you understand and comply with the requirements of any conditions. **Planning permission is granted subject to compliance with the conditions on your decision notice and the development is carried out in accordance with the approved drawing(s) and documents.**

It is your responsibility to comply. Failure to comply with the requirements of a condition or the commencing of works without discharging prior to commencement conditions could mean that the work you carry out is unauthorised and you will be at risk of enforcement action. We carry out a programme of site monitoring to check compliance and this notice is to proactively manage the development and to avoid any difficulty in the future. Further information, forms and fees can be found at www.cheltenham.gov.uk/planning and following the links for planning compliance and enforcement.

If you do not understand any of these requirements or require clarification please contact the planning department quoting the reference number on the decision notice at the address below, by email builtenvironment@cheltenham.gov.uk or through our website www.cheltenham.gov.uk/planning.

Please ensure that you give yourself time to meet the requirements of any conditions, a discharge of conditions application could take up to 8 weeks. Please also be aware there is a charge to discharge conditions per request/submission.

Please complete the following and return it to the compliance officer at the address below or by email to planningcompliance@cheltenham.gov.uk. Application forms and further information can be found on our website at www.cheltenham.gov.uk/planning following the links for planning compliance and enforcement.

Development Details *(This information can be found on the decision notice)*

Planning application ref:

Proposal:

Site Location:

Date when work is intended to start:

Your contact details (or attach letterhead/business card):

Name:

Address:

Telephone: **Mobile:**

Email: