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| PLANNING DEPARTMENT  Bridgewater House  23a Castlewellan Road  BANBRIDGE  Co Down  BT32 4AX  [planning@armaghbanbridgecraigavon.gov.uk](mailto:planning@armaghbanbridgecraigavon.gov.uk) |  |

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| REQUEST FOR PLANNING COPY DOCUMENTS |

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| Name: |  |
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| E-Mail Address: |  |
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| Address: |  |
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| Contact No: |  |

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| **Planning Application Request** |

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| Reference No: |  |
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| Address: |  |
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| Docs Requested: |  |
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| I have read and understand the guidance notes on the back of this form regarding the process and fees: | | | |
|  |  | | |
| Signed: |  | Date: |  |

***Please EMAIL this form to*** [***planning@armaghbanbridgecraigavon.gov.uk***](mailto:planning@armaghbanbridgecraigavon.gov.uk) ***with the subject heading “Planning Copy Documents Request”***

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| **PLEASE NOTE: Documentation cannot be issued until fees have been paid** |

**GUIDANCE NOTES**

1. FEES

Copy documents such as Decision Notices, Case Officer Reports, Plans and Consultation Responses can be provided at a charge.

A fee will be charged for information as follows:

**Size A0 to A2 - £5.20 per page**

**Size A3 to A4 - £2.10 per page**

1. PROCESSING OF APPLICATIONS

We will acknowledge your request once received.

***Once the file has been retrieved, we will contact you to confirm the documentation you require along with the associated fee. On receipt of payment, we will provide your document copies within 20 days.***

1. PLANNING APPLICATION REFERENCE NUMBER

Please note, in order to expedite your request, a Planning Application Reference Number should be provided. Where that is not possible, an existing postal address should be provided. If neither of the above can be identified, a map outlining the site to be searched would be required.