



Planning & Building Control

WORKING FROM HOME - IS PLANNING PERMISSION NEEDED? ENQUIRY FORM

Please return the completed form along with the fee of £65.00 to Development Services, Mansfield District Council, Civic Centre, Chesterfield Road South, Mansfield, Nottinghamshire, NG19 7BH. If you need any help completing this form please telephone 01623 463207 or 01623 463069. Please note that your signature must be provided by hand.

Title (e.g. Mr, Mrs)

Your Full Name

Full Address of enquirer's residence from where the business would be run

Postcode

Daytime Telephone No:

Email address

Business name/Title and Telephone No if different to above

Nature of Business, including processes undertaken

Where would the business be conducted – e.g. house/garage/shed/garden etc.?

Would there be any outside storage of goods or materials. If so give details?

Type of Property - e.g. Detached/Semi-Detached/Terraced etc.

Would any rooms be used exclusively for the business? Yes No

If 'Yes' please give details

How many people would there be working in the business at the premises?

Please tell us their roles and whether they normally reside there

Please tell us of the equipment to be used – e.g. telephones, typewriters, computers, machinery etc.
Please describe type and number.

State the days and hours of work of the business

Are there any on-site parking facilities? Yes No

If 'Yes' please give details

What vehicles would be parked at the premises in connection with the business during the working day?

What vehicles would be parked at the premises in connection with the business at other times?

Would there be delivery or collection of goods/materials. If so, state nature, frequency and type of vehicles involved?

Are there/would there be visitors/customers to the property? If so, estimate numbers of visitors/customers per day/week.

Would the business be advertised? If so, how – e.g. in the press/on the premises/on vehicles etc.
Would the advertisement show the address of the premises?

Would any alterations be made to the building or its grounds to allow the business to take place? If so, please give details.

The information given is correct to the best of my knowledge.

Signed:

Dated:

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OFFICIAL USE ONLY

Checked by:

Planning Reference:

Permission Required: YES / NO

Comments:

Confirmation by -

a) Telephone: YES / NO Date:

b) Letter sent: YES / NO Date:

c) Email sent: YES / NO Date:

“Privacy Statement: We will use the information provided by you for processing this request. The basis under which the Council uses personal data for this purpose is for carrying out Public Tasks.

The information that you have provided will be kept in accordance with the Council’s retention schedule which can be found at www.mansfield.gov.uk/Privacy

The information provided by you may also be used for the purpose of any other function carried out by the Council. Information about these functions and the legal basis on which information is used by them, your rights and the Council’s Data Protection Officer (DPO) can be found on the Council’s detailed privacy notice which can be found at www.mansfield.gov.uk/Privacy on the Council’s website or requesting a copy by writing to the Data Protection Officer, Mansfield District Council, Chesterfield Road South, Mansfield, Notts, NG19 7BH.”