

Practical Planning Advice (Helpline) Service

for Solicitors, Licensed Conveyancers, Architects, Surveyors & Planning Practitioners

We are pleased to offer planning advice, as & when required, in respect of any planning issue concerning your client/s.

This will include advice in the following areas:

- ◆ The Need for Planning Permission
- ◆ Planning Policy
- ◆ Obtaining Permission
- ◆ Removing a Planning Condition
- ◆ Appeals Advice
- ◆ Permitted Development
- ◆ Breaches of Planning Control
- ◆ Enforcement or Other Planning Notices
- ◆ Lawful Development Certificates
- ◆ Listed Buildings
- ◆ Conservation Areas
- ◆ Trees & Preservation Orders
- ◆ High Hedges
- ◆ Site Appraisals

Procedure:

Your request for advice can be made by telephone, email, fax or letter. If an oral request is made, we will ask for it to be followed up in writing. This is to ensure we have a correct record of instructions received, & of the advice we give.

The advice we give will be by email, but can be by fax or letter if preferred.

Contract terms:

- ◆ Fee: £19.50 (plus VAT) per 6 minutes (1 unit) query. This includes the time taken in reading any necessary documentation; clarification of any matters, which may include telephone conversations, in addition to the preparation & forwarding of the advice. We anticipate that many straight forward & general queries will be dealt with within 1 unit.
- ◆ Advice requested will be provided by email, fax or letter within 48 hours. Please advise us of your preference.
- ◆ Urgent advice will, wherever possible, be provided within one hour. An additional fee of between £10 & £25 will be payable, depending on the length of time needed to provide the service.
- ◆ Payment within 14 days. Although we anticipate the cost of our service will in due course be passed to your client, your firm remains liable for our fees.

Upon receipt of this signed contract, we will be happy to deal with your request forthwith. Please return the attached form to book a place, or contact Linda Russell to discuss further.

Agreement:

I(Print name)

Of(Name of firm)

.....(Address of firm)

Agree to the above terms.

Signed Position Date

Linda S Russell, Solicitors & Planning Consultants
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