

## IMPORTANT NOTICE

### PLANNING ADVICE?

Please be aware that the verbal advice you receive from a planning officer will be their professional but “*informal*” opinion, given without prejudice to any future decision made by the Local Planning Authority.

Planning and other applications dealt with by Planning Services are subject to statutory consultation and local neighbour notification procedures, the outcome of which will not be known at the time of your initial enquiry. All comments received are taken into account in the determination of planning and other applications, some of which may need to be reported to the Area Planning Committees for determination by Councillors as part of the democratic planning process.

In the case of “permitted development” enquiries, if you require a formal decision as to whether planning permission is required, either for physical works or for changes of use of land or buildings, you may need to consider submitting a Certificate of Lawfulness application for existing or proposed development.

We have a commitment to provide customers with prompt access to clear and consistent professional advice however, you should consider obtaining a formal decision from the Local Planning Authority *before* committing yourself to a specific project or proposal.

Thank you for taking the time to read this guidance note.

Please take call in and pick an advice card up from:

Malvern Customer Service Centre  
The Library  
Graham Road  
Malvern  
WR14 2HU

Tel: 01684 862151  
Fax: 01684 574906  
Minicom: 01684 862186  
Email:

[Worcestershirehub@malvernhills.gov.uk](mailto:Worcestershirehub@malvernhills.gov.uk)

Gary Williams  
Head of Planning Services