



Mid Devon District Council Duty Planning Service

What is the Duty Planner service?

The Duty Planner service can assist you with information and advice on national and local planning policy, and informal advice on the need to apply for planning permission.

The duty planning service provides general planning advice either via a 30 minute face to face appointment or by telephone. *(The 30 minute appointment will be made up of a 20 minute discussion on your general query followed by 10 minutes for the planning officer to write up notes from the discussion and make them available to you. They may ask you to sit and wait quietly whilst they do this)*

Appointments are available between the following hours:

- **Tuesdays - 10.00 am and 1.00 pm**
- **Thursdays - 1.00 pm and 4.00 pm**

The Duty Planner service does not provide pre-application advice for specific projects.

Is there a fee for the duty planner service?

Yes - £36 (Inc. VAT) per appointment which must be paid in advance when booking the appointment.

How do I book an appointment with a duty planner?

To book a duty planner appointment, please complete a [planning duty enquiry form](#) from our website, alternatively you can email dutyplanning@middevon.gov.uk for a copy to be emailed to you (please complete electronically and don't submit as a PDF). If you do not have an email address we will post a form to you.

Once we receive your completed form, you will receive a confirmation letter. This will be within 3 working days of receiving your form electronically.

When your appointment is confirmed we will send you details of your appointment, where to park and how to get here at Mid Devon District Council.

There is pay as you go car park available nearby. Please come to reception when you arrive.

How to pay

We can take the payment when we book your appointment. You can pay by debit or credit card. If you wish, you can use the pay for it online service directly from our website. Please ensure you quote the reference number in your acknowledgement letter.

We will attempt to contact you through your preferred option selected on the enquiry form to book your appointment, but please note that if we do not get a response from you within 14 days we will delete the form.

Please note:

You will not receive any written or verbal decisions. The verbal advice given by the duty planner is given on an informal basis and is intended to assist with general, basic planning enquiries.

The advice given by a duty planner should not be seen as representing the Council's formal position and is not a substitute for using our pre application service.

What can't the duty planner help with?

- Pre-application advice;
- Carrying out searches; such as **Permitted Development Rights**
- Provide a planning application validation checking service;
- Give written expert advice;
- Advise whether or not a plan may receive officer support;
- Say that planning permission would or would not be granted;
- Discuss the detail of large or complex plans;
- Discuss the technical advantages of existing applications, refusals or appeals;
- Agree to any minor amendments to planning permissions;
- Discharge any planning conditions on a decision notice;
- Building Control queries - please visit www.nmdbuildingcontrol.co.uk/
- Enquiries with plans (these are considered a **pre application**)
- Enquiries requiring site visits (these are considered a **pre application**)

If you need planning permission or you need a formal response:

If a formal response is needed about whether planning permission is required please submit a Certificate of Lawful Proposed Use Application. The application form, information and details of the appropriate fee for an application for a Certificate of Lawful Proposed Use can be viewed on the following links:

- **[Certificate of Lawfulness for Proposed Use - Guidance](#)**
- **[Certificate of Lawfulness for Proposed Use - Application Form](#)**
- **[Planning Fees](#)**

If you want to find out whether you are likely to get planning permission before submitting your application, then you will need to use our **[Pre-application Service](#)**

The officer on duty is managed by a rota. If you need further appointments, you may not be able to speak to the same planning officer.

Note: *Refunds will not be given.*