



Listed Building/ Conservation Enquiry Form

PRIVACY NOTICE – Conservation

Processing your information

In order to deal with your general enquiry we will need to obtain some information from you to establish how we can help you and what advice to give.

Purpose of processing

Your information will be used by Mid Devon District Council (MDDC) for the purpose of dealing with your general planning enquiry. You will be required to provide your name, address the site address and contact details. Your information will be used to contact you to make an appointment for our duty planning service, and to provide general advice in relation to your enquiry. If you provide consent we may contact you in respect of feedback on our services.

The Data Controller

Mid Devon District Council, Phoenix House, Phoenix Lane, Tiverton.EX16 6PP

The Data Processor

Planning Services, Mid Devon District Council, Phoenix House, Phoenix Lane, Tiverton.EX16 6PP

Data Protection Officer

Catherine Yandle, Data Protection Office, Mid Devon District Council, Phoenix House, Phoenix Lane, Tiverton. EX16 6PP email; dpo@middevon.gov.uk

Information security and data sharing

Your information is stored securely and not shared with any other services without your verbal or written permission.

Accuracy of information

We will process the information given at the time of your enquiry.

Retention

All planning duty enquiry forms are held as sensitive information on a secure System, and will not be deleted. They are held as information under the Town and Country Planning Act (1990).

You have certain rights under the Data protection Act and the EU General Data protection Regulations (GDPR). These can be found on the ICO website

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

Complaints

If you are dissatisfied with the service that you have received in relation to your Planning Representation and wish to make a complaint, you should write to Customer Services, Mid Devon District Council, Phoenix House, Phoenix Lane, Tiverton, EX16 6PP. Alternatively you can email customerservices@middevon.gov.uk. Visit our website for more information

[How our complaints procedure works - MIDDEVON.GOV.UK information](#)

GENERAL ENQUIRY INFORMATION

Please complete this form as fully as possible to enable your query to be passed to the appropriate officer. Failure to provide information may cause delays in your response.

Full Name:			
Address:			
Postcode:			
Address of property enquiry relates to if different from above:			
Postcode:			
Is this property listed and/or in a conservation area?			
Contact Tel no:		Mobile Number:	
Email address:			

Full Name:	
If your query relates to an existing planning application or listed building application, please advise of the application number(s):	
Any other relevant planning history that you are aware of:	
Brief description of the proposal: (<i>what do you want to do?</i>)	

What you need to do next

1. Attach this form to an email.
2. Attach a site map, and any scaled plans, elevations, sections, photographs or sketches you have for the proposal. (Please ensure you indicate what each photo shows)
3. Attach any quotations, specification, schedules of work, or any other professional report (e.g. surveyor, structural engineer) which is relevant to the proposal.
4. Send your form to conservation@middevon.gov.uk

Please Note: Depending on the nature of the query, we may contact you to request more information, or request a fee in order to convert the enquiry to a pre application in line with the Council's pre application procedure. A pre Application may require a fee in order to arrange a site visit.

Our aim will be to reply to simple queries within 15 working days.

If you do not have access to email please print this form, along with any plans, and photos then send to: **Conservation, Mid Devon District Council, Phoenix Lane, Tiverton, Devon EX16 6PP**