

**Office Use Only**

Number		
Correct Fee <input type="checkbox"/> Yes <input type="checkbox"/> No	Other specify <input type="checkbox"/> Yes <input type="checkbox"/> No	

## Research Enquiry (Form 1)

This form may be used as an alternative to a written request for an officer to undertake research or interpretation of the planning register and respond to a planning enquiry.

**Please Note:** Enquiries always have the option of viewing the planning register for free of charge and doing the work for themselves. But if you want the Council to spend officer time doing it for you a fee is required for the service. There is no refund of a Research Enquiry fee once work has commenced.

**Please take the time to fully complete this form. Your assistance is appreciated and the more information you are able to provide about your enquiry, the better. If insufficient information is provided we may be unable to answer your enquiry.**

**Thank you**

### 1 Your Details

Name:

Address:

Postcode:

Phone No:

Email:

### 2 Site Enquiry Address

(\*If no postal address please give a clear and accurate description of the site location)

Site Address:

Postcode:

### 3 Enquiry Details

Please provide an accurate, detailed description of your enquiry.

#### Declaration

I confirm that I have noted that any advice provided under this service will be given on the basis of the informal opinion of the officer(s) concerned, based on the information.

Enquirers should be made aware that any document submitted to the council and any notes made may be the subject of disclosure to third parties upon request under Freedom of Information Act 2000. If you consider the proposal confidential you should explain why in terms of the Freedom of Information Act 2000.

#### Research Requested

Please pay in advance via the Council's website via <https://www.rochford.gov.uk/pay-for-it> under miscellaneous payment/planning/research fee. The fee for research is £124.20 (inclusive of VAT) per site for two hours work. On receipt of your enquiry if more research time is likely to be required you will be advised of the total additional fee required, based on an hourly rate thereafter of £55 per hour (inclusive of VAT) fee. We will aim to provide a response to enquiries within six weeks.

**Total Payable:**      £  

Signed:            \_\_\_\_\_

Date:              \_\_\_\_\_

**Please return your completed form to:**

Planning Services  
Council Offices  
South Street, Rochford  
Essex SS4 1BW

**More information about Planning in Rochford:**

Website: [www.rochford.gov.uk/planning](http://www.rochford.gov.uk/planning)  
Email: [planning.applications@rochford.gov.uk](mailto:planning.applications@rochford.gov.uk)  
Phone: 01702 546366