

Town and Country Planning (Development Management Procedure)  
(England) Order 2015

NOTICE UNDER ARTICLE 13 OF APPLICATION FOR PLANNING  
PERMISSION FOR MINOR COMMERCIAL DEVELOPMENT

*(to be published in a newspaper and, where relevant, on a website or to be served on  
an owner\* or a tenant\*\* in the case of an application for planning permission or  
consent for minor commercial development\*\*\*)*

Proposed minor commercial development\*\*\* at (a).....  
I give notice that (b).....is  
applying to the (c) .....Council for  
planning permission to (d).....

Any owner\* of the land or tenant\*\* who wishes to make representations about this application  
should write to the Council at (e).....  
by (f).....

In the event that an appeal is made against a decision of the Council to refuse to grant planning  
permission for the proposed development, and that appeal then proceeds by way of the expedited  
procedure under the written representations procedure+, any representations made by the owner\*  
or tenant\*\* to the Council about this application will be passed to the Secretary of State and there  
will be no opportunity to make further representations. Any owner or tenant wishing to make  
representations should do so by the date given above.

\* “owner” means a person having a freehold interest or a leasehold interest the unexpired term of  
which is not less than 7 years.

\*\* “tenant” means a tenant of an agricultural holding any part of which is comprised in the land.

\*\*\* “minor commercial development” means development of an existing building, or part of a  
building, in use for certain commercial purposes. It does not include a change of use, development  
not wholly at ground floor level, an increase in floor space or a change to the number of units in a  
building.

+The expedited procedures in relation to written representations are set out in Part 1 of the Town  
and Country Planning (Appeals) (Written Representations Procedure) (England) Regulations 2009  
(S.I. 2009/452).

Signed.....  
On behalf of (delete if not applicable) .....  
Date .....

*Statement of owners' rights*

The grant of planning permission does not affect owners' rights to retain or dispose of their  
property, unless there is some provision to the contrary in an agreement or in a lease.

*Statement of agricultural tenants' rights*

The grant of planning permission for non-agricultural development may affect agricultural  
tenants' security of tenure.

---

Insert:

- (a) address or location of the proposed development
- (b) applicant's name
- (c) name of the Council
- (d) description of the proposed development
- (e) address of the Council
- (f) date giving a period of 21 days beginning with the date of service, or 14 days beginning with  
the date of publication, of the notice (as the case may be)