

**Freedom of Information, Environmental Information Regulations,
Data Protection, Copyright and Charging**

Pre-application advice 2
Making a planning application 3
Comments and representations made on a planning application 4
Comments and representations made on planning policy..... 5
Copyright and Charges..... 6
Minerals and Waste Search enquiries 7



Pre-application advice

Potential applicants should be aware that the details of any pre-application advice may have to be released to the general public following a written request for that information under the Freedom of Information Act 2000 or a request under the Environmental Information Regulations 2004.



Making a planning application

Information submitted in connection with making a planning application or following the grant of planning permission is open to be read via our [on-line Applications Register](#) and copied by all at our offices, including but not limited to the public, or the press (subject to copyright restrictions and photocopying charges which may apply - see below).

Applicants and agents should also be aware that application details, including applicant and agent names and addresses are recorded and displayed on our [on-line Applications Register](#).



Comments and representations made on a planning application

Comments and representations made by consultees and members of the public should be made in writing (either by letter or email) and include a name and full address (including your post code), the application number and site address and state clearly whether you are objecting, supporting, making observations or raising questions about an application.

All comments and representations are open to be read and copied by all at our offices, including but not limited to the applicant, the applicant's agent, the public, or the press.

For more guidance refer to our [A to Z of Planning](#) – ‘C’ for Commenting on an Application - frequently asked questions.



Comments and representations made on planning policy

Comments and representations made by consultees and members of the public should include a name and full address (including your post code) and state clearly whether you are objecting, supporting, making observations or raising questions about the policy document or policies and proposals therein. This will allow us to acknowledge your correspondence in writing.

In accordance with the requirements of the Data Protection Act it is important for those who wish to take part in the plan-making process to be aware that their name and contact details will be held by us solely for the consultation purposes. However, in accordance with the Freedom of Information Act 2000, and our obligation to make the process of plan-making open and transparent, it is also important to be aware that the names, contact details and any representations made will be open to anyone to view, copy or request from us. At the examination stage, any representations would be passed to the Planning Inspectorate for considerations by the Inspector.

To make it easier to comment on our minerals and waste planning policies we encourage you to use the [consultation and feedback](#) on our web site. This allows you to register with us and make your comments on-line.



Copyright and Charges

Plans, drawings and material submitted to Staffordshire County Council are protected by the copyright acts (section 47, 1988 act). You may only use material which is downloaded and/or printed for consultation purposes, to compare current applications with previous schemes and to check whether developments have been completed in accordance with approved plans. Further copies must not be made without the prior permission of the copyright owner.

For details of our charges refer to our [A to Z of Planning](#) – ‘C’ for ‘Charges and fees for planning related services’.



Minerals and Waste Search enquiries

We provide a bespoke minerals and waste search service for anyone looking for information in relation to minerals and waste development including historic records, and current planning applications in the vicinity of a property or land.

For details of the service refer to our [A to Z of Planning](#) – ‘M’ for ‘Minerals and Waste Search Service’.

