**Planning**

Abbey House

Abingdon

Oxon

OX14 3JE

**EPC Exemption**

**Pre-application Advice Form**

[**registration@southandvale.gov.uk**](mailto:registration@southandvale.gov.uk)

**01235 422600**

You are being asked for your name, address, telephone number and email address so that we can provide you with the advice you have requested. We believe this service is provided to you because it is in your legitimate interests, as well as in the council’s, to keep you informed. We will keep these records permanently.

You have the right to request at any time:

1. what data we hold about you; please refer to our webpage on data subject access requests, as you may wish to use our specific form for this
2. that incorrect or out of date information about you be corrected;
3. that we suspend processing your data for a short while if appropriate
4. that all your data relating to this service be removed from our records

If you would like to exercise these rights, please contact us on 01235 422600 or by email on [registration@southandvale.gov.uk](mailto:planning@whitehorsedc.gov.uk)

Our records, and those of our contractors/partners, are regularly monitored by auditors to ensure your information is kept securely and used only for the purposes mentioned above

If you would like to know more about how we use and store your data, please see our webpage. <http://www.southoxon.gov.uk/gdpr>

To help us provide you with the best service we can, we may ask you to take part in consultations. This would typically involve completing a short questionnaire either on paper or online through our website. You may change your mind at any time.

Please tick this box if you would be willing to take part

If you believe we have not handled your personal data as we have described here, please either call 01235 422485 or contact us by email to [data.protection@southandvale.gov.uk](mailto:data.protection@southandvale.gov.uk) and your concerns will be fully investigated. If, after we have investigated your concerns, you are not satisfied with our conclusion, you have the right to refer the matter to the Information Commissioner’s Office (ICO). You can reach them through this link to their website or call them on 0303 123 1113. Their mailing address is:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

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| **EPC Exemption Advice**  This application is for advice related to recommendations following Energy Performance Certification for Listed Buildings ONLY. No advice on general alterations or proposals for listed buildings can be sought through this EPC Exemption Advice process.  If you want general advice on listed buildings then please refer to the [fee schedule](http://www.whitehorsedc.gov.uk/services-and-advice/planning-and-building/application-advice/pre-application-advice/how-much-will-it) on our website to understand the appropriate charge and other options. | |
| **Please select your preferred method of payment:**  BACs details are available on request after the application reference is generated | |
| Over the phone by card  (by calling 01235 422600) | Bank transfer  (call 01235 422600 for the account details) |
| **Applicant** | **Agent (if any)** |
| Name: Click or tap here to enter text.  Address: Click or tap here to enter text.  Postcode: Click or tap here to enter text.  Telephone Number: Click or tap here to enter text.  Email: Click or tap here to enter text. | Name: Click or tap here to enter text.  Address: Click or tap here to enter text.  Postcode: Click or tap here to enter text.  Telephone Number: Click or tap here to enter text.  Email: Click or tap here to enter text. |
| **Details of the Site / Property** | |
| Full address: Click or tap here to enter text.    The applicant is the: Owner  Occupier  Lessee  Prospective purchaser  Name and address of owner:  Click or tap here to enter text. | |

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| **Description of advice required:** |
| Click or tap here to enter text. |
| **Supporting Information** |
| This is not a formal planning application and **formal plans are not required**.  **However, the following must be included to validate this request:**  Site location map (scale 1:1,250)  Most recent Energy Performance Certificate (EPC)  **The quality of the advice we can provide depends on the level of information that you submit.**  Supporting information can be submitted by **email** to [**registration@southandvale.gov.uk**](mailto:registration@southandvale.gov.uk).  **Below are some options of documents that specialist officers find useful – please mark if included:**  Covering letter and description of existing building    Existing floor plans, elevations, sections (to scale) (if req’d)    Photographs of existing building, windows, insulation, etc.  **Other attachments:**  Click or tap here to enter text. |
| **I confirm that I am seeking EPC exemption advice on property described in the form and/ or attached documentation.**    **Signed:** Click or tap here to enter text.    **On behalf of:** Click or tap here to enter text.    **Date:** Click or tap here to enter text.  *We will treat information provided as part of an EPC exemption advice request as confidential until such time that a related planning application is received. Once an application is received, all information relating to the EPC exemption request and our response will be made public.* |
| **Next steps:**  You can **return the form** to [**registration@southandvale.gov.uk**](mailto:registration@southandvale.gov.uk)  **Payment** can be made by credit or debit card by calling **01235 422600**  Once your application has been registered, we will send you an acknowledgement letter.  We aim to provide you with the requested advice within 20 working days of the letter.  **Please refer to our website for our up to date working arrangements** |