Havant
BOROUGH COUNCIL

## DISPLAY OF SITE NOTICE

**Havant Borough Council ask that you (the agent or the applicant) post this notice according to the instructions below.**

**Failure to send us confirmation of the site notice posting will delay your application.**

Please find enclosed a site notice which provides notification to the public that an application has been received by Planning Services at Havant Borough Council. The local planning authority is required by law to give adequate publicity to this application. **Please display this notice in a prominent position outside the land or property to which the application relates, within 5 working days of receipt of this letter.**
To ensure that the application is processed as quickly and efficiently as possible, please make sure that you do all of the following:

- **Write the date of display at the bottom of the notice.**
- **Make sure you display the notice promptly for 21 days in total (you may remove it after the 21 days has expired).**
- **Display the notice on the land outside the application site, in a public area, on the highway frontage or appropriate boundary where it is most visible to the public e.g. gateway, lamp post, telegraph pole.**
- **Display the notice so it can be easily read by passing pedestrians.**
- **DON'T attach it to a road sign as this could distract motorists from the main purpose of the sign.**
- **Photograph the notice in situ and complete and return the tear off slip and the photograph(s) by email. You must confirm the date the notice was posted.**

Checks will be carried out, so it is essential that you display the site notice(s) in a suitable position and for the correct length of time. Incomplete notices, or notices sited in unsuitable locations are likely to have to be re-posted in order to meet statutory requirements, which will delay the progress of your application.

---

**Complete and return this slip and a photograph of the notice with the reference number and the date notice displayed on site to planning.development@havant.gov.uk with an approximate description of the posting location.**

I have today displayed the site notice in a prominent position on/near the proposal site (photo attached):

LAMP POST (NO1) FIRST ON RIGHT WHEN ENTERING MANOR CLOSE

*[please give an approximate description ie lamppost in front of 26 High Street]*

Application reference APP/ 26 / 00682

S [redacted] Date: 22 / 9 / 26

[NO EMAIL? Send slip and photo to Planning Services, Havant Borough Council, Public Service Plaza, Civic Centre Road, Havant PO9 2AX]