

Displaying of Site Notices

In light of the current restrictions of movement and activity as a result of the COVID-19 outbreak the Council is asking for your assistance to display the many Site notices which would ordinarily be displayed by Officers.

If a request is received, please display the Site notice clearly by attaching it to a lamp column, telephone pole or other suitable street furniture as close as possible to the entrance to the site using the string provided. These notices should be readily accessible for the General Public.

Once you have received the Site notice, there is heading entitled “Date of notice” near the bottom of the page. Please insert the full date, i.e. 1 January 2020; or 01/01/2020, in which you intend to display the Site notice. Please avoid displaying the Site notice on either a weekend or a Public Bank Holiday.

The Site notice requires a consultation period of 21 days and should not be removed until 21 days after the date shown under the heading “Date of notice” has elapsed.

In order to allow our records to be updated and the correct process to be observed, please take a close up photo of the whole Site notice to show the date and also a further photo from a reasonable distance to allow officers to identify exactly where the Notice has been displayed. (For example, if there is a bus stop or street name sign in relatively close proximity this would assist in showing the location). The Notice must be displayed until at least the date shown. Please see the examples below:

Please send both photos in an email to planning@brentwood.gov.uk with the subject heading “SITE NOTICE PHOTOS – <APPLICATION REFERENCE>” e.g. 20/XXXXX/XXX.



