

**TOWN & COUNTRY PLANNING (DEVELOPMENT MANAGEMENT PROCEDURE) (ENGLAND)  
ORDER 2015**

**GUIDANCE NOTES ON THE COMPLETION OF THE NOTICE UNDER ARTICLE 13**

**Please note:**

- Where you do **not** own part of, or all of the land to which your application relates, you must serve a Notice under Article 13 on the owner of the whole of the land or all the owners of each part of the land to which your application relates.
- Where you have to serve a Notice under Article 13 on an owner(s) of the land to which your application relates, and you know their name(s) and address(es), you may hand it to them personally, or send it to them by registered post or recorded delivery.
- Where you have to serve a Notice under Article 13 on an owner(s) of the land to which your application relates, but do not know any name(s) and address(es), you must publish the Notice under Article 13 in a local newspaper in the area to which the application relates.
- Where you have to serve a Notice under Article 13 on an owner(s) of the land to which your application relates, and your application concerns the winning and working of minerals by underground operations, you must display a Notice under Article 13 in at least one place in every parish or community within which there is situated at least one part of the land to which the application relates. Such Notice shall be in position for not less than seven days in the period of 21 days immediately preceding the making of the application to the County Council. This requirement is in addition to the service by hand or by post on a known owner(s) of the land to which the application relates or publication of a Notice under Article 13 in a local newspaper.
- If you have to serve a Notice under Article 13 on an organisation, you must address it to the Secretary or Clerk of the organisation at their registered or principal office. You may serve it in any of the ways indicated.

**IMPORTANT NOTE:**

**Any person who knowingly or recklessly issues a Certificate which contains a statement which is false or misleading in a material particular is guilty of an offence and is liable to a fine on conviction.**