**REQUEST FOR LEGAL ADVICE FOR PLANNING (EXCLUDING S106 AGREEMENTS)**

***FOR INTERNAL USE ONLY***

**TO:** LEGAL SERVICES – Tom Penlington ([tom.penlington@molevalley.gov.uk](mailto:tom.penlington@molevalley.gov.uk)) and [LegalInstructions@molevalley.gov.uk](mailto:LegalInstructions@molevalley.gov.uk)

**FROM**: DEVELOPMENT MANAGEMENT/POLICY (delete as appropriate)

**CONTACT**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(insert your name and contact details)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(insert contact details of others with knowledge/involvement*)

I am seeking legal advice on the following:

*(summary of the matter plus application reference)*

The advice is needed: **URGENTLY** [ ]

**OR** By (*insert date*): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please provide the advice: a) in writing as a formal document for internal use only [ ]

(*tick* ***one*** *only*)

b) in writing as a formal document for publication [ ]

(*or eg, sending to applicant/objector*)

c) by email for publication [ ]

(*or eg, sending to applicant/objector*)

d) by email for my information only [ ]

e) as informal verbal advice [ ]

Additional Information:

Legal file reference/name *(if known)*

Linked/associated matters *(if any)*

Linked/associated parties *(if known)*