

REVISED RESPONSE TIMES

Category	Timescale
Category 1 -booked duty office meeting (Householder and small business development)	Meeting to be booked at least 2 working days prior to meeting
Category 2 householder enquiry	20 working days 25 working days if meeting required
Category 3 In principle enquiry	25 working days 30 days if meeting requested
Category 4 pre application enquiry seeking full advice	30 working days 40 if meeting requested