



Request for Pre-application Planning Advice

Please complete this form using BLOCK CAPITALS and **black ink** and return to the address above.
Remember to enclose a cheque for the relevant fee.

If you have any queries relating to your advice request, please call us on the number given above.

It is important that you complete the form correctly and accurately and submit the relevant fee. Incorrect completion/no fee may invalidate and delay the processing of your request.

1. Applicant Details

Name:

Address:

Postcode:

Tel. (day):

Fax:

E-mail:

2. Agent/Developer Details (if applicable)

Please note that if an Agent is used, all correspondence will be sent to them.

Name:

Address:

Postcode:

Tel. (day):

Fax:

E-mail:

3. Interest in Property/Land

State your interest in the property or land, e.g. owner/occupier, developer, prospective purchaser etc

4. Location of Proposed Development

If there is **no** postal address, please give a clear and accurate description of the site location

5. Type of Advice Requested (see charging structure for appropriate fee to be paid)

Written Advice only

Meeting with planning officer and follow-up written advice

One-off meeting with a planning officer(s) at the Council's offices where no formal response is required

6. Viewing the Site

If relevant, can the site be seen from a public road, footpath, bridleway or other public land? Yes No

If No, is there a need for an officer to enter the site (does not apply to one-off meetings)? Yes No

Contact details in the event that a planning officer needs to visit the site Applicant Agent Other

Contact Name

Telephone number

Email address

7. Description of Proposal

Please provide an accurate, detailed description of the proposed development

8. Plans and Supporting Information

Below is a checklist of information that should normally accompany a request where a formal written response is required. Where just a meeting with no formal response is required,, any information submitted in advance will help subsequent discussions. The more information you can provide, the more informed and quicker the Council's response will be.

(i) Site Location Plan with the site clearly identified Yes No

(ii) Existing use of the land (if known)

(iii) Plans/ Drawings Yes No Plan numbers/details

(iv) Draft Design & Access Statement (not required for householder applications or for change of use) Yes No

(v) Draft Heritage Statement (required for designated assets such as listed buildings and conservation areas) Yes No

(vi) Does the proposal only involve internal alterations to a listed building and no change of use is Proposed? Yes No

(vii) Photographs of the site if only written advice is required (optional) Yes No

Fee enclosed Yes No

Important: If officers consider the proposal would be unacceptable in principle, do you still wish to receive a detailed analysis of the information you have submitted? Yes No

Please note, that if you only require an 'in principle' response, this is likely to be given much sooner than a more detailed response.

Any other information provided. Please list.

Please Note:

The Council encourages applications to be submitted electronically. If you are submitting documents in CD form or in electronic format, please note that in order to ensure complete compatibility with our on-line system, all documents must be under 5MB in size. They should also be correctly orientated and are either in Adobe pdf or Microsoft Word format.

9. Freedom of Information Act

Disclosure of the information you have provided may be requested by a third party under the Freedom of Information Act 2000. If so, the Council is obliged to determine whether it would be appropriate to release it, or whether it should be withheld under one of the exemptions under the Act. To assist the council in this exercise please answer the following questions. Whilst your views will be taken in to account, ultimately the Council reserves the right to determine whether the information should be withheld or released.

1. Would disclosure of any of the information harm someone's commercial interests? If so, which information and what would that harm entail?

Yes No

2. Do you consider that you are giving the information in confidence? If so, what is it about the information that has the necessary quality of confidence (i.e. how is it sensitive)?

Yes No

3. If considered necessary, do you have any objection to the details of your request being shared either with an elected member of the District Council or a parish council?

Yes No

Signed:

Date:

Name (in BLOCK CAPITALS):

On behalf of: