Pre-application request form for type 1 and 2

Complete this form to receive a detailed written response for a development proposal. Ensure that appropriate plans, details, and the necessary fees are included.

If you use an agent, they should complete the form on your behalf.

Are you an agent submitting this form on an applicant's behalf?	
☐ **Yes** ☐ **No**	
Applicant's contact details	
Providing a phone number and email address will help us deal with your application promptly.	
First name	
Last name	
Phone number	
Email	
Correspondence address	
Postcode	
Agent's contact details (leave blank if not using the services of an agent)	
Providing the agent's phone number and email address will help us deal with your application promptly.	
First name	
Last name	
Phone number	
Email	
Address	
Postcode	
Location of site (mandatory)	
Site address	
Postcode	

Provide a detailed description of the site location. It is essential to identify the site for which you seek pre-application advice accurately. Some areas may not have postal addresses, making identification more difficult. You must submit a site location plan with every pre-application request.

Proposal description (mandatory)

Set out clearly what you are proposing, such as a single-storey rear extension or a two-storey detached dwelling on the grounds of 29 Acacia Road.

Include metric measurements or dimensions. Attach a plan to show these if it is easier.

You can attach plans to make outlining your proposal easier.

Explain the changes of the site or building from current to proposed use.

Fees

Type 1	Extensions, change of use or alteration to building	£105 per application
Type 2	Building of one individual home	£210 per application

Discretionary reductions

- town and parish council applications will be given a 50% fee reduction
- pre-application advice related solely to disability adaptations is given free of charge
- Affordable Exception Housing schemes submitted by registered social landlords would be free of charge for type 2 applications

Development type

Are the alterations or extensions to a dwelling for the benefit of a registered disabled person?

☐ **Yes** ☐ **No**

Are you a registered social landlord submitting an affordable exception housing scheme?

☐ **Yes** ☐ **No**

Is this application being made on behalf of the parish or community council?

☐ **Yes** ☐ **No**

Plans and supporting information

Where appropriate, please provide us with the following documents:

Site location plan (mandatory)

To a scale **1:1250 or 1:2500** based on an up-to-date map with a solid red line outlining the site in question and a blue line indicating adjacent or nearby land within the same ownership and a north point.

The red line should include all land necessary for the development, including land required to access the site, servicing and parking areas.

You can buy a planning map on the Planning Portal if needed.

Site plan (mandatory)

This site plan should be at an identified standard metric scale (usually to a scale of 1:500 or 1:200), including a north point, the proposed development (including any new boundary treatments or hard surfacing) in relation to the site boundaries and other existing buildings on the site, any affected public rights of way and the position of any existing trees on site.

The plan should include any external areas associated with the property and any changes proposed to the external spaces.

Existing floor plans (desirable if relevant)

The plans should illustrate the proposals to a standard scale and clearly show the site in context. Depending on the type and scale of the proposals, these are likely to include block plans, floor plans, elevations, sections and roof plans.

Proposed floor plans (desirable if relevant)

The plans should illustrate the proposals to a standard scale and clearly show the site in context.

Depending on the type and scale of the proposals, these are likely to include block plans, floor plans, elevations, sections and roof plans.

Photographs (mandatory)

Images of the site and surrounding area that illustrate the proposal's context. Ensure that the size of each image does not exceed 2MB.

Other information (desirable)

It might include a short supporting statement describing the proposal in more detail and any other reports or surveys commissioned, including wildlife and biodiversity and landscaping proposals.

Confidential information

An important note about confidentiality

The Council will treat your pre-application submission as confidential and will not make your submission publicly available[1]. We will also not publish this response, subject to the note below[1]. However, if a planning application is later made for the site, which this pre-application proposal relates to, the Council will make your submission and their response public at that time.

1. *If the Council is challenged on this approach and is then told to publish this information by the Information Commissioner's Office (ICO), then we will make it public at that time. In that eventuality, we would advise you first. If possible, we would also allow you to make your views known to the Commissioner before any such recommendation or decision is issued.*

Declaration

I/we hereby apply for pre-application advice as described in this form, the accompanying plans or drawings, and additional information. I/we confirm that, to the best of my/our knowledge, any facts stated are true and accurate, and any opinions given are the genuine opinions of the persons giving them.

The pre-application service **does not** include scheduled site meetings, although the planning officer may wish to visit the location to inform their report. If you are not the site owner, please confirm that the current owner or occupier of the land has been informed that an officer may visit the site shortly after this request for pre-application advice is submitted and validated.

Signature	
Name	
Date	