



# Pre-application request form

This form should be filled in if you would like a formal detailed written response in respect of a development proposal.

It should be accompanied by appropriate plans and details together with the appropriate fee.

If you are using 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 contact details

Please provide at least one phone number and an email address - supplying a mobile phone number and email address will help us deal with the application promptly.

## Agent contact details (leave blank if you are not using the services of an agent)

Please provide the agent's phone number and email address - this will help us deal with the application promptly.

## Location of site

Site address and postcode

Postcode

Describe the **site location as accurately as you can**. It is important you correctly identify the site for which pre-application advice is being sought. Some pieces of land do not have postal addresses and are harder to identify. We will require a site location plan to be submitted with every pre-application enquiry.

## Description of the proposed development

Please set out clearly what it is that you are proposing (i.e. single storey rear extension; two-storey detached dwelling in grounds of 29 Acacia Road).

Please include metric measurements where possible.

You may like to attach plans to make outlining your proposal easier.

## Fees

You need to decide if you are applying for our **Bronze or Silver** level of service, please circle one option once you have read the descriptions below:

Bronze  Silver

### **Bronze**

Intended for proposals that involve householder extensions, smaller change of use or possibly at an outline stage seeking in principle advice or scoping of what constraints may be relevant to a proposal i.e. conservation areas.

A brief bullet point response will be provided including information on constraints and relevant policies to give the applicant a steer on moving a project forward. This level of service may also be appropriate for commenting on amended schemes following the refusal of an application.

### **Silver**

Proposals which are subject to this level of service are likely to be predominately householder extensions (where a site visit is requested), small residential or commercial development. The applicant will need to provide plans of the proposed development and the Case Officer will provide written comments once the site visit has been undertaken.

As part of the Silver service for small residential development or commercial development we will consult with other services within the Council including: Conservation and Design, Landscape and Ecology, Environmental Protection, Strategic Housing and Economic Development.

## Development type

What is your development type: Residential  Commercial  Householder

According to the type of development you will need to provide the following information:

**If Residential:**

What is the number of dwellings?

What is the site area in hectares?

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

**If Commercial:**

What is the floorspace in square metres?

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

**If Householder:**

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

## Plans and Supporting information

Where appropriate please provide us with the following documents:

**Site location plan**

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/nearby land within the same ownership and a north point. The red line should include all land necessary to carry out the development including land necessary to access the site, servicing and parking areas.

You can buy your plans here if you need to:

[https://www.planningportal.co.uk/homepage/4/buy\\_a\\_plan](https://www.planningportal.co.uk/homepage/4/buy_a_plan)

**Site plan**

This should be at an identified standard metric scale (usually to a scale 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**

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**

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**

Photographs of the site and surrounding area which help explain the context of the proposal

### **Other information**

This might include a short supporting statement setting out the proposal in more detail, any other reports or surveys that have been commissioned including wildlife and biodiversity and landscaping proposals.

## Confidential information

Does the Pre-Application submission contain commercially sensitive information?  
If the answer is yes, please give an explanation.

You should be aware that the council cannot guarantee confidentiality of information submitted.

Information held by the Council is subject to the Freedom of Information Act. The Act has exemptions for trade secrets and disclosure of information which would be likely to prejudice the commercial interests of any person.

It should be noted with major proposals, the Gold and Platinum service includes briefing of Local Members.

## Declaration

I/we hereby apply for pre-application advice as described in this form and the accompanying plans/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 person(s) giving them.

Where I have applied for a level of service that includes a site visit by the assigned case officer, and I am not currently the owner or occupier of the land in question, I confirm that I have informed the owner/occupier to expect a site visit by the Council shortly after this request for pre-application advice is submitted and validated.

Signed

Date