



I would like advice in relation to a development proposal.

This form should be filled in if you would like a formal, detailed, written response in respect of a development proposal and which may also include associated works to a listed building or to trees.

Pre applications should be accompanied by appropriate plans and details together with the appropriate fee (where applicable).

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.

Title (Optional)

First name

Last name

Telephone

Email

Address

Postcode

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.

Title (Optional)

First name

Last name

Telephone

Email

Address

Postcode

Location of site

(If the site does not have a postcode, leave this section blank and move onto description of site location)

Site address

Postcode

Description of site location

Describe the site location as accurately as you can. It is important that 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 proposed development

Please set out clearly what it is you are proposing (eg single-storey rear extension, two-storey detached dwelling in grounds of 29 Acacia Road etc).

Please include metric measurements.

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

Pre application advice

- What is your development type?
- Householder** Proposals involving extensions/alterations to existing residential dwellings but where no new residential dwellings are being created.
- Commercial** Proposals for new commercial floor space and extensions/alterations to existing units based on floor area.
- Residential** Proposals for new residential dwellings (currently schemes up to nine dwellings).

For householder applications

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

YES NO

For commercial applications

What is the floor space in square metres?

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

 YES NO

For residential applications

What is the number of dwellings?

What is the site area in hectares?

Proposed work to Trees and Hedges

Will your proposal affect any Trees or Hedges? (either on the site or adjacent land)

 YES NO

If yes, please detail all proposed works to identified Trees and Hedges.

Listed buildings

Will your proposed development/works affect a listed building?

 YES NO

If yes, please detail all proposed work to that listed building.

Does the work include the total or partial demolition of a listed building or structure?

 YES NO

Please clarify why the demolition is considered necessary and the approximate age of the fabric to be removed.

Fees

Are you applying for the Bronze or Silver level of service? Please tick one.

BRONZE SILVER

Bronze

Intended for proposals that involve householder extensions, smaller changes of use or possibly at an outline stage seeking “in principle” advice or scoping any constraints which may be relevant to a proposal (eg conservation area).

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 a planning Case Officer to comment 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 development or commercial development. The applicant will need to provide plans of the proposed development and the Case Officer will provide written comments after the site visit.

As part of the silver service for small residential or commercial developments, we will consult with other services within the Council including Conservation, Design and Landscaping, Environmental Protection, Strategic Housing and Economic Development.

Plans and supporting information

Where appropriate, please provide us with the following documents.

Site location plan

To a scale of 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, plus servicing and parking areas.

You can buy our plans here if you need to:

www.planningportal.co.uk/homepage/4/buy_a_plan

Site plan

This should be identified to a standard metric scale (usually 1:500 or 1:200) and include 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. It should also outline any affected public rights of way and the position of any trees. The plan should also include external areas associated with the property and any changes proposed to 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, elevation, 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 and any other reports or surveys that have been commissioned, including wildlife, biodiversity and landscaping proposals.

Confidential information

Does the pre-application submission contain commercially sensitive information?

YES

NO

If 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.

Declaration

I/we hereby apply for pre-application advice as described in this form, 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 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 the request for pre-application is submitted and validated.

Signed

Dated