

Pre-application Advice Service Form

Please use black ink to complete this form

For Office Use Only			
Date Received:	Method of Payment:	Reference Number:	Amount:

1. Applicant

Name:

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Address:

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Postcode:

Telephone no:

Fax no:

Email:

2. Agent (if any)

Name:

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Address:

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Postcode:

Telephone no:

Fax no:

Email:

3. Location of application site and ownership

Full address of site:

The applicant is the: owner occupier lessee prospective purchaser

Name and address of owner:

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Does the applicant own / control adjoining land? Yes / No Has any part of the site been in council ownership? Yes / No

4. Description of the proposed development

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Pre-application advice service form

5. Attached information

I attach the following information:

- Cheque with appropriate fee: see guidance note for further advice.
- Site location map (scale 1:1,250) – 3 copies.
- Detailed description / schedule of existing uses on the site – 3 copies.
- Description of proposed development including schedule of proposed uses: schedule of floorspace; number, mix and affordability of residential units etc. – 3 copies.
- Existing floor plans, elevations with building heights marked, sections (to scale) – 3 copies.
- Proposed floor plans, elevations with building heights marked, sections (to scale) – 3 copies.
- Existing and proposed site layout plan (preferably 1:500) – 3 copies.
- Design statement, design analysis, materials, photomontages, computer images, street scene appraisals etc. (where appropriate) – 3 copies.
- Photographs of site and immediate surroundings (useful but not compulsory) – 3 copies.
- A CD containing electronic copies of drawings, documents and photographs. This will enable your pre-application request to be processed as efficiently as possible.
- Other information – please list:
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Please note the quality of the information we can provide depends on the level of information that you submit. We will assume that the information submitted does not need to be treated confidentially. If this is not the case please provide a covering letter setting out the reasons why and how long it should remain confidential.

I, the undersigned, confirm that I am seeking pre-application advice on the proposed development described in the attached documentation:

Signed on behalf of Date