

Planning Services

Pre-Application Enquiry Form

Our Service:

Thank you for taking this opportunity to engage in our pre-application enquiry service. As part of this service, we aim to provide you with the following advice: -

- ✓ If planning permission is required and what type of application is needed.
- ✓ The main policies and considerations relevant to an application for your proposed development.
- ✓ Our informal view on your proposal and the likelihood of a formal application being approved or refused.
- ✓ What information is required to accompany a formal planning application for your proposal (“validation requirements”).
- ✓ We will aim to provide a response within 30 days (upon receipt of a valid pre-application enquiry).

Validation requirements and fees:

To enable us to provide you with a thorough response, we kindly ask that you provide as much information about the site and your proposals as possible; the more information you provide, the more helpful we can be. Such information includes a plan showing the location of the site, up-to-date site photographs, floor plans and elevations.

Please refer to the Pre-Application Advice page of our website for a list of the associated “validation requirements and fees”. Please note, the relevant fee must be received before your enquiry can be processed.

If your proposal relates to a householder development, please note that you will also need to complete the additional [Householder Project Sheet](#).

YOUR CONTACT DETAILS

Name: _____ Telephone/Mobile: _____
Address: _____ Email: _____
Postcode: _____

SITE LOCATION

Site Address: _____
Postcode: _____ SAME AS ABOVE? YES / NO

PROPOSED WORKS / DEVELOPMENT

Please provide an accurate, detailed description of the proposal

Examples: Rear conservatory / extension. Erection of shed / workshop. New 3 bed bungalow.
Dog grooming from home. Convert agricultural barn into 2 houses. New commercial units.

LEVEL OF PRE-APPLICATION ADVICE SOUGHT

The pre-application advice type chosen will impact the fee payable

DESKTOP ASSESSMENT – desk top assessment and written response only

DESKTOP PLUS – desk top assessment, virtual meeting with Officer and written response

SUBMISSION CHECKLIST

Please detail what accompanies your enquiry. If applicable, please add drawing number or report reference

Site Location Plan

Existing / Proposed Floor Plans

Existing / Proposed Block Plan

Existing / Proposed Elevations

Photographs of the site

Householder Project Sheet (if applicable)

Other information (please list):

Please call 01255 686190 to make Pre-application Enquiry Fee payment.

FREEDOM OF INFORMATION (FOI) & ENVIRONMENTAL INFORMATION REGULATIONS (EIR)

Some, if not all, of the information provided may need to be revealed under FOI or EIR. The authority shall act reasonably and use its discretion when making a decision to release or withhold information in accordance with the relevant Act. If you consider that your application contains commercially sensitive information, you are advised to complete the [Commercially Sensitive Checklist](#) available on our website.

DECLARATION

Please sign and date below:

I, the undersigned, confirm that I am seeking pre-application advice on the proposed development described in the attached documentation, have paid / will pay* the relevant pre-application enquiry fee, and have read and understood the [FOI and EIR important information](#) document shown on the Pre-Application page of our website

Print Name:

Date:

**Delete as appropriate*

IMPORTANT INFORMATION:

Any advice given by Council officers for pre-application enquiries does not indicate any formal decision by the Council as local planning authority. Any views or opinions expressed are given in good faith, and to the best of ability, without prejudice to the formal consideration of any planning application following statutory public consultation, the issues raised and evaluation of all available information.

You should therefore be aware that officers cannot give guarantees about the final formal decision that will be made on your planning or related applications. However, the advice note issued will be considered by the Council as a material consideration in the determination of the future planning related application(s), subject to the proviso that circumstances and information may change or come to light that could alter the position. Any formal planning application may be determined by the Planning Committee, whose opinion may differ from the Planning Officer's recommendation.

It should be noted that we cannot give weight to pre-application advice more than 12 months old.