

FOR OFFICE USE ONLY

Ref: _____

Date valid: _____

Flood zone: _____

Fee full: _____

Outline: _____

Other: _____

Cannot specify at this stage: _____

Applicant's name: _____

Address: _____

Agent's name: _____

Address: _____

Tel number: _____ Email address: _____

Site address: _____

Description of proposal: _____

Do you wish to meet with a planning officer?

 Yes (please enclose relevant fee) No

Proposed Application type (e.g. Full, Reserved Matters, Outline etc.): _____

What is the existing use of the site? _____

What is the site area? _____ m²

If your proposal involves new floorspace (other than residential dwellings), please specify the new floorspace measured externally.

Please submit the following documents:

- 4 copies of this form
- 4 copies of a location plan to a scale of 1:1250 or 1:2500, marking the land to which this enquiry relates to in red. Any other land that the applicant has an interest in can be marked in blue.
- 4 copies of a block plan to a scale of 1:200 or 1:500 showing the new work, and the red/blue lines as above
- 4 copies of floorplans and elevations (if the enquiry results in a full or reserved matters application being made)
- 4 copies of any other information that may help explain the proposal (for example draft designs, access statements, photographs, street scenes, relevant site history etc.)

Signed: _____ Date: _____

On behalf of: _____

** If you select 'Outline', you will only need to provide a scaled location plan with the site marked in RED, the fee will be calculated in accordance with an Outline application. The advice you'll receive will be in principle only.*

If you select 'Full' or 'Reserved Matters', you will need to submit drawings reflecting siting, design, external appearance, access and landscaping. The fee will be calculated based on a 'Full' or 'Reserved Matters' application. You will receive detailed advice.

PRE-APPLICATION ENQUIRY