

# Planning Advice Enquiry Form



# Pre-Application Advice

Before making a planning application, you can contact us for advice on your proposal to find out whether the principles of your proposal are acceptable or not in planning terms. This form can also be used if you wish to find out whether your non-householder proposal requires planning permission.

Our advice will be based on the information you provide on this form and any additional details (such as plans) submitted. Therefore the more detailed information you can give about the proposal, the more informal planning advice we can provide on what you are intending to do. This form identifies the basic information that is needed in order to advise you.

We cannot provide informal advice that is binding on the Council. Any views or opinions will be given in good faith without prejudice to the formal planning application process which will be subject to public consultation. This service does not guarantee that any subsequent applications will be valid or that they will be approved. This pre-application service aims to help identify issues that may be raised should a planning application be submitted so that they can be properly considered prior to an application being made.

## Applicant Details

<b>Name:</b>	
<b>Address:</b>	
<b>Postcode:</b>	<b>Telephone:</b>
<b>E-mail address</b>	

## Agent Details (if applicable)

<b>Name:</b>	
<b>Address:</b>	
<b>Postcode:</b>	<b>Telephone:</b>
<b>E-mail address</b>	

# The Proposal

**Address of proposed development:**

**Interest in the property/land:**

(e.g. owner/occupier, developer, prospective purchaser)

**Details of proposed development:**

Please provide an accurate, detailed description of the proposed development including any existing uses on the site

## The following information is required in addition to the completion of this form:

- **Site Location Plan** with the site clearly identified with a red edge. The plan should show the proposal site and its location in relation to surrounding buildings and roads.
- **Site Layout Plan** showing your proposal and its relationship to boundaries, existing buildings, roads, footpaths, any trees and any other features that need to be taken into account.

Depending on the type of development proposed, it may also be beneficial to provide the following:

- **Drawings** of existing and proposed elevations
- **Drawings** of existing and proposed floor plans
- **Photographs**
- **Design Statement**

## Disclaimer

Any advice given by officers in response to planning enquiries is without prejudice and is not binding on the Council during the consideration of any formal application. The final decision on any application that you may then make can only be taken after the Council has consulted local people, statutory consultees and any other interested parties and will then be made either under delegated powers or by Planning Committee, in accordance with the Council's approved Scheme of Delegation, and based on the information available at that time. Officers cannot therefore guarantee the final formal decision that will be made on your application(s).

I confirm that I understand the above and that the information provided on this form is correct.

Signed:

On behalf of:

Date:

Please return this form by e-mail to [planningadvice@sholland.gov.uk](mailto:planningadvice@sholland.gov.uk).