

Pre-application advice request form

Please refer to the guidance notes before completing this form

Address information

| | |
|------------------------|------------------------|
| Applicant | Agent |
| Address | Address |
| | |
| | |
| Telephone | Telephone |
| Email | Email |

Site information

Site address:.....

Site area (in square metres or hectares):.....

Brief description of current use of site and/or buildings:.....

.....

The Proposal (please give a brief description of your proposal)

.....

.....

Gross floor area * (in square metres) **Maximum height** (in metres)

Number of units (for residential only)

* Gross floor areas should be measured externally and apply to new-build and change of use proposals

Accompanying information - tick all that apply

| | | | |
|---|--------------------------|--|--------------------------|
| 1:1250 or 1:2500 site location plan | <input type="checkbox"/> | Other drawings | <input type="checkbox"/> |
| Indicative drawings/elevations (where relevant) | <input type="checkbox"/> | Photographs of the site and surroundings | <input type="checkbox"/> |
| 1:200 or 1:500 layout plan | <input type="checkbox"/> | Fee of £ | <input type="checkbox"/> |

Type of advice sought - Please refer to the guidance notes

| | | | |
|---|--------------------------|--------------------------------|--------------------------|
| Written advice only | <input type="checkbox"/> | Meetings and written advice | <input type="checkbox"/> |
| Householder, including Listed Building advice | <input type="checkbox"/> | Category 1 2 3 (please circle) | |

Signed Date

On behalf of

Do you consider any of the information submitted to be Confidential or Commercially Sensitive?

Yes No

If yes, please complete the form overleaf

Confidential/Commercially sensitive information form

FREEDOM OF INFORMATION ACT 2000

ENVIRONMENTAL INFORMATION REGULATIONS 2004

From time to time, the council receives requests for information under the Freedom of Information Act 2000 (FOIA) or the Environmental Information Regulations 2004 (EIR). Both the FOIA and the EIR provide a means by which the public can request any information held by the council. Such requests can relate to information which may be considered confidential and/or commercially sensitive. When dealing with such requests, the council must consider whether the information in question is exempt/excepted from disclosure. Completed forms outlining confidential and/or commercially sensitive information will be taken into account in this process, however, they are not conclusive.

The council is responsible for determining at its absolute discretion, whether the information provided is exempt/excepted from disclosure under the FOIA or the EIR.

| Information submitted and considered by the applicant to be confidential and/or commercially sensitive under the FOIA 2000 or EIR 2004 | |
|---|--|
| Document submitted | |
| Section/paragraph of document | |
| Specify the information/wording considered to be confidential and/or commercially sensitive | |
| Reasons/justifications for information being confidential and/or commercially sensitive | |
| Timescale which information shall remain confidential and/or commercially sensitive | |
| Specify exemption for instance, commercially sensitive and/or confidential | |