

Request for Pre-application Planning Advice

Please complete all sections of this form

You are advised the service is provided solely on the basis of records available to the Local Planning Authority and whilst internal consultations (for example with Housing, Environmental Services and Open Spaces) are included in the service no consultations are undertaken with external statutory undertakers (for example County Highway Authority, Environment Agency, National Highways etc.)

Applications submitted without the appropriate payment will be closed and automatically removed from the system in 5 days.

Applicant Details		Agent Details	
Name		Name	
Address		Address	
Postcode		Postcode	
Email		Email	
Tel. No.		Tel. No.	

Site Address (Please include site plan as required overleaf)	
Description of Proposed Development	

Please select if you are seeking advice on the proposal or advice on detailed plans

Details of any Previous Advice Obtained from the Local Planning Authority

Name of Officer	
Reference	
Date	
Brief Details of Advice Given	

Details of any Consultations Carried Out with Statutory Agencies

Name of Agency	
Reference	
Date	
Brief Details of Advice Given (<u>Please include copy of any written advice received</u>)	

Information Provided with Request

Please Tick

Please refer to Pre-application Advice Guidance Notes by clicking HERE as not all proposals will require	Location plan with site outlined in red (mandatory)	
	Drawings of layout and surroundings including identification of neighbouring properties and existing trees on site (mandatory for full assessment)	

the same level of information	Drawings showing proposed height and scale of development (mandatory for full assessment)	
	Photographs	
	Copy of written advice from statutory agencies	
	Other (Please specify – see Pre-application Advice Guidance Notes)	



Confidentiality	Do you agree to the information you have submitted being shared with other teams within the Council when necessary to assist in assessing your proposal (e.g. Environmental Health and	Yes/No
	Building Control)?	
	Is there any reason why any of the information you have submitted should remain confidential? If so, please specify.	Yes/No



Declaration	<p>I (the under-signed) confirm the following:</p> <p>I request pre-application advice under Category (e.g. 2, 3a) of the Charging Schedule and fee of £ will be paid by using the online payment system https://www.eaststaffsbc.gov.uk/pay-online.</p> <p>Payment Method</p> <p>Payment will be paid online and this will be provided upon receipt of this form. All payment references must quote “Pre App” then the address of where the pre app service is for.</p> <p>I agree to pay any additional charges arising from the provision of the pre- application advice service as outlined in the Charging Schedule.</p> <p>Signature:</p> <p>Print Name:</p> <p>Date:</p> <p>Receipt Number from Online Payment System:</p>
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Please email form and supporting documents to
dcsupport@eaststaffsbc.gov.uk.