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| **Please indicate the**  **service you require:** | Advice letter only | Office meeting & follow up letter | Site visit & follow up letter |

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| Applicant | | Agent (if applicable) | |
| Name |  | Name |  |
|  |  |
| Address |  | Address |  |
|  |  |
|  |  |
| Postcode |  | Postcode |  |
| Tel No: |  | Tel No: |  |
| Email: |  | Email: |  |

|  |  |
| --- | --- |
| Full Address of Site |  |
|  |
| Description of Development | |
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| Attached Information Checklist | |
| Important Note: Please ensure the following information is attached. Failure to do so may delay your application. | |
|  | Check appropriate fee; see fee scales guidance note for further advice |
|  | Site location map (scale 1:1,250) |
|  | Detailed description of existing uses on the site |
|  | Detailed description of the proposed development |
|  | Existing floor and elevation plans |
|  | Proposed floor and elevation plans |
|  | Existing and proposed site layout plan (preferably 1:500) |
|  | Technical studies (if available/necessary), e.g. ecological or traffic impact assessments |
|  | Design statement, design analysis, materials, photomontages, computer images, street scene appraisals etc. (recommended for larger scale proposals and sites in sensitive locations) |
|  | Photographs of site and immediate surroundings (useful but not compulsory) |
| Please note the quality of the advice we provide depends on the level of information that you submit. | |

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| **DECLARATION** | | | |
| **I/we hereby agree to the terms and conditions included in the Council’s adopted scheme for the provision of pre-application advice. Furthermore, I accept that the advice given does not prejudice the Council’s future consideration of a formal planning application.** | | | |
| Signed |  | On behalf of |  |
| Date: |  |  | |

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| Freedom of Information, Environmental Information Regulations and Data Protection |
| Personal information given on this form will be used for the purposes of processing your request for pre-application advice, and will not be used for any other purposes.  If the Council receives a request, under the Freedom of Information Act (FOI) or Environmental Information Regulations (EIR), to show information relating to pre-application questions they are obliged to do so unless the information is exempt under the Act. We can only withhold information under FOI or EIR if the information falls under one of the exemptions (FOI) or exceptions (EIR) set out in legislation. For certain pre-application issues the applicant would be advised to complete the commercially sensitive checklist that should set out the reasons why, and for how long, they feel any information relating to the case needs to remain confidential. However, whilst we will take account of these views, the final decision on whether the information should be withheld rests with the Council. |

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| **Please return this form and relevant details/plans to Development Control, Gloucester City Council, PO Box 3252 Gloucester GL1 9FW or by email at business.support@gloucester.gov.uk** |