

If you require assistance please email: [business.support@gloucester.gov.uk](mailto:business.support@gloucester.gov.uk)

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

|  |  |
| --- | --- |
| Address to which Enquiry Relates to |  |
|  |
| Description of Proposed Work | |
|  | |
| Note: Q.1 Proposed Extensions or Outbuildings (if proposal is only for roof lights or dormer windows please refer to Qs 2 and 3) | |
| Q1. Dimensions | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Length |  | metres | Height to Eaves |  | metres |
| Depth |  | metres | Height to Ridge (or highest roof point) |  | metres |
| Distance of proposed works to nearest boundary | | |  | metres | |

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| --- |
| Please state materials proposed for the works below: |
|  |
| Please state type of extension, for example: kitchen, bedroom, etc. |
|  |

|  |  |  |
| --- | --- | --- |
| Have any extensions/buildings been erected at the property since it was built? (including any garages, carports or outbuildings within 5 metres of the main building or any dormer windows inserted) | Yes | No |

|  |
| --- |
| If yes, please give details of the work previously carried out including dimensions: |
|  |
| Q2. Dormers Dimensions |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Length |  | metres | Height |  | metres |

|  |
| --- |
| Please state materials proposed for the works below: |
|  |
| Provide a sketch plan of the location of the dormer and specify the distance in metres of the proposed dormer from the eaves, measured along the roof slope from the outside edge of the eaves.  If you include dimensions, please make them metric. |
|  |
| Q3. Roof Lights Dimensions |

|  |  |  |
| --- | --- | --- |
| Protrusion of the roof light beyond the existing roof when measured from the external surface of the roof |  | metres |

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| Please state materials proposed for the works below: |
|  |
| Provide a sketch plan of the location of the roof lights. If you include dimensions, please make them metric. |
|  |

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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 the proposed development |
|  | Sketch or detailed plans showing the position of the proposed works in relation to the existing house, adjacent properties and the highway |
|  | 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. |

**Please return this form and relevant details/plans to Development Control, Gloucester City Council, Eastgate Management Suite, Eastgate Street, Gloucester, GL1 1PA or by email at business.support@gloucester.gov.uk**