



**PRE-APPLICATION
ADVICE REQUEST FORM**

PLEASE REFER TO THE GUIDANCE NOTES BEFORE COMPLETING THIS FORM

Address Information

Applicant **Agent**
Address **Address**
.....
.....
Tel **Tel**
E-mail **E-mail**

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 Other drawings

Indicative drawings/elevations (where relevant) Photographs of the site and surroundings

1:200 or 1:500 layout plan Fee of £

Type of advice sought - Please refer to the guidance notes

Written Advice Only Meetings and Written Advice
Category 1 2 3 (Please circle)

Householder, including Listed Building advice

Signed Date

On behalf of

**If you consider that any of the information submitted is Confidential or Commercially Sensitive,
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 i.e. commercially sensitive and/or confidential	