

**Planning Services**

Bedford Borough Council

Borough Hall

Cauldwell Street

Bedford, MK42 9AP

Telephone: 01234 718068

Email: [planning@bedford.gov.uk](mailto:planning@bedford.gov.uk)**BEDFORD**  
BOROUGH COUNCIL

## Request for Project Initiation Discussion (PID)

Please complete this form using block capitals and black ink and then return to the address above with your cheque or if paying by card please ring 01234 718068. **Please complete all fields** and submit any documents / plans which are necessary in order to deal with your enquiry. **Please do not include information in a separate covering letter as this will result in your form being returned for completion**

**1. Your Details****Applicant Name:****Agent Name (if applicable):**

Address:

Address:

E-mail:

Email:

Tel. No:

Tel. No:

**2. Nature of Planning Proposal**

Residential between 100-199 units

Over 200 residential units

Over 7500 sqm non residential

Residential homes for specialist accommodation count as individual 'units' for calculation purposes i.e. 30 bed nursing home counts as 30 residential units.

For charges please see separate charges list on the website at [www.bedford.gov.uk/planningPPA](http://www.bedford.gov.uk/planningPPA)

**3. Applicable Fee or Exemption (see Explanatory Note)**

Please state the fee applicable:

 £

If paying by cheque please state the cheque number:

**4. Site Address and Interest in Property/Land**

Please give the full site address and state your interest in the property or land; e.g. owner, occupier, tenant, developer, prospective purchaser.

**5. Description of proposal or general planning question – this must be completed in full**

**Please provide an accurate, detailed description and include any known constraints such as number of dwellings, sq.m of non-residential sites, listed building information, biodiversity issues etc.**

## 6. Plans and supporting Information

Minimum required is an Ordnance Survey location plan with a red line drawn around the application site and full details of the proposal. It is useful to include any concept plans as soon as possible. Please also refer to the PID section of the Development Framework protocol. Whilst it is not necessary to submit the required Draft Development Framework brief for the initial meeting, this will be required for the second PID meeting prior to it taking place. Meetings will usually be held virtually.

**Please note that the response to this PID request is based on the information / plans / documents submitted. It is not the responsibility of the Local Planning Authority to request additional information, therefore if you require any further advice beyond the PID process you will need to enter into a PPA or to make a planning application. You can make a further PID request but with full additional fee. You are advised to follow the principles as set out in the Development Framework protocol at an appropriate level commensurate to the scale of your proposal.**

Planning statements and supporting information – if there are known issues on the development site e.g. flood plain, conservation area, listed building, protected trees etc. then these issues should be outlined at PID stage. If you do not submit any information relating to these issues then the response given will be limited and may not fully identify issues which may subsequently come to light.

Please note that your plans must be to a recognised scale and provide a scale bar and north point on the plan.

## 7. Viewing the site

Please indicate if the whole site can be viewed from the road or other public land or right of way such that there is no need for an officer to enter the site:

Yes       No

## 8. Disclaimer

### Freedom of Information Act 2000

Please note that the confidentiality of information held by the Council cannot be guaranteed. We may receive requests under the Freedom of Information Act to disclose information about pre-application advice requests and the advice that we have provided. Ward Councillors will also be advised of all major proposals within their area for information purposes as part of early engagement. If you consider any part of your inquiry to be confidential, please set out the reasons why, and for what period, any information about the enquiry needs to remain confidential. If you submit a request for confidentiality and we receive an application for disclosure under the Freedom of Information act, we will take your request into account when deciding whether to release the information. More information about the Freedom of Information Act can be obtained from the Department of Constitutional Affairs on the following website: <http://www.foi.gov.uk>.

Note: The advice given in a PID/PPA is not legally binding and therefore is no guarantee of a positive outcome. The final decision on any subsequent planning application is made in accordance with the Council's Scheme of Delegation. The decision will only be made once we have received a formal application and carried out consultations with adjoining occupiers, those bodies which we have a statutory requirement to consult and other interested parties.

Signed:

Date: