

## Request for Pre-Application and Other Planning Advice

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.

### 1. Your Details

Applicant  
Name:

Agent  
Name (if  
applicable):

Address:

Address:

E-mail:

Email:

Tel. No:

Tel. No:

### 2. Type of Planning Enquiry (see Explanatory Note and then tick the relevant box)

Detailed written advice

Officer meeting & written advice

Follow up advice-Meeting only / Written only /Both

  
  

please circle the option you are choosing

If requesting follow-up advice please state the original planning enquiry number:

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

Please state the fee applicable:

 £

If paying by cheque please state the cheque number:

If no fee is applicable please state why:

#### **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 to accurately describe the development, do not refer to other documentation**

**Please provide an accurate, detailed description and include:**

**Any known constraints, number of dwellings, sq.m of non-residential sites, listed building information, biodiversity issues etc.**

## 6. Plans and supporting Information

**Must be supplied:** An Ordnance Survey location plan with a red line drawn around the application site. Please refer to STEP 4 on the page [www.bedford.gov.uk/planningenquiries](http://www.bedford.gov.uk/planningenquiries) for all the details about Plans / documents and details to submit

**IMPORTANT NOTE:** the response to this enquiry is based on the information / plans / documents submitted. It is not the responsibility of the Local Planning Authority to request additional information in order to answer your enquiry, therefore if you require any further advice a new enquiry will need to be submitted and will be charged at the 'follow up advice' fee rate.

### Types of plans to assist a response

1. Block Plan (scale of 1:200 or 1:500) – show neighbouring properties, parking areas, bin storage, access points etc.
2. Elevations (scale of 1:100 or 1:50) – necessary if you require design advice. Photographs can be used for existing elevations.
3. Floor Plans (scale of 1:100 or 1:50) – this is particularly necessary if your building is listed. Show where any extensions are to be located. If you are asking for change of use advice show the layout of the building and where any extraction systems will be located.
4. 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 pre-application stage. If you do not submit any information relating to these issues then the response given will be limited.

Please note that it is useful to draw your plans to a recognised scale and provide a scale bar on the plan. If you are unable to produce plans to scale then you should annotate the dimensions on your drawing.

## 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

Please indicate whether the development has already started    Yes    No    N/A

## 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 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, 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 final decision on any subsequent planning application is made in accordance with the Council's Scheme of Delegation. It can only be taken once we have received an application and carried out consultations with adjoining occupiers, those bodies which we have a statutory requirement to consult and other interested parties. You should therefore be aware that the Council's officers are unable to give any guarantees about the decision that will be made on an application. the advice provided for this PREAPP is not legally binding and informal only.

**Signed:**

**Date:**