



Bedford Borough – Minerals & Waste Development

Please complete this form using block capitals and black ink and then return to the address above with your cheque. If you have a query relating to your advice request, please ring 0300 300 8307 for further advice. It is important that you complete this form correctly and accurately otherwise there may be a delay in registering and processing your request.

1. Your Details			
Applicant Name:	<input style="width: 95%;" type="text"/>	Agent Name:	<input style="width: 95%;" type="text"/>
Address:	<input style="width: 95%;" type="text"/>	Address:	<input style="width: 95%;" type="text"/>
Postcode:	<input style="width: 95%;" type="text"/>	Postcode:	<input style="width: 95%;" type="text"/>
Contact Details			
Contact Name:	<input style="width: 95%;" type="text"/>	Email:	<input style="width: 95%;" type="text"/>
Tel. No:	<input style="width: 95%;" type="text"/>	Fax No:	<input style="width: 95%;" type="text"/>
2. Location of Proposed Development			
If there is no postal address, please give a clear and accurate description of the site location.			
<input style="width: 100%; height: 100%;" type="text"/>			
3. Site Area			
What is the site area? (hectares)			
<input style="width: 100%; height: 100%;" type="text"/>			
4. Interest in Property/Land			
State your interest in the property or land; e.g. owner, occupier, tenant, developer, prospective purchaser.			
<input style="width: 100%; height: 100%;" type="text"/>			

5. Advice Requested (please tick the appropriate category – see Explanatory Note)

A. Pre-application advice meeting and letter
(For all development proposal types,
£662.00 within Bedford Borough)

B. Pre-application advice letter (excluding meeting)
(For all development proposal types,
£231.80 within Bedford Borough)

C. Pre-application advice letter for submission of a scheme to discharge a condition or request for confirmation that a condition has been discharged or complied with.
(£192.80 within Bedford Borough)

All costs are inclusive of VAT @ 20%. The fee must be made by cheque payable to 'Bedford Borough Council'. Please state the cheque number:-

6. Description of Proposal

Please provide an accurate, detailed description of the proposed development

(please continue on a separate sheet if necessary)

7. Plans and supporting Information

Below is a BASIC list of information which should accompany a request for advice. However, what you can provide will vary depending upon the nature of the proposal and how advanced your scheme is.

Please provide 2 copies of each of the following (unless submitting electronically):

Mandatory:

Description and summary of the proposals

Included

Comments

Site Location Plan (at scale of 1:1250 or 1:2500 on an Ordnance Survey base)
(Site outlined in red)

Block Plan (at scale of 1:100, 1:200 or 1:500)
(Site outlined in red)

Photographs or drawings showing the site and proposals, including trees, buildings or other features.
(scaled in metric or 1:200)

Optional:

Existing and proposed elevation plans and floor plans (at scale of 1:50 or 1:100)

Existing and proposed site sections and site levels (at scale of 1:50 or 1:100)

Please specify any other plans, illustrations, statements or technical information submitted with this request

8. 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

9. 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. 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 planning applications is made by Council Members or senior officers. 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.

Signed:

Date: