

Application Number

Case Officer

Received Date

Response due Date  
(15 working days)



Stratford on Avon District Council  
 Planning Department  
 Elizabeth House  
 Church Street,  
 Stratford upon Avon  
 CV37 6HX

Tel: 01789 260304  
 Fax: 01789 260306  
 Email: [planning.applications@stratford-dc.gov.uk](mailto:planning.applications@stratford-dc.gov.uk)

**Request for Pre Application Planning Advice  
(Householder)**

Use this form when you are seeking a response from the planning service on proposals relating to a house such as the following:

The erection of an extension (including a conservatory) \* A garage or out building \* A new or altered access \* Dormer windows/roof alterations \* A wall or fence \* A satellite dish \* Conversion of a garage \* New windows/doors \* New porch

Please complete this form using block capitals and black ink and then return to the address above. You can also complete this form online from our website.

**1. Applicant Details**

Name:

Address:

Postcode:

Tel (Day):

Fax:

Email:

Can the Council correspond via email? Yes  No

**2. Agent Details (if Applicable)**

Please note if an agent is used all correspondence will be sent to them.

Name:

Address:

Postcode:

Tel (Day):

Fax:

Email:

Can the Council correspond via email? Yes  No

**3. Location of Proposed Development**

If there is no postal address, please give a clear and accurate description of the site location.

Address:

Postcode:  For rural locations please include grid reference or location plan at suitable scale to identify site.

Has the property been known by any other name? Yes  No  Don't know

Previous name of property:

#### 4. Property Details

Is the property: Detached  Semi- Detached  Terraced (inc. end of terrace)  Flat/Maisonette

Is the property within a conservation area? Yes  No  Don't know

Is the property a listed building? Yes  No  Don't know

Are there any trees on the site? Yes  No  Don't know

#### 5. Description of Proposal

*Please provide an accurate, detailed description of the proposed development.*

#### 6. Previous Advice

*Have you had any advice on this proposal already?* Yes  No

*If yes please give name of officer, date advised and indicate if response was by email/ phone or letter.*

Officer Name:  Date

Response by:

*The planning team operates a duty officer telephone rota. You can ask to speak to the householder duty officer during normal office hours Mon-Fri for general informal advice on any part of this form.*

*You should receive the response to this query within 15 working days of its receipt by the Council. If you have not received a reply after 15 working days, please contact the householder duty planning officer, who will trace your query and expedite a response.*

*Please return this form to;*

*Stratford on Avon District Council, Planning Department, Elizabeth House, Church Street, Stratford upon Avon. CV37 6HX*

**Signed**

**Date:**