

Application Number	Case Officer	Received Date	Response due Date (15 working days)
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Stratford on Avon District Council
Planning Department
Elizabeth House
Church Street,
Stratford upon Avon
CV37 6HX

Tel: 01789 260322/260346
Fax: 01789 260306
Email: planning.technicians@stratford-dc.gov.uk

Request for Pre Application Planning Advice (Listed Building)

Use this form when you are seeking a response from the planning service on proposals for any physical alterations either internal or external relating to a listed building.

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. List any drawings/further information submitted with this form

Draft Design and Access Statement (Bullet points are acceptable); Yes No

Statement of Significance and effect of the proposal with reference to PPS5; Yes No

Sketch Plan Number's _____ Number of Photo's _____

Other Documents : _____

5. Scope of the Works

Please provide an accurate, detailed description of the proposed works.

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 conservation officers can initially provide general informal advice by telephone during normal office hours Mon–Fri if this would be helpful to you.

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 Planning Technicians, who will trace your query and expedite a response.

You may also need planning permission for these works. The planning team operates a duty officer telephone rota and you can ask to speak to the duty officer during normal office hours Mon-Fri for general informal advice.

Please return this form to; Stratford on Avon District Council, Planning Department, Elizabeth House, Church Street, Stratford upon Avon. CV37 6HX

7. Fees

All non householder listed building pre application advice. £100.00

All householder listed building pre application advice. No fee

Please tick applicable box to indicate if fee has been submitted.

Signed

Date: