

Application Number	Correct Fee Received	Case Officer	Received Date	Response due Date (20 working days)
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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

Request for Pre Application Planning Advice (All Non-Householder Applications)

Use this form when you are seeking a response from the planning service on all minor and major development proposals, including changes of use.

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: <input type="text"/> Address: <input type="text"/> Postcode: <input type="text"/> Tel (Day): <input type="text"/> Fax: <input type="text"/> Email: <input type="text"/> Can the Council correspond via email? Yes <input type="checkbox"/> No <input type="checkbox"/>	2. Agent Details (if Applicable) <i>Please note if an agent is used all correspondence will be sent to them.</i> Name: <input type="text"/> Address: <input type="text"/> Postcode: <input type="text"/> Tel (Day): <input type="text"/> Fax: <input type="text"/> Email: <input type="text"/> Can the Council correspond via email? Yes <input type="checkbox"/> No <input type="checkbox"/>
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3. Location of Proposed Development <i>If there is no postal address, please give a clear and accurate description of the site location.</i> Address: <input type="text"/> Postcode: <input type="text"/> <i>You must provide a location plan at a scale appropriate to a rural or urban location, using red and blue lines to denote the application site and other land ownership.</i> Has the property been known by any other name? Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/> Previous name of property: <input type="text"/>

4. Description of Proposal

You may wish to attach a letter or statement to this form detailing your proposal and including information about (for example) the existing and proposed use(s) and building(s), floor space and number of car parking spaces on the site.

5. Information Submitted with this Form (2 copies of letters/documents/drawings required)

Drawing Numbers (Existing and Proposed development)

Photos of site and surrounding; (Number)

List of attached document names and dates Dated

Dated

Dated

When is the formal application likely to be submitted?

When would you need the application to be determined by?

When are you hoping to commence on site?

Please submit as much information and detail with this request for advice, as the quality of our response is dependant on the quality of the information you send to us.

6. Previous Advice

Have you already had any advice on this proposal, either from Stratford District Council or from another agency? Yes No

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

Name of Organisation:

Officer Name: Date

Response by:

7. Fees

Charges apply for all non householder pre application advice. Please tick applicable boxes to indicate all areas of development and fee submitted. Eg Residential development advice **plus** Listed Building advice.

Residential developments up to 5 dwellings. £50.00 per meeting plus £50.00 if site visit is required	<input type="checkbox"/>	Major Developments £500.00 plus costs incurred	<input type="checkbox"/>
Residential developments up to 9 dwellings. £100.00 per meeting plus £50.00 if site visit is required	<input type="checkbox"/>	Listed Building Advice £100.00	<input type="checkbox"/>
Commercial developments up to 500m ² £50.00 per meeting plus £50.00 if site visit required	<input type="checkbox"/>	Tree Advice £30.00	<input type="checkbox"/>
Commercial developments up to 1000m ² £100.00 per meeting plus £50.00 if site visit is required	<input type="checkbox"/>		

The planning team operates a duty officer telephone rota. You can ask to speak to the duty officer during normal office hours Mon-Fri for general informal advice. You should receive the response to this query within 20 working days of its receipt by the Council. If you have not received a reply after 20 working days, please contact the 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