

Internal Use Only

Application Number	<input type="checkbox"/> Site visit + written advice only <input type="checkbox"/> Site visit + meeting + written advice	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 260303/260304
Email: planning.applications@stratford-dc.gov.uk
Web: www.stratford.gov.uk

Request for Pre-Application Listed Building Advice

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. Applicants should be aware that any pre-application advice provided as a result of this request will be made available to the local Ward Members solely to assist them with any pre-application discussions they may have with you or your representatives over this development.

Please complete this form using block capitals and black ink and then return to the address above.

1. Applicant Details	2. Agent Details (if applicable)
Name <input type="text"/>	<i>Please note if an agent is used all correspondence will be sent to them.</i>
Address <input type="text"/>	Name <input type="text"/>
Postcode <input type="text"/>	Address <input type="text"/>
Tel (Day) <input type="text"/>	Postcode <input type="text"/>
Fax <input type="text"/>	Tel (Day) <input type="text"/>
Email <input type="text"/>	Fax <input type="text"/>
Can the Council correspond via email Yes <input type="checkbox"/> No <input type="checkbox"/>	Email <input type="text"/>
	Can the Council correspond via email Yes <input type="checkbox"/> No <input type="checkbox"/>

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 you are submitting with this form

Further guidance for providing information can be found in the Check List at the end of this form.

List all documents and their reference number in the box below (eg plans, photos, reports)

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5. Scope of the Works

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

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6. Check List - I attach the following documents (Please tick as appropriate)

Sketch survey elevations	<input type="checkbox"/>	Sketch proposed elevations	<input type="checkbox"/>
Sketch survey floor plans	<input type="checkbox"/>	Sketch proposed floor plans	<input type="checkbox"/>
Location plan	<input type="checkbox"/>	Draft statement of significance / justification	<input type="checkbox"/>

7. Fees - Refer to Fee Sheet for appropriate fee

8. Confidentiality

As a matter of course, requests for pre-application advice will not automatically be treated on a confidential basis. The Environmental Information Regulations 2004 require us to make recorded information available to members of the public, if requested. Pre-application advice may only be treated as confidential if there are clear demonstrable issues of commercial sensitivity or other significant reasons why this information may not be disclosed, and a public interest test may also be applied. Any enquiry in this category should be clearly marked as confidential and reasons provided.

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 Support Services, 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 Monday to Friday for general informal advice about any part of this form.

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

Note. Pre-application advice for Planning Permission (non householder) can be obtained using the Request for Pre-Application Planning Advice forms.

Signed

Dated

 / / 20

PRINT NAME

HOW YOUR INFORMATION IS USED The way in which your information may be used and shared by the Council is set out in the council's Full Privacy Notice / Fair Processing Notice. This is available via our website at <https://stratford.gov.uk/privacystatement>, or you can ask for a copy by writing to the Council at Legal Services, Stratford-on-Avon District Council, Elizabeth House, Church Street, Stratford-upon-Avon CV37 6HX