

**Internal Use Only**

<b>Application Number</b>	<input type="checkbox"/> <b>Site visit + written advice only</b> <input type="checkbox"/> <b>Site visit + meeting + written advice</b>	<b>Case Officer</b>	<b>Received Date</b>	<b>Response Due Date (15 working days)</b>
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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](mailto:planning.applications@stratford-dc.gov.uk)  
Web: [www.stratford.gov.uk](http://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.**

Stratford-on-Avon District Council will use any information that you provide to us as part of the planning process. We do this in the public interest and in the exercise of our official authority as a local planning authority.

Whilst we will not publish on our website any documents submitted in the course of your request for Pre-Application Planning Advice (including the advice provided) we will make the information provided available to local Ward Members to assist and may also share information with our external consultants and other agencies including consultees and the Planning Inspectorate. We do this in the performance of the tasks that we carry out in the public interest and in the exercise of our official authority

The Environmental Information Regulations (EIR) 2004 requires us to make recorded information available to the public if requested. When responding to an EIR request we will endeavour to redact signatures, telephone numbers, email addresses, sensitive information (e.g. relating to health or finance) and gratuitous comments (e.g. comments which we believe may be considered defamatory or offensive) as appropriate from the documents you submitted and advice provided.

Your personal data will be held in accordance with our Retention and Destruction Policy which is available on our website.

To discuss your right to request access to, rectification, restriction, portability or erasure of your personal data, or to object to the way that we process your personal data please visit [www.stratford.gov.uk/privacy](http://www.stratford.gov.uk/privacy) or contact our Data Protection Officer by post at our Elizabeth House office, by email at [data.protection@stratford-dc.gov.uk](mailto:data.protection@stratford-dc.gov.uk) or by telephone on our mainline number 01789 267 575. In addition to our own complaints procedure, you also have the right to make a complaint to the Information Commissioner's Office.

### 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)

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 you are submitting with this form

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

If any works have commenced in an area which had building works between 1930 and 2000 you must provide an asbestos survey relevant to the scope of works.

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

## 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