

**Internal Use Only**

<b>Application Number</b>	<b>Correct Fee Received</b> <input type="checkbox"/> Major <input type="checkbox"/> Site visit + written advice only <input type="checkbox"/> Site visit + meeting + written advice <input type="checkbox"/> Landscape <input type="checkbox"/> Urban Design	<b>Case Officer</b>	<b>Received Date</b>	<b>Response Due Date (20 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 Planning Advice (Non-Householder)**

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

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

Has the property been known by any other name?

Yes  No  Don't know

Previous name of property:

## 4. Description of Proposal

*You may wish to attach a letter or statement detailing your proposal including information about (for example) the existing and proposed use(s) and building(s), floor space and 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)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Photos of site and surrounding (number)	<input type="text"/>				
List of attached document names and dates	<input type="text"/>	Date	<input type="text"/>		
	<input type="text"/>	Date	<input type="text"/>		
When is the formal application likely to be submitted?	<input type="text"/>				
When would you need the application to be determined by?	<input type="text"/>				
When are you hoping to commence on site?	<input type="text"/>				

*Please submit as much information and detail with this request for advice as you can, 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-on-Avon District Council or from another agency? *If yes please give the name of the organisation, name of officer, date advised and indicate if response was by email, phone or letter.* Yes  No

Name of Organisation

Officer Name  Date

Response by

**7. Other Advice**

*The Council also offers advice in respect of Landscape and for Urban Design. This is an additional service, subject to a fee and unless specified this will not form part of the Council's response. if you wish for advice to be given in respect of either of these matters please indicate below.*

Landscape Yes  Urban Design Yes

**7. Fees - Refer to Fee Sheet for appropriate fee**

Category  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 give reasons provided.

*You should be contacted by a case officer within 20 working days of receipt by the Council. If you have not heard from us in this time, please contact our Customer Service Team, who will trace your query and expedite a response.*

*The Planning Team operates a duty officer telephone rota. 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: For Listed Building advice you will also need to submit the form "Request for Pre-Application Listed Building Advice" with the correct fee.*

Signed  Dated  /  / 20

PRINT NAME