

Internal Use Only

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

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> Name <input type="text"/>
Address <input type="text"/>	Address <input type="text"/>
Postcode <input type="text"/>	Postcode <input type="text"/>
Tel (Day) <input type="text"/>	Tel (Day) <input type="text"/>
Fax <input type="text"/>	Fax <input type="text"/>
Email <input type="text"/>	Email <input type="text"/>
Can the Council correspond via email Yes <input type="checkbox"/> No <input type="checkbox"/>	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

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. Fees - Refer to Fee Sheet for appropriate fee

Category	<input type="text"/>	Fee	<input type="text"/>
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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 receive written advice within 20 working days of receipt by the Council. If you have not received a reply 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

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