

Internal Use Only

Application Number

Correct Fee Received

Received Date

- Written advice only
- Site visit and written advice
- Meeting (office or virtual) and written advice
- Listed Building advice



**Stratford on Avon District Council
Planning Development Management**

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



Householder Pre Application Advice Form

Use this form when you are seeking a response from Development Service on all householder development proposals. Applicants should be aware that any pre application advice provided because 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 and return this form together with relevant plans/details by email to planning.applications@stratford-dc.gov.uk

1. Please tick the service you would like:

- Written advice only
- Site visit and written advice
- Meeting (office or virtual) and written advice
- Listed Building advice

(The Council also offers specific advice if your property is a Listed Building. This is an additional service, subject to a fee and unless specified this will not form part of the Council's response.)

2. Applicant Details

Name

Address

Postcode

Tel (Day)

Email

Can the Council correspond via email?

Yes No

3. Agent Details (if applicable)

Please note if an agent is used all correspondence will be sent to them.

Name

Address

Postcode

Tel (Day)

Email

Can the Council correspond via email?

Yes

No

4. Full Address of Site

Address

Postcode

5. Description of Development

Attached information checklist

Important note: Please ensure you provide the necessary plans and additional information. Failure to do so may delay your application.

- Appropriate fee (see fee schedule)
- Site location map (scale 1:1250) or similar map to identify site location
- Drawings/sketches – existing floor plans and elevations where possible including relevant dimensions
- Drawings/sketches – proposed floor plans and elevations where possible including relevant dimensions
- Photographs of the building or parts of the building/site to which it relates

Fees

Payment for pre-application advice must be made before we will allocate your request to a case officer. Payment should be made either via BACS

A/C NAME **Stratford on Avon District Council**
SORT CODE **30 98 26**
A/C NUMBER **67689560**
BANK **Lloyds Bank**
REF: **Site address or App number if known**

Or by phone and speaking to a member of the customer services team on **01789 267575**

Freedom of Information, environmental information regulations and data protection

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 or contact our Data Protection Officer by post at our Elizabeth House office, by email at 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.

Signed

Dated

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PRINT NAME

You can also return this form and relevant information to: Stratford on Avon District Council, Development Management, Elizabeth House, Church Street, Stratford upon Avon, CV37 6HX