



Request for Pre-application Planning Advice

NB. Not appropriate for discussing or confirming Permitted Development Rights

Please see www.eastcambbs.gov.uk/planning/do-i-need-planning-permission

Please complete this form using block capitals and black ink

Applicant details

Title	<input type="text"/>
First name	<input type="text"/>
Last name	<input type="text"/>
Address	<input type="text"/>
Postcode	<input type="text"/>
Telephone	<input type="text"/>
Email	<input type="text"/>

Agent/developer details (if applicable)

Title	<input type="text"/>
First name	<input type="text"/>
Last name	<input type="text"/>
Address	<input type="text"/>
Postcode	<input type="text"/>
Telephone	<input type="text"/>
Email	<input type="text"/>

Description of proposal

Please give a detailed description of the proposed development



Location of proposed development

Please give either a postal address, including postcode, or a clear description of the site location if no postal address exists



Interest in the property/land

Please state your interest in the property/land (for example owner/occupier, prospective purchaser and so forth)



Previous planning applications

Please list any known previous planning applications relating to the site

Viewing the site

Can the site be viewed from a public road, footpath, bridleway or other public land?

Yes

No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact? (please select one)

Agent

Applicant

Other

If other has been selected please provide below

Name

Telephone

Plans and supporting information

The following information should be provided with any request for advice. The list below is not exhaustive and it may be appropriate to provide additional information, depending on the nature of your development proposal. Please be aware the more information submitted prior to any meeting or response, the greater level of detail an officer can provide. If supporting documents and information is brought on the day of the meeting, the officer may require to take this information away before providing a response

Site location plan identifying the property/land

Included

Comments

Details of the current use/occupancy of the site

Included

Comments

Photographs

Included

Comments

Explanation of the proposal

Included

Comments

Sketch drawings of the proposal

Included

Comments

Draft Design and Access Statement (if needed)

Included

Comments

Copies of any Consultation Responses

Included

Comments

Other supporting information (please give details)

Included

Comments

Advice required

[For options and fees please visit www.eastcambs.gov.uk/planning/pre-application-advice](http://www.eastcambs.gov.uk/planning/pre-application-advice)

- Householder
- Major Development
- Listed Building
- Minor Development
- Strategic Development
- Subsequent advice
- Building Control (written advice only)
- Follow up plan check (Householder applications only)
- Fee paid

Disclosure of information

Disclosure of the information that you have provided, and any written advice that we have given, may be requested by a third party under the Freedom of Information Act 2000. Could you please indicate if there are any particular reasons why you believe that such disclosure should not be made, that is, would it harm anyone's commercial interests, or is the information particularly sensitive in anyway? Ultimately, the council reserves the right to disclose the information provided and the advice given at its own discretion.

Please indicate if you are happy to share your pre-application enquiry with:

elected member(s) for this area (parish and district councillors)

county councillors

Signature

Signed

Date

Please print name

On behalf of

Please tick any of the following exemptions to the fees and sign the declaration.

- Development proposals put forward by parish councils.
- Proposals for disabled persons to alter or extend existing dwelling to improve safety, health or comfort.
- Discussions on works to be carried out, by their owners or potential purchasers, to an existing Listed Building or dwellings covered by an Article 4 (2) Direction (not to include proposed extensions and/or re-development), or sites with protected trees.
- Infrastructure projects, including green infrastructure, where the primary developers are public/statutory bodies, involving schools, hospitals, roads, energy, drainage, nature conservation projects and parks.
- Development directly related to an existing or proposed small business (that is, business with 5 or less staff members, employed or voluntary across the entire registered business).
- Development proposal to solely benefit a registered charity.
- [Community Led Development in accordance with Supplementary Planning Document](http://www.eastcambs.gov.uk/sites/default/files/Com%20Led%20Dev%20SPD%20as%20adopted%2025%20Feb%202016.pdf)
(www.eastcambs.gov.uk/sites/default/files/Com%20Led%20Dev%20SPD%20as%20adopted%2025%20Feb%202016.pdf)

I/we confirm that, to the best of my/our knowledge, any facts used to reach this reason for exemption are true and accurate.

Signed

Date