

## REQUEST FOR PRE-APPLICATION ADVICE

- Are you also requesting pre application highways advice from Worcestershire County Council?  Yes  No
- Have you established the relevant fee for that service and have you sent payment directly to the County for that additional service?  
(Highways advice will not be provided as part of your pre application advice if you have not requested and paid for this additional service)

### 1. Address of application site

Postcode:

### 2. Name and address of agent (where applicable)

Name:	
Address:	
	Postcode:
Tel:	
Email:	

### 3. Name and address of applicant

Name:	
Address:	
	Postcode:
Tel:	
Email:	

### 4. Description of proposed development


## 5. Submitted information

1:1250 site location plan	<input type="checkbox"/>
Block Plan showing parking and access arrangements	
Existing floor plans	<input type="checkbox"/>
Existing elevations	<input type="checkbox"/>
Proposed floor plans	<input type="checkbox"/>
Proposed elevations	<input type="checkbox"/>
Existing /proposed sections	<input type="checkbox"/>
Photographs/street scene information	<input type="checkbox"/>
Proposed/existing schedule of uses on the site	<input type="checkbox"/>
Landscaping/tree plan	<input type="checkbox"/>
Any relevant reports or surveys	<input type="checkbox"/>
Planning obligations heads of terms.	
Other documents (please specify)	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

I, (the undersigned), confirm that pre-application advice is requested and agree to pay the relevant fee.

Fee	
Signed	
Print name	
Date	

### Disclaimer

Any advice given by Council officers at pre-application stage is not a formal planning decision by the Council as local planning authority. We will give you the best advice possible based on the information provided. This advice will be offered in good faith and to the best of ability, without prejudice to any formal consideration of any planning application following statutory consultation, the issues raised and the evaluation of all available information.

We cannot guarantee that any application subsequently received will be made valid or approved. However, pre-application advice should assist in helping applicants ensure that all necessary information, including the correct fee is provided. This will reduce the risk of any subsequent application being declared not valid and it should assist applicants in increasing awareness of the relevant planning issues which will inform any subsequent decision as to whether or not an application will be approved.

Please send this form and accompanying documents to Bromsgrove District Council, Parkside, Market Street, Bromsgrove, Worcestershire, B61 8DA or email [newplan@bromsgroveandredditch.gov.uk](mailto:newplan@bromsgroveandredditch.gov.uk).

Payment can be made by cheque made payable to 'Bromsgrove District Council' or by debit/credit card over the telephone by contacting 01527 881770 during normal office hours.

We collect, hold and process information supplied by you in accordance with the Data Protection Act, to allow us to provide services effectively. For more information about privacy notices for Planning, Pre application advice and Enforcement please view <https://www.bromsgrove.gov.uk/council/corporate/your-access-to-information/privacy-notice.aspx>