

## Pre-Application Advice Form Non-Residential Development

This form is to be used to apply for pre-application advice for non-residential projects only.

The fee schedule can be viewed separately and you can pay for the pre-application by visiting [Pay for it | South Gloucestershire Council](#) or by phoning our Customer Services Centre on **01454 868004**

**Please type or print clearly in black ink**

### Section 1 – your details

#### Applicant

Name:

Address:

Postcode:

Telephone:

Email:

#### Agent's details

Name:

Address (if different from above):

Postcode:

Telephone:

Email:

## Section 2 – site details

### Site address if different from applicant's address

Postcode:

### Description of Proposed works and extent of advice sought

Please give sufficient details of the proposed development and state what specifically you are seeking advice on.

Existing use of land?

Is the property a listed building or in a Conservation Area? If yes, specialist advice recommended see section 3

Yes      No

### Site Area

Please state the site area in hectares (ha) or proposed floor space in square metres (sqm).

### Development types

#### Minor

Type 1 – up to 49m<sup>2</sup>

Type 2 – 50-124m<sup>2</sup>

Type 3 – 125-249m<sup>2</sup>

#### Major

Type 1 – 1,000-4,999m<sup>2</sup> and 1ha to 5ha

Type 2 – 5,000-19,999m<sup>2</sup> and 6ha to 20ha

Type 3 – 20,000-49,000m<sup>2</sup> and 21ha to 50ha

Type 4 – 50,000+ and 50ha+\*

### Renewable Energy

Solar PV up to 1ha site area

Solar PV 2ha to 30 ha site area

Solar PV 31 ha and above

Wind Turbines under 25m height

Wind Turbines 26m and above

## Section 3 – specialist advice

**For Non-Major Development, at an additional cost you can select if you also require any Specialist advice from the list below: (Please tick)**

Landscape

Ecology

Heritage/Conservation

Archaeology

Minerals and Waste

Site visit (additional cost please refer to fee schedule)

Urban Design

Drainage

Transport and Highways

Other (please specify)

## Section 4 – site access

**Can the site be viewed from a public footpath/bridleway/other public land**

Yes

No

Site contact details

## Section 5 – documents

### Essential:

- A site location plan at a scale of 1:1250, with the enquiry site outlined in red.
- Proposed site layout plan.
- Correct fee.

**Optional (providing as much information as possible will mean the Planning Officer can give a better response)**

- Photos and drawings that describe the site.
- Drawings showing the height/scale.
- Drawings showing the context of the proposal.
- Other.

## Section 6 – Freedom of Information

Would disclosure of any of the information harm someone's commercial interest?	<b>Yes</b>	<b>No</b>
Do you consider that you are giving the information in confidence?	<b>Yes</b>	<b>No</b>
Do you have any objections to your application details being shared with an elected Member of the Council or a Parish Council/Residents Association? – this is only shared if necessary	<b>Yes</b>	<b>No</b>

**Section 7 – fees** – Please note we no longer accept BACS payments, please pay online or through our Customer Service Centre (details above)

**Please state what fee has been paid and the method of payment**

## Section 8 – declaration

I confirm that I have noted that any advice provided under this service will be given on the basis of the professional opinion of the officer(s) concerned, based on the information provided and the planning policies and site constraints prevailing at the time, and any views expressed are not intended to prejudice the Council's determination of any subsequently submitted formal application.

Signature:

Date:

**Please return to:**

**Email:**  [registrationteam@southglos.gov.uk](mailto:registrationteam@southglos.gov.uk)

**Alternatively, you can post the form to**

South Gloucestershire Council, Department for Environment and Community Service,  
Strategic Planning, PO Box 1954, Bristol, BS37 0DD