

Pre-Application Advice Form Householder Development

This form is to be used to apply for Householder pre-application advice 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:

Proposed development and extent of advice sought

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

Is the property a listed building or in a Conservation Area? (Additional charges may apply)

Yes No

For Listed Building consent enquiries please provide information to allow for the assessment of the proposed changes and their impact on the special character of the listed building, which may include:

Photographs – general images and views of areas and items being affected by the proposed Works.

Drawings – 'as existing' and 'as proposed' drawings of elements affected by the proposed works eg elevations, floor plans, door and window construction details.

Detail of proposed new items.

Development types

House extensions, outbuildings and alterations within the domestic curtilage.

House alterations and extensions on a listed building, including outbuildings and within the domestic curtilage.

Section 3 – site access

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

Yes No

Site contact details

Section 4 – 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 5 – Freedom of Information

Would disclosure of any of the information harm someone’s commercial interest?	Yes	No
Do you consider that you are giving the information in confidence?	Yes	No
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	Yes	No

Section 6 – 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 7 – 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

Alternatively, you can post the form to

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