

# Pre-application enquiry form

Application Form

This form is for requesting pre-application advice when you know planning permission will be required and you want an informal pre-application assessment of the acceptability of the scheme.

Please apply in writing enclosing the appropriate fee (See separate fee schedule) to the address on page 2.

Please type or print clearly in black ink

## 1. Your details

Name:

Address:

Postcode:

Telephone:

Email:

## 2. Site details

Site address (if different from above):

Postcode:

## 3. Current Land Use

## 4. Description of proposed works

Please give sufficient details of the proposed development to enable an assessment to be made, (e.g. new build, alterations, change of use, engineering works etc.

## 5. Site Area

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

## 6. Extent of the advice sought

What specifically are you seeking advice on.

## 7. Supporting Information

Please list the information that you are providing with this Pre Application enquiry

e.g. Site Location plan 1:1250, Photographs, Plans & Elevations.

## 8. Additional information

Any other information you would like us to take into account when considering your proposal/request for advice:

## 9. Fees

Please state what fee you have paid.

## 10. Mapping

We do not carry out a site visits for Pre-Application Enquiries, please can you confirm if Google Maps/Streetwise Mapping System shows an accurate representation of your property/development site?	Yes	No
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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:**

South Gloucestershire Council, Department for Environment and Community Service,  
Strategic Planning, PO Box 1954, Bristol, BS37 0DD **Email:** [registratointeam@southglos.gov.uk](mailto:registratointeam@southglos.gov.uk)

**To make a payment over the telephone call:**

01454 868004 (Quote: Pre Application Enquiry, your name and site address)