



### Request for pre-application advice

*Before completing this form, please read our guide to pre-application advice which sets out how we can engage with your projects and the relevant fees for these services.*

<https://www.cheltenham.gov.uk/planning-guide>

<b>1</b>	<p><b>Initial Discussion:</b></p> <p>Have you had an initial discussion with a planning officer: Yes: <input type="checkbox"/> No: <input type="checkbox"/></p> <p>If yes: Officer Name: <input type="text"/> Date: <input type="text"/></p> <p>If no: Please read the advice set out above.</p>
<b>2</b>	<p><b>Contact Details:</b></p> <p>Name: Agent/Applicant (please select) <input type="text"/></p> <p>Address: <input type="text"/></p> <p>Email Address: <input type="text"/></p> <p>Telephone/Mobile: <input type="text"/></p>
<b>3</b>	<p><b>Site Address</b></p> <p>Site address: (if different to Section 2) <input type="text"/></p> <p>Current use: <input type="text"/></p>

<b>4</b>	<b>Description of development:</b>	
----------	------------------------------------	--

<b>5</b>	<b>Interest in Property:</b> State your interest in the property or land eg. owner, developer, prospective purchaser	
----------	--	--

<b>6</b>	<b>Application Checklist:</b> Please ensure you have attached the necessary plans & additional information for consideration.		
	Tick		Tick
	<input type="checkbox"/>	Application Form	<input type="checkbox"/>
	<input type="checkbox"/>	Application Fee (cash or card)	<input type="checkbox"/>
	<input type="checkbox"/>	Drawings/sketches – existing floor plans and elevations where possible including relevant dimensions	<input type="checkbox"/>
	<input type="checkbox"/>	Drawings/sketches – proposed floor plans and elevations where possible including relevant dimensions	<input type="checkbox"/>
	<input type="checkbox"/>	Photographs of the property and adjacent properties	<input type="checkbox"/>
	<input type="checkbox"/>	A site location plan (optional)	<input type="checkbox"/>
	The above checklist is the minimum requirements for your pre-application, however, please include any additional information/drawings you feel will assist your submission.		

<b>7</b>	<b>Fees:</b> Fee paid:    £ <input style="width: 100px;" type="text"/>	Please note, payment for pre-application advice must be made prior to the meeting and/or site visit and can only be received via credit/debit card or as a cash payment; we are unable to accept cheques for pre-application enquiries. Should you wish to make a payment over the telephone please call Planning Reception on 01242 264328 during office hours.
----------	---	--

**8 Freedom of Information Act 2000 / Environmental Information Regulations 2004:**

Although the Council does not automatically publicise the details of pre-application discussions with potential developers, we may receive requests to provide information on pre-application advice and any information received. This is under the Freedom of Information Act 2000 / Environmental Information Regulations 2004.

Subject to certain exemptions, we are obliged to provide this information, although personal contact details are protected under the Data Protection Act 1998. The Council will disclose information unless it considers the information to be exempt under one of the exemptions within the above legislation.

There are numerous exemptions, but the most relevant ones relate to commercially sensitive information and information provided in confidence, which is also confidential in nature. It is therefore important that you bring to the Council's attention at the outset in writing any information which you consider, if disclosed, would prejudice your commercial interests or which you consider would breach confidentiality. You should also set out the reasons why and for what period you consider the information falls into these categories. The final decision on whether information is released lies with the Council.

We may also treat as exempt from disclosure, information, which, if disclosed, may prejudice the effective conduct of public affairs. This can be particularly relevant at the outset of major developments where a lot of exploratory discussion takes place, which if disclosed may prejudice the process of leading to the proper determination of any subsequent planning application.

**9 Declaration:**

**IMPORTANT:** Please read the notes above relating to the Freedom of Information Act 2000 / Environmental Information Regulations 2004.

Signed:

Date: