



CHELTENHAM

BOROUGH COUNCIL

To make a request for pre-application assistance please complete the enquiry form below providing as much information as possible. Please write your answers in the grey shaded areas.

UNiform Ref. No.: <i>(office use only)</i>	
About the property/proposed development site	
Address of the site:	
Postcode:	
Current use of property:	
Description of proposal	
Please provide an accurate and detailed description of your proposal	
Have you contacted the Council previously about this (or a similar) proposal?	YES / NO / DON'T KNOW (delete as necessary)
If yes, please provide details if known e.g. dates, reference numbers and the names of the officers involved.	
Your Details:	
Name:	
Company (if applicable)	
Address:	

Post Code:	
Phone Number:	
Email address:	
What is your interest in the building? (e.g. Owner, agent, solicitor)	

What type of application(s) are you looking to submit?	
Choose <u>all</u> that apply	
1. New premises licence (for sale of alcohol/entertainment/late night food)	<input type="checkbox"/>
2. Variation of your premises licence	
Full variation	<input type="checkbox"/>
Minor variation	<input type="checkbox"/>
Don't know	<input type="checkbox"/>
3. Street trading consent	<input type="checkbox"/>
4. Object on the highway	
Advertising board	<input type="checkbox"/>
Tables & chairs	<input type="checkbox"/>
5. Application for a club premises certificate	<input type="checkbox"/>

What level of service do you require?	
Check & send (We will meet with you to do a pre-submission validation check to ensure there are no errors or omissions that may result in an application being rejected as invalid. We will also distribute your application to consultees/responsible authorities (where applicable).)	<input type="checkbox"/>
Pre-application consultation (We will do a pre-submission validation check of your application form and submit it to consultees and responsible authorities for pre-application comments.)	<input type="checkbox"/>
Full service (Technical advice and assistance with completing applications forms, statutory notices, adverts, plans, pre-submission validation checks and application submission to responsible authorities.)	<input type="checkbox"/>

Declaration

I understand that:

- 1) The final decision is made by Council Members or under delegated authority after the application has been submitted and been subject to a consultation period. **You should therefore be aware that the council's officers are unable to give any guarantees about the decision that will be made in relation to applications.**
- 2) This service only applies to **pre-application** assistance therefore ceases to apply once the application is submitted.
- 3) The council will not deal with your request for assistance until we receive payment.
- 4) A new case officer (i.e. different from the officer providing pre-application advice) will be assigned once you have submitted your licensing application.
- 5) This authority is obligated to process information fairly and lawfully. I understand that the council will process the information I have provided on this form in accordance

with the relevant privacy statement available at <https://www.cheltenham.gov.uk/your-data>.

Signature:

.....

Date:

Completed form should be submitted by email to licensing@cheltenham.gov.uk or

Licensing Section
Cheltenham Borough Council
Municipal Offices
Promenade
Cheltenham
GL50 9SA

Tel: 01242 262626

Pre-application advice and assistance

The council offers a discretionary paid pre-application advice service for certain types of licensing applications:

- New premises licence
- Variations of premises licence (both full and minor)
- New club premises certificates
- Street trading
- Permission to obstruct the public highway

The level of pre-application advice the council can provide for the types of applications above are:

- **Check & send** – We will meet with you to do a pre-submission validation check to ensure there are no errors or omissions that may result in an application being rejected as invalid. We will also distribute your application to consultees/responsible authorities (where applicable).
- **Pre-application consultation** – We will do a pre-submission validation check of your application form and submit it to consultees and responsible authorities for pre-application comments.

This will be helpful for applicants to:

1. gain an understanding of potential issues that may arise from their application
2. consider any appropriate conditions and/or comments that may be suggested by consultees or responsible authorities
3. understand any policy implications arising from their application
4. understand the likelihood of their application being successful

- **Full service** – The full service will entail:
 1. technical advice and assistance with completing applications forms
 2. technical advice and assistance with statutory notices and adverts
 3. technical advice and assistance with plans
 4. pre-submission validation checks
 5. application submission to responsible authorities

If you would like to apply for pre-application advice, please complete the application form and return it to us. Once the application has been received an officer will contact you.

If you have any questions about our pre-application advice service, please contact us.