



Pre-Application Advice Request Form

1. Applicant Name, address and contact details

Title: First Name: Surname:

Company Name:

Address:

Postcode:

Telephone Number:

Mobile Number:

Email address:

2. Agent's details, if different from the applicant

Title: First Name: Surname:

Company Name:

Address:

Postcode:

Telephone Number:

Mobile Number:

Email address:

3. Description of proposals, including any changes of use

Description:

Site Area (ha) / Gross Internal Floorspace (m²):

4. Site address details

Site address:

Postcode:

Grid reference

Easting:

Northing:



5. Existing site description and site location plan

Description:

Site Location plan – all requests must be accompanied by a site location plan.
Please confirm location plan attached:

6. Nature of Planning Advice Sought

Nature of planning advice sought:

7. Supporting Documents – Please list below all documents/plans submitted in support of your request

List:

8. Fee

All requests for pre-application advice must be accompanied by the relevant fee (plus VAT) as set out in the schedule of fees. Fees can be paid by credit card or cheque (see Guidance Notes)

Confirm the amount included: £

9. Payment and declaration

I confirm that pre-application advice is requested and enclose a fee for the service.

Name:

Date:

Please return this form to: Development.Management@nottscc.gov.uk

Or

Development Management Team, Planning Group, Nottinghamshire County Council,
County Hall, Loughborough Road, Nottingham, NG2 7QP



Pre-Application Advice Request Form – Guidance Notes

1. Applicant details

Please enter the details of the applicant for this proposal.

2. Agents details

If you are an agent acting on behalf of an applicant, please enter your details in this section. All correspondence will be sent to the agent.

3. Description of the proposal

Please enter a description of your proposals, including a schedule of the proposed uses. Confirm ownership of the land covered by the proposal. For minerals and/or waste proposals please indicate likely quantities to be extracted or processed per annum. Please confirm likely timescales for the development.

Please confirm the site area in hectares for a proposal with no built development proposed (such as a new or extended minerals/waste site) or, for built development, the gross internal floorspace of your proposals in m². Gross internal floorspace is the internal area of the building, and should include circulation and service space such as lifts and floorspace devoted to corridors, toilets, storage, etc. It does not include any area external to the building(s).

4. Site address details

Please provide the full address of the proposed site, including post code and grid reference.

5. Existing site description and site location plan

Please provide a description of the site, including details of what is considered to be the existing lawful use of the site. All requests for pre-application advice must include a site location plan. This should be based upon an up-to-date Ordnance Survey map at a scale of 1:1250 / 1:2500, or 1:5000 / 1:10000 for large sites. The site should be edged in red and include access to the public highway.

6. Nature of Planning Advice Sought

Please set out:

- your current understanding of planning issues at the site; and
- specific items on which planning advice is sought.

7. Supporting documents

Please list the documents that you are submitting in support of your request. The more information you can provide the more comprehensive our advice can be. As a minimum the following documents need to be submitted:

- a location plan as detailed above identifying the site and means of access;
- details, with photos where relevant, of the existing site including topography, site ownership, and details of what is considered to be the lawful use of the land and/or buildings;
- a full description of the proposals including a schedule of all proposed uses. Where new buildings are proposed drawings and illustrative material should accompany the request;
- for minerals and waste proposals information about quantities to be extracted or processed per annum and likely timescales should be submitted;
- any additional information that can help demonstrate the impact of the proposal on its surroundings.



8. Fees

Please ensure that the correct fee accompanies your request for pre-application advice. The scale of fees is set out on the Nottinghamshire County Council website [here](#). This fee relates solely for the provision of pre-application advice and does not count towards the fee for any subsequent planning application submitted. Fees can be paid by credit card by contacting the Development Management Team on 0115 9932584. Alternatively, you can pay by cheque made payable to "Nottinghamshire County Council".

9. Payment and declaration

Please sign and date your form and send it to the address given above.

Disclaimer

- Any advice in relation to pre-application enquiries is given by officers in good faith, without prejudice to the formal consideration of any subsequent planning application which will be subject to wider consultation and publicity and ultimately determined by the County Council.
- The County Council be not be liable for any loss or damage including without limitation, indirect or consequential loss or damage, the use of the advice.
- The pre-application advice given may not necessarily be exhaustive but is intended to highlight the main issues that need to be considered as part of any subsequent planning application. Should the detail or the nature of the proposal change from those given, further advice should be sought prior to the submission of an application.

Freedom of Information Act

Although the County Council do not routinely publicise the details of pre-application discussions, disclosure of information regarding enquiries for pre-application advice may be requested by a third party. Subject to certain exemptions, such as commercially sensitive and confidential information, we are obliged to provide this information. It is therefore important that you bring to the Council's attention any information which you consider may, if disclosed, prejudice your commercial interests or would breach confidentiality. You should set out in writing the reasons why, and for what period, this information needs to remain confidential. It is then for the Council to decide whether it believes the information falls into these exempt categories if a Freedom of Information request is subsequently received.