



PRE-APPLICATION PLANNING ENQUIRY FORM

(For all forms of planning advice excluding householder advice)

Before completing this application form please refer to the [Pre-Application Planning Advice Procedures](#).

1. Enquirer Name and Address

Name:

Address:

Post Code:

Telephone No:

Email:

2. Agent (if applicable)

Name:

Address:

Post Code:

Telephone No:

Email:

3. Type of pre-application advice required: see page 4 for details

Permitted Development Confirmation ☐ Written Advice ☐ Pre-application Workshop ☐

4. Location of Development site and ownership

a) Address (with postcode if known)

b) The enquirer is the: ☐ Owner ☐ Occupier ☐ Lessee ☐ Prospective purchaser

c) Name and address of owner if different:

5. Description of the proposed development: please use a separate sheet if necessary

6. Details of the Proposal: (please provide all measurement in metric)

a) Total number of residential units to be created:

b) Total floor space to be created:

c) Full Measurements of the proposal

d) Materials to be used

7. Site Usage:

a) Details of current use:

b) Details of Proposed use:

7. Any background information to be aware of: (attach separate page if necessary)

a) Have works already started: ☐ No ☐ Yes Date started
..... Date Completed

8. Impact on existing features:

a) Will any tree(s) be affected? ☐ Yes ☐ No

b) Will any Ecological Features be affected? ☐ Yes ☐ No

c) Will any demolition be involved ☐ Yes ☐ No

d) Will a vehicular access be amended or created? ☐ Yes ☐ No

If you have answered yes to the above, please indicate the locations clearly on the block plan

9. Consultation & Confidentiality

We can only discuss an application with a person named on the application form. If you would like us to discuss this with somebody on your behalf that is not named on the application form, you must provide the Local Planning Authority with written consent. If this is not provided, we will not be able to discuss this with them.

As per the agreement between the Local Planning Authority and the Parish Councils and Elected Ward Members, We will provide, as a minimum, a copy of this Form and the Plan showing the site edged red (Location Plan). Please see part 7.5 of the Pre-Application Planning Advice Procedures for further information.

Please indicate if you are happy for all of the documents to be shared with these external consultees.

☐ Yes ☐ No

Please complete the document Commercially Sensitive Checklist if you choose not to share all documents and information

10. Enclosures and declaration: Applications will not be registered until we receive all the required information

I attach the following information:

Mandatory information:

- ☐ Location plan, clearly outlining the boundary lines of the site
- ☐ Indicative layout of the proposed development (Block Plan)
- ☐ Commercially Sensitive Checklist (if applicable)
- ☐ Sketches of the proposal
- ☐ Block Plan
- ☐ The correct fee
- ☐ Note of any existing features of building within or adjacent to the site that may be effected by the development

I hereby request pre-application advice for the site indicated above and have read and understood the [Pre-Application Planning Advice Procedures](#)

Signed Date

GDPR Statement

The Local Planning Authority (LPA) are collecting your personal data to enable it to process your service request. The processing of your personal data fully complies with the GDPR/Data Protection 2018 with the legal basis for processing your data falling under relevant legislation and it is necessary for the performance of a contract.

The LPA will not share your personal date with any other party unless required/permitted to do so by law.

For more information on Telford and Wrekin privacy agreements please visit the council’s website – <http://www.telford.gov.uk/terms>

Glossary of Terminology:

Permitted Development:

Providing written confirmation whether planning permission is or is not required for any development. Full measurements and details of the proposal are required to assess whether the development falls within permitted development regulations.

Pre-Application Assessment (Written Advice):

Providing written confirmation whether planning permission is or is not required for any development, also consulting internal technical specialists, Parish/Town Councils and Councillors, and providing a detailed written response to the proposed development with the requirements for a planning application (if planning permission is required)

Pre-Application Workshop:

Available to a wide range of development proposals, the Council will host an informal meeting with the applicant and internal technical specialists, in addition to inviting the relevant Parish/Town Councils and Ward Councillors to provide written comments on the proposals. At the end of the process, the Council will provide a detailed written response to the proposed development and the requirements for any application.

Block Plan:

A plan or sketch showing where the development will be located in relation to existing buildings / features.

Location Plan / Red Edged Plan:

A plan or map image - clearly showing where the property is, from a bird's eye / Ariel view and with the whole of the properties boundary lines clearly marked in red.

The image can be taken from an online maps service such as google maps or a screenshot can be obtained to draw on from the Telford and Wrekin planning and building control interactive maps website by using the following link:

<https://telfordgis.maps.arcgis.com/apps/webappviewer/index.html?id=49d87b7af84c4f7183742c4b581294b2>

Important Information:

- Upon Submission, this application will go through a validation process, where further information may be requested if required. If we do not receive this information, your application may be withdrawn.
- Whilst the Local Planning Authority have agreed with Town/Parish Councils and local Elected Ward Members that they should not share these details with members of the public, the Local Planning Authority cannot be held responsible for any disclosure, as such any information shared with these external consultees and is entered into entirely at your own risk.