Vale of White Horse District Council

Pre-application advice form

Please use black ink to complete this form

For office use only

Date received:	Method of payment:	Reference number:	Amount:

Applicant	**Agent**
Name:	Name: .....
……...	……
Address: ……..	Address: ……
…….....	…….....
.....	.....
Post code: ……	Post code: ……
Telephone no:…….....	Telephone no:…….....
Email: ……..	Email: ……

Location and ownership of the application site

Full address of the site:……

……

The applicant is the: Owner ☐ Occupier ☐ Lessee ☐ Prospective purchaser ☐

Name and address of the owner (if different to the applicant):……

……

Does the applicant own or control any adjoining land? Yes/No

Description of the proposed development

……

……

……

……

Attached Information

I attach the following information:

☐ Cheque with appropriate fee (see guidance note for further advice on fees)

☐ Site location plan (scale 1:2500 or 1:1250)

☐ Detailed description / schedule of existing uses on the site

☐ Description of the proposed development including a schedule of proposed uses: a schedule of floorspace; the number, mix and tenure of dwellings

☐ Existing floor plans, elevations with building heights marked, sections (to scale)

☐ Proposed floor plans, elevations with building heights marked, sections (to scale)

☐ Existing and proposed site layout / block plan (preferably at 1:500 scale)

☐ Design statement, photomontages, computer images, street scene (where appropriate)

☐ Photographs of the site and immediate surroundings (useful but not compulsory)

☐ A CD of drawings, documents and photographs. This will enable your pre-application request to be processed efficiently.

☐ Other information (please list):

- ……
- ……
- ……
- ……

Please note the quality of the information we can provide depends of the level of information that you submit. We will assume that the information submitted does not need to be treated confidentially. If this is not the case please provide a covering letter setting out the reasons why you would like your submission to be treated confidentially. All information submitted would no longer be treated as confidential if and when you submit a planning application for the proposed development.

I, the undersigned, confirm that I am seeking pre-application advice on the proposed development described in the attached documentation:

Signed…… on behalf of…… Date……...