**Planning**

135 Eastern Avenue

Milton Park

Milton

OX14 4SB

**Urban Design Advice**

**Pre-application Advice Form**

**registration@southandvale.gov.uk**

**01235 422600**

You are being asked for your name, address, telephone number and email address so that we can provide you with the advice you have requested. We believe this service is provided to you because it is in your legitimate interests, as well as in the council’s, to keep you informed. We will keep these records permanently.

You have the right to request at any time:

1. what data we hold about you; please refer to our webpage on data subject access requests, as you may wish to use our specific form for this
2. that incorrect or out of date information about you be corrected;
3. that we suspend processing your data for a short while if appropriate
4. that all your data relating to this service be removed from our records

If you would like to exercise these rights, please contact us on 01235 422600 or by email on registration@southandvale.gov.uk

Our records, and those of our contractors/partners, are regularly monitored by auditors to ensure your information is kept securely and used only for the purposes mentioned above

If you would like to know more about how we use and store your data, please see our webpage. <http://www.southoxon.gov.uk/gdpr>

To help us provide you with the best service we can, we may ask you to take part in consultations. This would typically involve completing a short questionnaire either on paper or online through our website. You may change your mind at any time.

Please tick this box if you would be willing to take part [ ]

If you believe we have not handled your personal data as we have described here, please either call 01235 422485 or contact us by email to data.protection@southandvale.gov.uk and your concerns will be fully investigated. If, after we have investigated your concerns, you are not satisfied with our conclusion, you have the right to refer the matter to the Information Commissioner’s Office (ICO). You can reach them through this link to their website or call them on 0303 123 1113. Their mailing address is:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

 SK9 5AF

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| **Please select the service you require:** Our Urban Design Team can provide training and advice related to the production of Design Guidance for Local Authorities:[ ]  **Training for your authority on how to produce a Design Guide** [ ]  **We can provide advice on an existing Design Guide or, on drafts of a new Design Guide**Please contact our Urban Design Officers **before** submitting this request to discuss your requirements and to obtain an estimate of the cost.Please refer to the [fee schedule](http://www.whitehorsedc.gov.uk/services-and-advice/planning-and-building/application-advice/pre-application-advice/how-much-will-it) on our website to understand the appropriate charge. |
| **Please select your preferred method of payment:**BACs details are available on request after the application reference is generated |
| Over the phone by card(by calling 01235 422600) [x]  | Bank transfer [ ] (call 01235 422600 for the account details)  |
| **Applicant** | **Agent (if any)** |
| Name: Click or tap here to enter text.Address: Click or tap here to enter text.Postcode: Click or tap here to enter text.Telephone Number: Click or tap here to enter text.Email: Click or tap here to enter text. | Name: Click or tap here to enter text.Address: Click or tap here to enter text.Postcode: Click or tap here to enter text.Telephone Number: Click or tap here to enter text.Email: Click or tap here to enter text. |
| **Description of your requirements:** |
| Click or tap here to enter text. |

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| **Supporting Information**  |
| Please provide copies of your existing design guidance or, drafts of proposed guidance.Supporting information can be submitted by **email** to **registration@southandvale.gov.uk**. **Below are some options of documents that our Urban Designers find useful – please mark if included:** [ ]  Covering letter  [ ]  Map of area covered by the Design Guide  [ ]  A copy of any existing Design Guidance documents [ ]  Copies of Draft Design Guidance[ ]  Details of your training requirements **Other attachments:** Click or tap here to enter text. |
| **I confirm that I am seeking advice or training related to the production of a Design Guide.** **Signed:** Click or tap here to enter text.**On behalf of:** Click or tap here to enter text. **Date:** Click or tap here to enter text. *We will treat information provided as part of a this service as confidential*  |
| **Next steps:**You can **return the form** to **registration@southandvale.gov.uk****Payment** can be made by credit or debit card by calling **01235 422600****Please refer to our website for our up to date working arrangements** |