



## Request for Pre-application Advice

Please complete all sections of the form and use  
**BLOCK CAPITALS**

### 1) Address of Proposed Development

Address \_\_\_\_\_  
\_\_\_\_\_ Post Code \_\_\_\_\_

### 2) Description of Proposed Development

\_\_\_\_\_  
\_\_\_\_\_

### 3) Name / Address of Applicant

### 3) Name / Address of Agent

Name _____	Name _____
Address _____	Address _____
_____	_____
Post code _____	Post Code _____
Tel _____	Tel _____
Email _____	Email _____

### 4) Attached information

In addition to this form, the following minimum level of information must be provided (*please tick box to indicate it has been submitted*):

- One** paper or electronic copy of a 1:1250 site location plan which clearly indicates the site.
- One paper or electronic** copy of a written statement setting out the current use of the site/building(s) and the details of the proposed development.

Please indicate the category of development within which the proposal falls  
(see associated pre-application guidance) Category: :

- The correct fee (including VAT) Please also indicate the size of the site in hectares:

If submitting paper documentation It is requested that all information submitted is also provided on a CD in pdf format. This will ensure speedier consultation with all stakeholders and will enable a quicker response to be provided to your request for advice. This is not required if you are submitting electronic copies by email.

- All information provided in pdf format on CD

It is also recommended that the following additional information is provided:

- Photographs and/or sketch drawings of the site and surroundings
- Elevation drawings of the proposed development (preferably to scale)
- Site layout and floorplan drawings of the proposed development (preferably to scale)

Please indicate any additional information that has been submitted:

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Please note that the more information and detail you are able to provide the more comprehensive and detailed a response we will be able to offer.

## Declaration

I (the undersigned) confirm that pre-application advice is requested and enclose a fee for £            as payment for the service (please make cheques payable to “Halton Borough Council”). I also agree to pay any sums arising from the provision of additional services set out in the associated pre-application guidance.

Signed		Print		Date	
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### Freedom of Information Act 2000

Written advice may only be withheld from the public domain if its disclosure could prejudice commercial interests, inhibit free and frank provision of advice or exchange of views during the planning process or could prejudice the effective conduct of public affairs.

If you wish to treat pre-application advice as confidential then you will need to set out the reasons why, and for how long, any information relating to the advice needs to remain confidential, on the enquiry form.

Generally, once a planning application has been submitted and is in the public domain, all advice given can no longer be treated as confidential.

*Halton Borough Council is the data controller for the personal information you provide. A full privacy notice can be viewed at <http://www.halton.gov.uk/privacynotices>*

