



Planning Services

Small Businesses - One Stop Shop Service

Pre-Application Advice Questionnaire

To be completed by you, or your agent, and sent in advance of submitting a formal planning application.

Please provide as many details as possible, with scaled plans of any proposed works, if available, and a location plan.

We will try to provide an initial co-ordinated response from the Council within 28 days of receiving this form. The response given cannot prejudice the determination of a formal application by the Council.

1. Address of site?

2. Size of site?

3. What is the proposal? What processes will be involved? Types of equipment and machinery?

4. Are consents needed from other Authorities or Council departments and, if so, have they been approached about the proposal?

5. What is your interest in the site (e.g. owner, prospective purchaser) and what is the current use of the land?

6. Does the proposal involve a relocation or expansion? If so, from where?

7. What is the size/floor space of the proposed development? (square metres)

8. How much and what type of traffic will be generated by the proposal? When will they arrive and leave the premises?

Cars: _____

Commercial: (size & type): _____

9. How many people will be employed on the site? _____

10. Will the proposal have any environmental impacts, i.e. noise / smell / emissions to air or water?

11. What foul and surface water drainage methods are proposed?

5. Initial responses/comments of other sections as relevant:

Conservation - including Landscape & Historic Buildings

Environmental Services - including foul & surface water drainage and food safety:

Regeneration Manager:

Building Control:

You should be advised that these comments cannot prejudice the determination of a formal application by the Council.