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# Request for Pre-Application Advice for County Council Own Development

Please complete all sections of the form.

Sections marked \* are mandatory.

The form will be returned to you if these are not completed.

## **Contact Details**

\*Name:

\*Address:

\*Daytime telephone number:

\*Email:

\*Are you the applicant or agent:

## **Site Details**

\*Site Address (please show on a location plan):

If a school, is this an academy School: Yes or No (Delete as necessary).

## **What information do you require or wish to discuss?**

See Pages 6-8 of guide for scope of pre-application service.

Written response: Yes or No

Meeting in office: Yes or No

Meeting on site: Yes or No

The relevant documentation required to be submitted with an application, including necessary supporting documents in accordance with the County Council’s Local List: Yes or No

Planning fee: Yes or No

Any recommended pre-application consultation with other bodies: Yes or No

Relevant site constraints, development plan policies and national planning policies: Yes or No

Whether the proposal is likely to accord with the development plan and national policies, and whether planning permission is likely to be granted: Yes or No

Relevant planning history held by the County Council: Yes or No

Whether it is likely that a section 106 agreement will be required: Yes or No

Explanation of the decision-making process and likely timescales: Yes or No

Advice on mineral safeguarding: Yes or No

Specialist advice (please state):

(please note both the Highway Authority and Lead Local Flood Authority have separate charging regimes)

## **Proposal**

\*Please provide a full description of the proposal (please provide plans/sketch plans if possible):

Site area (ha or m²):

Proposed floor space to be created (m²):

Does the proposal involve a new vehicular access to a highway? If so, give details:

Would the development give rise to an increase in staff and/or pupil numbers? If so, give details:

Do you propose to fell or do any works to trees on, or adjoining, the site? If so, give details:

## **Plans**

Please provide plans or sketch plans to illustrate the draft proposal, or different options for development. Any other information you can provide e.g., photographs would also be useful.

|  |  |
| --- | --- |
| **Plan title** | **Plan reference and division** |
| Insert plan title here | Insert plan reference and division |
| Insert plan title here | Insert plan reference and division |
| Insert plan title here | Insert plan reference and division |
| Insert plan title here | Insert plan reference and division |

## **Confidentiality**

Norfolk County Council may be obliged to disclose information relating to your enquiry if a formal request is made under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004. However, the Council is not obliged to release information that is commercially confidential, subject to certain exceptions as set out in the legislation.

\*Do you consider that the information included in your request is commercially confidential: Yes or No

If yes, please give reason:

## **Declaration**

\*I confirm that I am seeking pre-application advice from Norfolk County Council regarding the proposed development detailed above and agree to pay the appropriate fee as payment for this service.

Signed:

Print Name:

Date:

Name for invoice:

Email for invoice:

Address for invoice:

Please return this form to Planning Services by email or post to:

Email: [mawp@norfolk.gov.uk](mailto:mawp@norfolk.gov.uk)

Post: Planning Services, Norfolk County Council, Floor 6, County Hall, Martineau Lane, Norwich, NR1 2SG

We will send you an invoice for payment before starting work on your request. Once you receive the invoice payment can be made in a number of ways including online, cheque, BACS and by phone.