

# Pre-Development Advice

Before making a planning application, you can discuss your proposal with us to find out whether the idea of your proposal is acceptable in planning terms.

Our advice will be based on the information you provide on this form and any additional details submitted.

The more information you can give about the proposal, the more comprehensive and accurate advice we can provide on your intended scheme.

If you do not provide all the information requested we cannot process your application.

If you have any queries or require further information on completing this form please e-mail the Planning Team at [planning.customer.care@west-lindsey.gov.uk](mailto:planning.customer.care@west-lindsey.gov.uk) or call us on 01427 676676.

## Part 1: Person Enquiring (applicant details)

Name:.....

Address:.....

.....

Postcode:.....

Daytime telephone number:.....

Email:.....

If you are making this enquiry yourself please move on to Part 3.

If you are a planning agent, please complete Part 2.

## Part 2: Planning Agent Details

Name:.....

Address:.....

.....



Postcode:.....

Daytime telephone number:.....

Email:.....

### Part 3: Description of Proposed Development

### Part 4: Location of Application Site (Provide full address & postcode)

Address:.....

.....

.....

Postcode:.....

### Part 5: What is the current use of the site?

Part 6: If you have received, or are in the process of seeking, pre-application advice for your proposed development from a different authority or consultee (for example Historic England or the Environment Agency) please state here which organisation you have received advice from:

.....

(note: If you are happy to provide us with a copy of the advice you have received, this will assist in improving the accuracy of the advice we can provide you.)

## Part 7: What stage is your enquiry for pre-application advice at?

Tick the box(s) that are relevant:

Stage 1 = Principle

Stage 2 = Detailed Design and Layout

## Part 8: Have you included all the things we need?

Stage 1: The Principle of Development

We require the following information as a minimum:

- A location plan at a scale of 1:1250 or 1:2500
- A plan of the site at a scale of 1:500 showing surrounding properties and important features

Stage 2: The Detail

For a non-householder development, commercial development, including erecting new houses and change of use, we require the following information as a minimum:

- A location plan at a scale of 1:1250 or 1:2500
- An accurate survey of the site including buildings, features and surrounding properties
- Plans of the proposed development
- Supporting Statement

For a householder development (e.g. extending your house, altering the roof of a house, erecting a shed/greenhouse, putting down hardstanding etc.) we require the following as a minimum:

- A location plan at a scale of 1:1250 or 1:2500
- An accurate survey of the site including buildings, features and surrounding properties
- Plans of the proposed development

## Part 9: Signature

**Disclaimer** - Advice given by officers for pre-development enquiries does not indicate a formal decision by the council. Any views or opinions given are without prejudice to the formal consideration of any planning or other application. The final decision on any application that you may then make can only be taken after the council has consulted local people, statutory consultees and any other interested parties and will then be made either by the Planning Committee, or under delegated power's in accordance with the council's approved Scheme of Delegation, based on all information available at the time. Officer's cannot therefore guarantee the final formal decision that will be made on your application(s).

Pre-application advice given is advisory only and if you were to purchase any land/buildings on the advice of the pre-application assessment you do so at your own risk, as the council would not be held accountable if a scheme was not supportable at a later date.

**Freedom of Information** – As a Public Authority we are subject to the Freedom of Information Act and information on this form may be released to anyone requesting it from us, subject to exemptions contained in the legislation.

I, the undersigned, confirm that I am seeking pre-development advice on the proposed development described in this application form and have read the disclaimer and Freedom of Information statements.

Signed:.....

Date:.....

Completed Applications together with the fee should be sent to:

Development Services  
West Lindsey District Council  
Guildhall  
Marshall's Yard  
Gainsborough  
DN21 2NA

Or e-mail: [planning.customer.care@west-lindsey.gov.uk](mailto:planning.customer.care@west-lindsey.gov.uk)