



REQUEST FOR PRE-APPLICATION ADVICE

Information on pre-application advice is provided in the guidance note at <http://www.winchester.gov.uk/EnvironmentAndPlanning/Planning/PlanningApplications/PlanningPre-ApplicationAdvice/> and you should read this note before completing and submitting your request

ADDRESS OF APPLICATION SITE

House Name or No

Street Name

Locality

Postal Town

Post Code

FOR OFFICIAL USE

CASE NO:/...../.....

Date Received:

Date Valid:

Fee Received: £.....

APPLICANT'S NAME AND ADDRESS:

Name

Address

Post Code

Phone:

AGENT'S NAME AND ADDRESS:

Name

Company Name

Street Name

Locality

Postal Town

Post Code

Phone:

DESCRIPTION OF DEVELOPMENT:

Type of Submission

INFORMATION TO BE SUPPLIED WITH FULL SUBMISSION (Four copies of each document)

Please tick each item that you have enclosed

- Application Form and Fee (if applicable)
- Location Plan with site outlined in **red** on an **OS licensed plan** (1:1250)
- Outline plan of proposed buildings (1:200)
- Current Use (including amount of development)
- Proposed Use (including amount of development)
- Photographs and Sketch Drawings of site and surroundings
- Sketch Drawing showing height and scale of development
- Draft Design & Access Statement (based on contextual survey and analysis of site constraints and opportunities)
- Name(s) of all owners/mortgagees of the land (major proposals only)

INFORMATION TO BE SUPPLIED WITH DIP SUBMISSION (Four copies of each document)

Please tick each item that you have enclosed

- Application Form and Fee (if applicable)
- Location Plan with site outlined in **red** on an **OS licensed plan** (1:1250)
- Site Plan **on an OS licensed plan** (1:200)
- Photographs of the site and surroundings
- Covering statement outlining principles of proposal

DECLARATION I request pre-application advice on the attached proposal and enclose the relevant fee of in payment for the service. I confirm that four copies of this form and the above information are enclosed, and I agree to pay any additional charges arising from the pre-application advice as outlined in the Guidance Note.

Signature Print Name Date

Please make your cheque payable to Winchester City Council, and return the completed form and enclosures to the address at the top of this form.