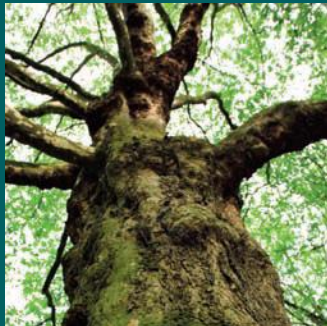


Pre-Application Planning Advice Form



North Kesteven
DISTRICT COUNCIL

Non-Householder Pre-Application Enquiry Form

Before making a planning application, you can discuss your proposal with us to find out whether the principles of your proposal are acceptable or not in planning terms.

Our advice will be based on the information you provide on this form and any additional details submitted. Therefore the more detailed information you can give about the proposal, the more informal planning advice we can provide on what you are intending to do. The checklist on the following page identifies the basic information that is needed in order to advise you.

We cannot provide informal advice that is binding on the Council. Any views or opinions will be given in good faith without prejudice to the formal planning application process which will be subject to public consultation. This service does not guarantee that any subsequent applications will be valid or that they will be approved. This pre-application service aims to help identify issues that may be raised should a planning application be submitted so that they can be properly considered prior to an application being made.

If you have any queries or require further information on completing this form please e-mail Planning Services at planning@n-kesteven.gov.uk or telephone the householder team on **01529 414155**.

Person Enquiring

Name:	
Address:	
Postcode:	Telephone:
E-mail address:	

Agent

Name:	
Address:	
Postcode:	Telephone:
E-mail address:	

Please return this form by e-mail to planning@n-kesteven.gov.uk or by post to Planning Services, North Kesteven District Council, District Council Offices, Kesteven Street, Sleaford, Lincolnshire, NG34 7EF.

Description of Proposed Development

Location of Application Site

Full address of application site:

Ownership Details

Name & address of Owner:

If the person who is enquiring does not own the land are they:

Prospective Purchaser

Occupier

Lessee

Does the person enquiring own/ control adjoining land?

Yes

No

Has any part of the site been in Council ownership?

Yes

No

Enclosed Details

The following information is required in addition to the completion of this form:

- Site Location Plan** with the site outlined with a red line to a scale of 1:1250 or 1:2500
- Use Statement** identifying the existing use of site along with a description of the range of development envisaged in terms of scale and uses.
- Site Layout Plan** to a scale of 1:500 or 1:200 The layout plan should identify the boundaries, trees within the site and on surrounding land, the position of roads, footpaths and rights of way and any other features that need to be taken into account.
- Existing details** showing the current building in the form of elevation drawings and floor plans to a scale of 1:50 or 1:100 or sketch drawings/ annotated photographs.
- Proposed details** showing what is proposed in the form of elevation drawings and floor plans to a scale of 1:50 or 1:100 or sketch/ concept drawings. Catalogue or specification can also be submitted to show what is being proposed.
- Photographs** showing the site and the immediate surroundings.
- Design statement** including photomontages, design appraisal and street scene images.
- Fee**
- Other Information**—Please list additional information submitted below:

Disclaimer

Any advice given by officers for pre-application enquiries does not indicate any formal decision by the Council. Any views or opinions are given 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 powers in accordance with the Council's approved Scheme of Delegation, based on all of the information available at that time. Officers cannot therefore guarantee the final formal decision that will be made on your application(s).

Freedom of Information

You are also advised that your pre-application enquiry may be required to be disclosed should there be a request under the Freedom of Information Act and as such this Council is not able to ensure your enquiry is confidential.

I the undersigned confirm that I am seeking pre-application advice on the proposed development described on this form at the location identified.

Signed:

On behalf of:

Date:

Please tick here to confirm you have read the disclaimer and Freedom of Information provision with the accompanying guidance notes