

## Request For Pre-Application Advice

For Office Use Only			
Date Received:	Method of payment:	Receipt No:	Amount (£):

**1. Type of Scheme**  
 Please tick one box only and submit only one design per application  
 For applications that do not fall into the above categories, please contact us for advice / quotation

Large Major Scheme	<input type="checkbox"/>	Small Major Scheme	<input type="checkbox"/>	Large Minor Scheme	<input type="checkbox"/>	Large Minor Involving a Listed Building	<input type="checkbox"/>
Small Minor Scheme	<input type="checkbox"/>	Small Minor Involving a Listed Building		Other	<input type="checkbox"/>	Telecoms	<input type="checkbox"/>
Commercial Hoardings (Panel Sheets)	<input type="checkbox"/>	Other Advertisement / Shop Fronts	<input type="checkbox"/>	Householder <b>Written advice only</b>	<input type="checkbox"/>	Householder <b>With site visit or meeting</b>	<input type="checkbox"/>
Householder relating to a Conservation Area or <u>Locally Listed Building</u> <b>With site visit or meeting</b>	<input type="checkbox"/>	Householder in a <u>statutorily Listed Building</u> <b>With site visit or meeting</b>	<input type="checkbox"/>	Listed building – Domestic	<input type="checkbox"/>	Listed Building – Commercial	<input type="checkbox"/>
Free pre-application advice for disabled access works	<input type="checkbox"/>	Tree Application	<input type="checkbox"/>	General planning enquiries	<input type="checkbox"/>	Follow up (all types)*	<input type="checkbox"/>

\* Please quote previous pre-application advice reference number .....

**2. Applicant Details** **Agent Details (if any)**

Name: .....	Name: .....
Address: .....	Address: .....
..... Postcode: .....	..... Postcode: .....
Tel No: ..... FaxNo: .....	Tel No: ..... Fax No: .....
Email: .....	Email: .....

**3. Location of Application Site and Ownership**

Full address of Site .....

Please state the proposed site area.....

The applicant is the:      Owner       Occupier       Lessee       Prospective purchaser

Name & address of owner: .....

**4. Does the applicant own / control adjoining land?      5. Has the site been in council ownership?**

Yes     No     If Yes please provide details:

Yes     No     If Yes please provide details:

**6. Description of the Proposed Development**

**7. Have you contacted the Council previously about this (or a similar) proposal?**

Yes     No     If Yes please provide details: .....

.....

**8. Checklist of Accompanying Information:**

Please note, the quantity and quality of the service we provide is dependent on the information that is submitted.

1:1250 location plan with site outlined in red	<input type="checkbox"/>	Detailed description of current buildings on the site and details of current use	<input type="checkbox"/>
Description of proposed development including schedule of proposed uses and schedule of floor space.	<input type="checkbox"/>	Photographs of site and immediate surroundings	<input type="checkbox"/>
Existing floor plans, elevations with building heights marked, sections (to scale)	<input type="checkbox"/>	Proposed floor plans, elevations with building heights marked, sections (to scale)	<input type="checkbox"/>
Existing and proposed site layout plan (preferably 1:500)	<input type="checkbox"/>	Design statement, urban design analysis, materials, photomontages, computer images, street scene appraisals etc. (where appropriate)	<input type="checkbox"/>

Statement showing how the proposal conforms with policies in the Lambeth Core Strategy and Local Plan	<input type="checkbox"/>	Fee enclosed (Please see Pre-application guidance note for relevant fee)	<input type="checkbox"/>
<b>For Listed Buildings</b> - Annotated metric scale plans and drawings showing the existing and proposed layouts (inside and out)	<input type="checkbox"/>	<b>For Listed Buildings:</b> Photographs (inside and out) of the part of the building affected by the specific proposal should be provided.	<input type="checkbox"/>

Additional information (Major applications only):			
Detail of proposed developments number, mix and affordability of residential units (Majors only)	<input type="checkbox"/>	Heads of terms of proposed planning obligations (Majors only)	<input type="checkbox"/>
Access Statements (Majors only)	<input type="checkbox"/>	A CD containing electronic copies of drawings, documents and photographs. (Majors only)	<input type="checkbox"/>
Any other information: <i>Please provide brief details:</i>			<input type="checkbox"/>
<p>It would be helpful if all submitted plans state</p> <ul style="list-style-type: none"> <li>• measured dimensions of the height, width and length of buildings,</li> <li>• the distance to site boundaries of new buildings and existing buildings to be retained and</li> <li>• the location of existing buildings on adjoining land.</li> </ul>			

## 9. Declaration

I/we the undersigned, request formal written advice from the council in respect of the proposed development described above.

I/we have clearly marked and identified all information that I/we consider being of a confidential nature or is commercially sensitive and have completed the confidential information material checklist form at the end of this document. I/we understand that all other information submitted may be revealed to other parties if the council is required to do so under the Freedom of Information Act and/or the Environmental Information Regulations.

I/we confirm that I/we have read the council's relevant guidance note on the pre-application advice procedure and understand and accept that the advice provided in response to this request will not be binding on the council in its determination of any subsequent planning application submitted as a result of and/or following on from advice given in response to this request.

I/we hereby give a formal undertaking to pay the relevant fee, including any additional fee that might arise, as set out in the council's schedule of fees for pre-application advice. I/we confirm that a card payment has been made via the Council's planning payment page and the receipt reference number is ..... and/or a cheque payable to the London Borough of Lambeth for the fee of £..... is attached to this form.

Signed:	Print Name:
On behalf of:	Date:

**Confidential material: checklist for applicants to complete**

This form should be submitted with all pre-applications to indicate material in your submission that you consider to be commercially sensitive, or that you consider is confidential for some other reason

**Name of Applicant:** .....

NOTE: The council may be obliged to disclose information in or relating to this pre application advice request following a request for information under the Freedom of Information Act or the Environmental Information Regulations. Please identify in the table below items which you consider are genuinely commercially sensitive or that you consider are confidential for some other reason.

You should note that although the council will take into account what an applicant says in this checklist, whether information is disclosed in the event of a request will be the council’s decision.

<b>Information / Document</b>	<b>Reference / Page No.</b>	<b>Reasons why the applicant does not want the information to be disclosed (identify if possible exceptions or exemptions considered relevant)</b>	<b>Time after which information will cease to be confidential/sensitive , if any</b>

**Note:** To be kept with the pre-application correspondence for consideration should a request for information under the Freedom of Information Act 2000 or Environmental Information Regulations 2004 be received. This document can be destroyed in line with the retention and destruction schedule of pre-application enquiries.