

## **Pre-planning application advice: how to use the application form**

Please use this form to apply for pre-planning application advice if requested to do so. Please read this notes before you complete the form.

- Complete all sections
  - Make sure you have enclosed all of the required information and fee if applicable
  - Sign and date the declaration at the end.
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### **Question 1: Applicant / Agent name and address**

Please provide your name, company name (if applicable) and full address in this section to enable us to respond to your enquiry. A phone number and email address should also be provided so we can contact you if we need to discuss your enquiry further or request more time to respond.

### **Question 2: Address of the site**

Please provide us with as much information as possible to enable us to locate the proposed development site. This must include as a minimum:

- The full postal address of the site including the postcode
- If the site is remote then please include the National Grid Reference.

### **Question 3: Description of proposed development**

Please provide a full description of the development you propose to carry out on the site. This should be as detailed as possible and include measurements and materials that you propose to use. You should also describe in detail any proposed use or any change of use.

### **Question 4: Method of Payment Details**

### **Question 5: A list of basic information that should accompany every request for advice:**

Please note that any documents you submit at pre-application will not be returned to you and cannot be used in a future planning application. It is important that you keep copies of all plans and all the information that you submit.

### **Question 6: Confidentiality**

Under the Freedom of Information Act and the Environmental Information Regulations 2004, information about all pre-planning application enquiries may be provided to a third party on request.

Weighing up whether or not it is in the public interest to disclose or withhold information is a balancing act, where both factors in favour of disclosure and the factors against, must be determined and evaluated. In making this assessment the following will be relevant:

- Was the information submitted voluntarily in the expectation that such information will not be disclosed to other parties, and that it has not already been released to any third parties.
- Were discussions conducted in the expectation that the information will be confidential?
- Will the interests of the applicant / provider be adversely affected by the disclosure? (It is not sufficient that releasing it might result in an adverse effect, it must be more probable than not).

- Finally there is a presumption in favour of disclosure when considering public interest arguments. The public interest in not disclosing must therefore be greater than disclosing.
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### **Fees Payable:**

Please refer to our website:

<http://www.peakdistrict.gov.uk/planning/advice/pre-application-advice>

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### **The benefits of our pre-application advice service**

- Before you submit a formal planning application, a planning officer will be able to identify issues and offer advice on your proposed scheme.
- Any subsequent planning application process should be completed with as few delays as possible.
- Pre-application advice can help avoid the expense and delay involved in making changes to formal applications after submission.
- Where it becomes evident that a proposal will not be acceptable, there will be clear advice against making a planning application that is expected to fail.
- The pre-application service aims to save time and money for all parties.

### **Will my application be approved?**

The pre-application advice that we provide is not legally binding as it does not take into account the views of neighbours, local councils and other public bodies, who we have a statutory requirement to consult.

Final decisions can only be made once an application has been formally submitted and all interested parties have been consulted. Our officers cannot give any guarantees about a decision that will be made on your application