



Request for Pre-application Advice

Please complete the application form to determine exactly what approvals (if any) you must obtain before commencing work. *If you have any problems in completing this form please contact us on 01636 650000.*

You can submit your completed form by email with any plans and details as an attachment to planning@nsdc.info or post to Growth and Regeneration Business Unit, Newark and Sherwood District Council, Castle House, Great North Road, Newark NG24 1BY

Please complete in BLOCK capitals. If you provide us with an email address, this will be the preferred method of communication.

Section 1 – To be completed by all applicants

A) Applicant's details

Name: _____
Address: _____
Postcode: _____ Daytime Tel: _____
Email: _____

B) Agent's details (if applicable) to whom correspondence should be sent to

Name: _____
Address: _____
Postcode: _____ Tel: _____
Email: _____

C) Address of proposed development

Address: _____
Postcode: _____

Indicate the size of the site in hectares: _____

Section 2 – Description of proposed development (please include external measurements and materials where applicable)

Section 3 – Attached information - In addition to two copies of this form, the following minimum level of information must be provided (please tick box to indicate it has been submitted):

- Two copies of a 1:1250 site location plan which clearly indicates the site upon which development is proposed.
- Two copies of a written statement setting out the current use of the site/building(s) and the details of the proposed development.
- A B C D E F Category of development within which the proposal (see associated pre-application guidance).
- The correct fee (including VAT)

It is also recommended that the additional information is provided:

- Photographs and/or sketch of the site and surroundings
- Elevation drawings of proposal development (preferably to scale)
- Site layout and floor plan drawings of the proposed development (preferably to scale)

Please indicate any additional information that has been submitted

To ensure the smooth processing of your application and speedier consultation with all stakeholders, we recommend that you provide all information in pdf (Adobe Acrobat). Your drawings must include the paper size (e.g. A0, A1, A2 etc); the relevant scale

at that size (e.g. 1:50 or 1:100); scale bars (in metres) for or key dimensions. Finally, if the maximum size for a single attachment is greater than 5Mb, please supply this on CD or DVD.

All information provided in pdf on CD/DVD

Section 4 – Declaration

I (the undersigned) confirm that pre-application advice is requested and enclose a fee for £ _____ as payment for the service. Payment can be made by debit or credit card using either our on-line service at www.newark-sherwooddc.gov.uk/pay/ (available 24 hours a day, 365 days a year) or by telephoning us on 01636 650000.

I also agree to pay any sums arising from the provision of additional services set out in the associated pre-application guidance.

Signed:

Signed:

Date:

DATA PROTECTION – The personal information you have provided on this form will only be used to enable us to process your request and will at all times be treated in accordance with the Data Protection Act 1998. For more information please contact 01636 650000 or visit our website at www.newark-sherwooddc.gov.uk