



# STROUD DISTRICT COUNCIL

[www.stroud.gov.uk/planning](http://www.stroud.gov.uk/planning)

## Request for Planning pre-application advice or other service

Please refer to our Planning Pre-application and other service charges sheet when completing this application.

About you					
<b>Name:</b>		<b>Postal Address:</b>		<b>Site Address:</b> (if same as postal address, just leave blank)	
<b>Phone No:</b>					
<b>Email:</b>					
Service requested (please refer to our service charges for details)					
<b>Section A</b> <b>Planning Pre-application advice</b>		<b>Description of service</b> e.g. Householder/Category A etc			
<b>*Please complete</b> (for service categories A to F)		<b>Residential development</b>		<b>Non-residential development</b>	
		<b>No of dwellings*</b>		<b>Site area*</b>	
<b>Summary description of the work.</b> <i>See overleaf for what else to include with your application.</i>					
<b>Section B</b> <b>Enforcement</b>		<b>Description of service</b> e.g. Post notice advice – householder etc			
<b>Case reference number</b> (if known)					
<b>Date of notice:</b>					
<b>Description of advice sought:</b>					
<b>Section C</b> <b>Other advice related charge</b>		<b>Description of service</b> e.g. PD householder/Other PD			
<b>Summary description of the work.</b>					
<b>Section D</b> <b>Other administrative service</b>		<b>Description of service</b> e.g. Site search/S106 etc			
<b>Site/Case search</b> Please give details of information sought:					
<b>S106 compliance</b> Please specify date of agreement:					
<b>Discharge of condition confirmation</b> Please specify planning application reference and relevant condition number:					

## What to include in your pre-application enquiry

The advice given will depend on the level of information provided. As such the greater accuracy and clearer the scheme is the easier it will be to advise you.

A minimum requirement for an enquiry is;

- a map showing the location and boundary of the site.
- plans/sketches/annotated photographs showing any physical works
- a written description of the proposal
- photographs of the site

The officer may request further information before providing advice or having the meeting. If further information is required to advise you or the above is not included the request may not be considered to be valid and as such meetings and the response may be delayed.

## Terms:

### Freedom of Information Act 2000

Please note that the confidentiality of information held by Stroud District Council cannot be guaranteed. We may receive requests under the Freedom of Information Act to disclose information about pre-application advice requests and the advice that we have provided. If you consider your inquiry to be confidential, please set out the reasons why, and for what period, any information about the enquiry needs to remain confidential. If you submit a request for confidentiality and we receive an application for disclosure, we will take your request into account when deciding whether to release the information. More information about the Freedom of Information Act can be obtained from the Information Commissioner's Office on the following website: <http://www.ico.gov.uk>.

For large scale commercial proposals the council offers a planning performance agreement which sets out in detail the roles of the applicant, agent and the Council. This can be used as a project plan and will deal with confidentiality clauses. Please contact the majors team for further information.

## Notes:

The formal written advice given 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 or following on from advice given in response to this request. These opinions should not be relied upon for the sale or mortgaging of property. This is because, until a scheme has been consulted upon, it remains only the opinion of one case officer and not that of the Local Planning Authority.

If you need a **formal** determination that planning permission is **NOT** required, (this will be required when you sell the property) you should apply for a **certificate of lawful development**. This costs half the price of a full planning permission (for a householder extension this is currently £129, half of £258).

Payments should be made in advance [online](#) or over the telephone.

It should be noted that the Planning Acts and Regulations do not require the Council to enter into protracted negotiations once an application is submitted; whilst minor alterations may be discussed during the application process, there is no commitment to undertake large scale re-designs. The pre-application system is designed to assist clients to flesh out options and have written notes of the discussions. Pre-application meetings can also occur between a refusal/withdrawn application and a resubmission, but under the same system.