



This form should be filled in if you would like a formal, written response in respect of proposed works to a listed building.

It should be accompanied by appropriate plans and details.  
(There is a fee to pay for this advice).

If you are using an agent, they should complete the form on your behalf.

Are you an agent submitting this form on an applicant's behalf?

YES

NO

### **Applicant contact details**

Please provide at least one phone number and an email address – supplying a mobile phone number and email address will help us deal with the application promptly.

Title (Optional)

First name

Last name

Telephone

Email

Address

Postcode

Agent contact details (leave blank if you are not using the services of an agent)

Please provide the agent's phone number and email address – this will help us deal with the application promptly.

Title (Optional)

First name

Last name

Telephone

Email

Address

Postcode

## Site address

(We will require a site location plan to be submitted with every pre-application inquiry)

Address

Postcode

## Description of proposed works

Please set out clearly what it is you are proposing (eg single-storey rear extension, internal alterations to include removal of internal walls and fireplace).

Please include metric measurements.

You may like to attach plans to make outlining your proposal clearer.

In respect of works affecting a listed building, is any of the work urgently necessary?

 YES NO

Please clarify why the works are considered to be urgent.

NB: Urgent in this case means either i) emergency work which raises health and safety issues, or ii) where serious structural issues and/or additional works are uncovered as part of an ongoing job.

Does the work include total or partial demolition of a listed building structure?

YES  NO

Please clarify why the demolition is considered necessary and the approximate age of the fabric to be removed.

### **Plans and supporting information**

Where appropriate, please provide us with the following documents.

#### **Site location plan**

To a scale of 1:1250 or 1:2500 based on an up-to-date map, with a solid red line outlining the site in question and a blue line indicating adjacent/nearby land within the same ownership, and a north point. The red line should include all land necessary to carry out the works.

#### **Site plan**

This should be identified to a standard metric scale (usually 1:500 or 1:200) and include a north point.

**Existing floor plans**

The plans should illustrate the proposals to a standard metric scale (usually 1:50 or 1:100) and clearly show the site in context. Depending on the type and scale of the proposals, these are likely to include block plans, floor plans, elevations, sections and roof plans.

**Proposed floor plans**

The plans should illustrate the proposals to a standard metric scale (usually 1:50 or 1:100) and clearly show the site in context. Depending on the type and scale of the proposals, these are likely to include block plans, floor plans, elevation, sections and roof plans.

**Photographs**

Photographs of the site and surrounding area which help explain the context of the proposal.

**Other information**

This might include a short supporting statement setting out the proposal in more detail and any other reports or surveys that have been commissioned, including wildlife, biodiversity and landscaping proposals.

**Confidential information**

Does the pre-application submission contain commercially sensitive information?

YES

NO

If yes, please give an explanation.

You should be aware that the Council cannot guarantee confidentiality of information submitted. Information held by the Council is subject to the Freedom of Information Act. The Act has exemptions for trade secrets and disclosure of information, which would be likely to prejudice the commercial interests of any person.

**Declaration**

I/we hereby apply for pre-application advice as described in this form, the accompanying plans/drawings and additional information. I/we confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.

Where my/our enquiry relates to a building, I/we do not currently own, I/we confirm that I/we have informed the owner /occupier that the Council may wish to visit the site shortly after the request for pre-application is submitted and validated.

Signed

Dated