

Address of Site:

Agent Name and Address:

Telephone:

Email:

Applicant Name and Address:

Telephone:

Email:

Proposal Description: (please state number of dwellings / storeys, etc.)

Please state the site area (and in the case of commercial development, the floor area):

Site Area:

Floor Area:

ATTACHED INFORMATION

Please return your completed form and any enclosures. Please tick which you have enclosed

ESSENTIAL

A site location plan 1:1250 or 1:2500. The plan must show at least 2 main roads and all surrounding buildings or land, the north point and with a scale bar. The application site (the whole planning unit) should be accurately outlined in red and any other land owned by the applicant in the vicinity outlined in blue

Proposed drawings with a scale bar or metric measurements included, including sketch elevations at suitable scales, e.g.

Floor plans 1:100 or 1:50

Elevations 1:100 or 1:50

Block Plan 1:500

Architectural detailing 1:10 or 1:5

Written details of your proposals

Draft outline of Design and Access Statement

OPTIONAL

Photographs of the property or land

A schedule of current uses of your property or land

Transport Assessment

Site Survey

Flood Risk Assessment

Environmental Impact Assessment

Draft Green Travel Plan

Once we have received your request for pre-application advice, we will write to you within 7 days of receipt to acknowledge your request unless we have made a full response by then. If a cheque is not submitted, a letter will then be sent to you. Before we can process your application, full payment must be made (please see payment details). Please send completed form and cheque to:

**Planning Services
Stuart House East Wing
St John's Street
Peterborough
PE1 5DD**

If you have any queries, please get in touch with us and we will be happy to help.

PLEASE TICK: Cheque enclosed

Payment to be made online/credit card