

**Pre-Application Advice Form**

Registration@southandvale.gov.uk

You are being asked for your name, address, telephone number and email address so that we can provide you with the advice you have requested. We believe this service is provided to you because it is in your legitimate interests, as well as in the council’s, to keep you informed. We will keep these records permanently.

You have the right to request at any time:

1. what data we hold about you; please refer to our webpage on data subject access requests, as you may wish to use our specific form for this
2. that incorrect or out of date information about you be corrected
3. that we suspend processing your data for a short while if appropriate
4. that all your data relating to this service be removed from our records

If you would like to exercise these rights, please contact us on 01235 422600 or by email on registration@southandvale.gov.uk

Our records, and those of our contractors/partners, are regularly monitored by auditors to ensure your information is kept securely and used only for the purposes mentioned above

If you would like to know more about how we use and store your data, please see our webpage. <http://www.southoxon.gov.uk/gdpr>

To help us provide you with the best service we can, we may ask you to take part in consultations. This would typically involve completing a short questionnaire either on paper or online through our website. You may change your mind at any time.

Please tick this box if you would be willing to take part [ ]

If you believe we have not handled your personal data as we have described here, please either call 01235 422485 or contact us by email to data.protection@southandvale.gov.uk and your concerns will be fully investigated. If, after we have investigated your concerns, you are not satisfied with our conclusion, you have the right to refer the matter to the Information Commissioner’s Office (ICO). You can reach them through this link to their website or call them on 0303 123 1113. Their mailing address is:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

 SK9 5AF

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| 1. **Please select the service you require by ticking one of the boxes in the list below:**

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| [ ]  Householder development [ ]  Listed building and householder [ ]  Listed building/ Conservation Area advice only [ ]  Residential development \* [ ]  Commercial development \*[ ]  Discharge of condition discussions (not BNG)[ ]  Removal/ Variation of a planning condition [ ]  Non-material amendment**\*complete Q3 below** |
| 1. **Please indicate the level of service required by ticking one of the boxes below:**
 |
| *The option you pick will have a bearing on the fee payable*[ ]  Written advice only [ ]  Virtual meeting and follow-up written response [ ]  Site meeting and follow-up written response  |
| 1. **Does your proposal fall within the definition of major development? \***
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| *A major development is any proposal that involves:** + *Residential development of 10 dwellings or more*
	+ *Residential development on a site area of 0.5 hectares or more*
	+ *Development of 1,000sqm or more floorspace*
	+ *Development carried out on a site having an area of 1 hectare or more*

[ ]  Yes [ ]  No  |
| 1. **Please set out the pre-application fee charge below:**
 |
| Please refer to the fee schedule on our website to understand the appropriate fee.**Pre-Application fee charge[[1]](#footnote-1):**  |
| 1. **Your Details – if there is a named agent, any correspondence will be with the person named within the Agent details:**
 |
| **Applicant**  | **Agent (if relevant)** |
| Name: Address:Postcode: Telephone Number: Email: | Name: Address: Postcode: Telephone Number: Email:  |
| 1. **Location of application site (full address including postcode):**
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|  |
| 1. **Site ownership details:**
 |
| **The applicant/ enquirer is the:** [ ]  Owner [ ]  Occupier [ ]  Lessee [ ]  Prospective purchaser  |
| 1. **Description of the proposed development/ nature of the enquiry**
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| *Please provide an accurate, detailed description of the proposed works. If your request relates to a planning condition discussion or potential application resubmission discussion, please include relevant planning application reference and condition numbers.* |
| 1. **Supporting Information**
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| This is not a formal planning application and formal plans are not required. However, thequality of the advice we can provide depends on the level of information that you submit. Supporting information can be submitted by **email** to **registration@southandvale.gov.uk**. **Below are documents that planning officers find useful when considering your pre-application enquiry – please mark if included:** [ ]  Covering letter  [ ]  Site location map (scale 1:1,250)  [ ]  Existing floor plans, elevations with building heights marked, sections (to scale)  [ ]  Proposed floor plans, elevations with building heights marked, sections (to scale)  [ ]  A sketch drawing or annotated photograph  [ ]  Photographs of site and immediate surroundings  [ ]  Detailed description of existing uses on the site  [ ]  Existing and proposed site layout plan (preferably 1:500)  **For** **major developments**: [ ]  Design statement, design analysis, materials, photographs, street scene appraisals etc.  [ ]  Description of proposed development including schedule of proposed uses: schedule of floorspace; number, mix and affordability of residential units etc.  **Other attachments, please list below:** Click or tap here to enter text. |

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| **I confirm that I am seeking pre-application advice for the proposed development described in the form and/ or attached documentation. I understand and accept that if the option of a meeting has been selected, the Council reserves the right in its absolute discretion not to provide a meeting if the proposal is considered unacceptable after consideration of the documents provided and an appropriate partial refund of the fee will be made.****Signed:** **On behalf of:** **Date:** Click or tap to enter a date. |
| **Next steps:**Please send completed form and documents to **registration@southandvale.gov.uk****Payment** can be made by credit or debit card by calling **01235 422600** |

1. *If the scale of your proposed development falls within the 10% of the statutory planning application fee charging schedule (major developments only), we recommend that you use the online* [*planning portal fees calculator*](https://www.planningportal.co.uk/app/fee-calculator) *to calculate what would be the application fee and then multiply this by 0.10, this should provide you with the pre-application fee charge. Please include a copy of this calculation with your submission for checking.*  [↑](#footnote-ref-1)