

Planning and Building Service

www.testvalley.gov.uk planning@testvalley.gov.uk 01264 368000 / 01794 527700

PRE-APPLICATION ADVICE REQUEST

For Office Use Only					
Reference No.		Fee			
Date received					

PLEASE READ THE 'PRE-APPLICATION ADVICE' GUIDANCE LEAFLET BEFORE COMPLETING THIS FORM

Please complete using block letters

1. Name and Address of Enquirer				
ENQUIRER	AGENT (if applicable)			
NAME	NAME			
ADDRESS	ADDRESS			
Postcode	Postcode			
Tel No. Mobile	Contact Name			
Email Address	Tel No. Mobile			
Interest: Owner/Lessee/Tenant/Prospective Purchaser	Email Address			

2. Site Address/Proposed Works	
SITE ADDRESS	PROPOSED WORKS (short description – further explanation can be included in a supporting statement)
Postcode	

3. Plans and Information attached				
Always Required confirm attached	LOCATION PLAN WITH SITE OUTLINED IN RED (preferred scale 1:1250 or 1:2500)			
Other plans and information submitted: Please list below e.g. site layout, floor plans, elevations, sketches, photographs, draft design and access statement, surveys, etc.				
4. Fee (see Pre-App	olication Planning Advice Enquiry – Fees Schedule)			
Payment T	ype: Debit Card Cheque			
T dyment 1				
Fee paid/attached: YES / NO Amount: £ Please show how you have calculated this				
Please make cheques payable to: "Test Valley Borough Council".				
For card payments (<u>Debit Card</u> only): Please call Customer Services on 01264 368000				
5. Confidentiality				
If you want to request that the Pre-Application Advice remains confidential, please state any reasons for this and the period of time you want the advice to remain confidential. (Please note that any requests for confidentiality will be considered in accordance with the terms of the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 and need to be justified in writing).				

Plans

Plans should be to scale, or include dimensions, and provide sufficient information to clearly identify the site and the proposed development.

Data Protection Act 2018

Please note that the information contained on this form will not necessarily be treated as confidential and may have to be made available for public inspection. Information will be held on a computer and used for planning purposes.

Return to: Planning and Building Service,

Beech Hurst, Weyhill Road, Andover,

Hampshire. SP10 3AJ

Or Email to planning@testvalley.gov.uk