**Pre-Application Advice Request Form 2022/2023**

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| **Person or**  **Company requesting advice:** |  | |
| **Your contact address including postcode:** |  | |
| **Contact Telephone number:** |  | |
| **Contact E-mail address:** |  | |
| **Full address of the site you wish pre-application advice for including the postcode**  **and/or**  **Grid Reference:** |  | |
| **What category of advice are you applying for?**  *(****X*** *as appropriate)* | ***Category 1 – Written Advice Only*** |  |
| ***Category 1 – Follow Up Enquiry*** |  |
| ***Category 2 – Written Advice Only*** |  |
| ***Category 2 – Follow Up Enquiry*** |  |
| ***Category 3 – Written Advice Only*** |  |
| ***Category 3 – Follow Up Enquiry*** |  |
| **A full description of the proposal** |  | |
| **Current use(s) of the site and/or building(s), please include:**   * **details of the proposed use(s)**; * **floor areas;** * **number of units**; * **site area in hectares.** |  | |
| **The relevant fee for obtaining pre-application advice + VAT**: | **(Insert relevant fee amount)** | |

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| **Checklist of information required for a valid pre application request** | |
| Completed application form |  |
| A site location plan with the relevant land outlined in red |  |
| A sketch of the proposal with measurements or scaled drawings if available |  |
| A Site Survey, including buildings and features within and surrounding the site |  |
| An indicative layout plan showing how the proposal would be located on the site, development parameters and how access would be obtained |  |
| Any other information that you consider it relevant to provide |  |
| Relevant application fee, including VAT\* |  |
| ***\*Fees can be paid by Cheque (payable to Craven District Council) and Card only. Card payments can be made via the Council’s*** [***website***](https://www.cravendc.gov.uk/pay/) ***to planning (Development Management or by telephoning 01756 700600). Please use the site postcode as the payment reference and the words ‘Pre-application Advice’.*** | |

**Disclaimer**

The Council offers pre-application planning advice on a professional basis but it does not constitute a formal decision by the Council. Therefore, it cannot be held to bind the Council in either its validation or formal determination of any subsequent planning application. A final decision on any development proposal can only be taken once the subsequent planning application has been submitted and after the Council has consulted local people, statutory consultees and any other interested parties.

Please note that the Strategic Manager for Planning and Regeneration may decline a request for pre application advice where it is not considered either appropriate or necessary.

**Freedom of Information Act**

Disclosure of the information you provide may be requested by a third party under the Freedom of Information Act 2000. As such the Council is obliged to determine whether it would be appropriate to release it, or whether it should be withheld under one of the exemptions under the Act. To assist with this determination, you are obliged to answer the following question:

|  |
| --- |
| ***Please state below if you consider disclosure of any of the information would harm your commercial interest and if so what harm would it entail?*** |
|  |

I have read the Councils Publication Scheme and agree to my details being used as described:

<https://www.cravendc.gov.uk/media/1859/publication_scheme_november_2016.pdfs>

*I (the undersigned) confirm that I am seeking pre-application advice in respect of the matters set out in this form and accompanying plans/documents*

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| --- | --- |
| **Signed:** |  |
| **Print Name:** |  |
| **Date:** |  |

Completed requests should be sent to: -

**By Email:** [planning@cravendc.gov.uk](mailto:planning@cravendc.gov.uk)

Or

**Posted to: Development Management**

**Craven District Council**

**1 Belle Vue Square**

**Broughton Road**

**SKIPTON**

**North Yorkshire**

**BD23 1FJ**

**Enquiries:**

**Telephone: 01756 700600 (for payments)**

**Telephone: 01756 706470 (for the Planning Support Team**

**Website:** [**www.cravendc.gov.uk**](http://www.cravendc.gov.uk)

**If you require this document in an alternative format or language, please contact us.**