

Enquiries to: Duty Officer

Direct Dial: (024) 7637 6328

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## General Developments Preliminary Enquiry Form

If you are thinking about developing a site, making alterations to existing non-domestic property, erecting signage or changing the use of a building/land, then we need some information from you to help us advise you as to whether or not you will need a planning application for what you want to do and whether this is acceptable. You can use this form to set out your ideas. Then send it to the address above, or drop it into our One Stop Shop at the above address. We will try and get back to you as soon as possible.

**Please note:** this form should not be used for householder developments (e.g. extensions, outbuildings, etc).

|   |  |
|---|--|
| <b>1. Your Name &amp; Address</b>   | <b>2. Your Daytime Telephone Number or an E-mail address</b> |
| <b>3. Address of the Site (If different from 1 above)</b>   |  |
| <b>4. Current use of the site</b>   |  |
| <b>5. Description of Work/Change of Use</b><br>Please give a brief written description of what you want to do, providing as much detail as possible:                |  |
| <b>6. Number of housing units/employment floor space</b><br>If known &/or relevant, please provide proposed number of houses/flats/units or increase in floor space |  |
| <b>Housing</b>  | <b>Floor space</b>   |

|  |                 |                             |                  |
|--|-----------------|-----------------------------|------------------|
| <b>7. Proposed Hours of Operation</b>                  |                 |                             |                  |
| If relevant, please provide as much detail as possible |                 |                             |                  |
| <b>Monday to Friday</b>                                | <b>Saturday</b> | <b>Sunday/Bank Holidays</b> | <b>Not known</b> |
| <b>8. Proposed Number of Employees</b>                 |                 |                             |                  |
| If relevant, please provide as much detail as possible |                 |                             |                  |
| <b>Full time</b>                                       |                 | <b>Part time</b>            |                  |

**9. Your Proposals**

Please use the space below to draw a simple sketch plan, and some elevations of what you have in mind (if relevant). It should:

- show all external measurements – width, depth, height etc
- show the distance of the works from boundaries
- show all existing buildings
- mark the front, side and rear of the property and whether any roads or public footpaths follow these boundaries
- In the case of advertisements, or elevational changes only, it should show existing windows & doors

**Note:** for larger schemes, plans should be attached with this form.

**10. If the property/land has been added to or altered since it was first built, or you know of any previous planning applications, please provide details if possible:**