

# Planning Services

# Pre-Application Advice Form

**Strategic Director of Economy, Transport and Communities**  
**Derbyshire County Council**  
**Shand House**  
**Matlock**  
**Derbyshire DE4 3RY**

Last updated 25/4/16

## 1. Applicant Name, Address and Contact Details

Title:	<input type="text"/>	First name:	<input type="text"/>	Surname:	<input type="text"/>
Company name:	<input type="text"/>				
Street address:	<input type="text"/>	Telephone number:	<input type="text"/>		
	<input type="text"/>	Extension number:	<input type="text"/>		
	<input type="text"/>	Email address:	<input type="text"/>		
Town/City:	<input type="text"/>				
County:	<input type="text"/>				
Country:	<input type="text"/>				
Postcode:	<input type="text"/>				

## 2. Agent Name, Address and Contact Details (if different from applicant)

Title:	<input type="text"/>	First name:	<input type="text"/>	Surname:	<input type="text"/>
Company name:	<input type="text"/>				
Street address:	<input type="text"/>	Telephone number:	<input type="text"/>		
	<input type="text"/>	Extension number:	<input type="text"/>		
	<input type="text"/>	Email address:	<input type="text"/>		
Town/City:	<input type="text"/>				
County:	<input type="text"/>				
Country:	<input type="text"/>				
Postcode:	<input type="text"/>				

## 3. Short Description of the Proposal (maximum 500 characters)

Please describe the proposed development including any changes of use:



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### 4. Full Description (see section 4 of guidance notes for details)

Please describe the proposed development including any changes of use:

### 5. Site Address Details

Full postal address of the site (including full postcode where available)

Street address:

Description:

Town/City:

County:

Country:

Postcode:

Description of location or grid reference  
(must be completed if postcode is not known):

Easting:

Northing:

### 6. Site Location Plan

All requests for pre-application advice must include a plan clearly showing the location of the proposal. Please tick the box to confirm that you have included an appropriate location plan. Please refer to section 6 of the guidance notes for details on the requirements for a location plan.

Location Plan:

### 7. Fee

All requests for pre-application advice must be accompanied by the correct fee. Please tick the box to confirm that you have included the appropriate fee and enter the fee amount provided.

Fee Included:

Amount: £

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## 8. Supporting Documents

Please list any supporting documents provided here. (see section 8 of the guidance notes for details)

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## 9. Payment and Declaration

I confirm that a pre application meeting is requested and enclose a fee of £\_\_\_\_\_ as payment for the pre application advice service (please make cheques payable to "Derbyshire County Council").

I also agree to pay any additional sums arising from the provision of the service as required, as outlined in the pre application advice note.

**Signature:**

**Date:**

Please return the completed form, plans, supporting information and correct fee to:

**Derbyshire County Council,  
Planning Services,  
Shand House,  
Dale Road South,  
Matlock, Derbyshire, DE4 3RY**

**email: [development.management@derbyshire.gov.uk](mailto:development.management@derbyshire.gov.uk)**

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# Guidance Notes

## Pre application advice request form guidance notes

### 1. Applicant details

Please enter the details of the applicant for this proposal.

### 2. Agent details

If you are an agent working on behalf of the applicant, please enter your contact details in this section. If this section is completed, all correspondence will be sent to the agent. If you are the applicant and have already completed section 1, please leave this section blank.

### 3. Short description of the proposal

Please enter a short description of the proposal (max 500 characters). This description will be used on all correspondence and reports. Further details about the proposal can be entered in section 4 below.

### 4. Details of the proposal

Use this field to enter details about the proposal.

Please provide as much information as possible to help us to provide more detailed advice. Examples of the sort of details you should look to provide include, but are not limited to:

- A full description of the proposal including a breakdown of the site and schedule of proposed uses
- Details of what is considered to be the existing lawful use of the site
- The applicant's status regarding the ownership of the land covered by the proposal
- For minerals and/or waste applications, quantities to be extracted or processed per annum
- Likely timescales for the development

### 5. Site address details

Please provide the full address of the proposed site including postcode where available. If the site does not have a postal address, please provide a clear and accurate description of the location and a grid reference.

### 6. Site location plan

All requests for pre application advice must include a plan sufficient to identify the location of the site. This should preferably be based on an up-to-date Ordnance Survey map at a scale of 1:1250 or 1:2500, or 1:5000 or 1:10,000 for large sites.

The plans should identify sufficient roads and/or buildings on land adjoining the site to ensure the exact location of the application is clear. The inclusion of place names may be helpful. The application site should be clearly edged with a red line.

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### Guidance Notes

#### 7. Fee

Please ensure you have submitted the correct fee for the scale of proposal you are requesting pre application advice on. Details of the levels of fees charged can be found in the Pre Application Advice leaflet available from the Derbyshire County Council website.

Please note that this fee is solely for the provision of pre application advice and does not count towards the fee for any subsequent planning application.

#### 8. Supporting documents

Please list in this section the supported documentation you have included with your request. The more information you can provide, the more comprehensive our advice can be. The following list provides examples of types of supporting information which may be relevant to your proposal but is not exhaustive.

- A site layout plan of not less than 1:500 scale
- Photographs showing the existing appearance of the site
- Drawings and sketches of the proposed development, including, elevations, floor plans, cross- sections and ground levels
- Any additional drawings that help to demonstrate how the proposal relates to its surroundings
- A draft design and access statement where applicable
- A draft supporting statement

#### 9. Declaration

Please ensure you have signed and dated the application form.

#### Freedom of Information Act

We may receive a request to provide information under the Freedom of Information Act regarding enquiries for Pre Application advice and of any advice given. You must therefore, when sending a pre-application enquiry, which you believe to be confidential, supply a covering letter that sets out the reasons why, and for what period, any information in regard to the enquiry, needs to remain confidential. In doing so, we may accept the justification for confidentiality, and will make every effort, in so far as the act allows, to ensure that the information is "inaccessible" in the sense of not being in the public domain, or a matter of public knowledge. However, the passage of time may mean that the information is no longer sufficiently sensitive to be considered to be "confidential".

**These Guidance Notes are available in large print and Braille**