



Office use only

Received:

Ref No: PRE.....

South Derbyshire District Council

Pre-Application Enquiry Form – Help Me Obtain Planning Permission

PLEASE NOTE: This form is intended to establish the likelihood of whether planning permission would be granted for a particular proposal. The purpose of pre-application is to ‘shape’ proposals to increase the chance of success upon formal application, as well as outline relevant considerations and documentation necessary to support your application.

❖ If you are not sure if you need permission then, depending on your property, you should first complete the **Householder or Non-Householder Enquiry Form – “Do I Need Planning Permission?”** or refer to our standing advice.

1 Address of proposed development (**REQUIRED**):

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Is the property a listed building? Y N Don't know

Is the property in a conservation area? Y N Don't know

Are you the property/land owner? Y N

2 Please give a brief description of your proposal(s) (e.g. extension of agricultural building, change of use to beauty salon, erection of dwellings, etc.) (**REQUIRED**):

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3 Please enclose the following:

- ❖ Site location plan (preferably 1:1250 scale) with the application site (i.e. land where development is proposed) outlined in red, and any other land in your control outlined in blue (**REQUIRED – your enquiry may be returned if this is not provided**);
- ❖ Layout plan to clearly show intended positions of new buildings/structure/engineering works/boundary treatments as well as any proposed/alterd access (**this may be provided as a sketch under section 6**);
- ❖ Elevations and floor plans of the existing building and proposed development (**this may be provided as a sketch under section 6**);
- ❖ Any other details in support of your proposal.

4 Are you aware of any previous planning applications relating to the property?

Y N

If yes, please provide any planning permission reference numbers:

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5 Have you received any previous advice relating to the proposal?

Y N

If yes, please provide any reference number and case officer name, or a copy of the advice given:

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6 Please provide a diagram of your proposed development:

- ❖ As noted above, you may enclose architectural plans/drawings with your enquiry (preferred if available)

If providing a sketch, please ensure you include the following:

- a) The position of all existing building(s) and/or walls/fences
- b) The boundaries of the property/land (i.e. walls, fences and hedges)
- c) Any roads or footpaths around/across the property/land
- d) Dimensions of buildings and distances between buildings and boundaries

7 **Your contact details (REQUIRED):**

Name: Telephone:

Address (if different to question 1):

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Email address:

A Council Officer will provide an opinion as to whether planning permission is required for the development. We endeavour to respond **within 21 days from receipt of the completed form**, although some enquiries may take longer. The opinion will be based on the information supplied by you with the opinion provided on an informal basis and not prejudicing any formal decision made by the Council. Officers will not generally visit the site or arrange a meeting to complete this enquiry. It is therefore in your interest to provide complete information.

Please return the form to planning@south-derbys.gov.uk or Planning Services, South Derbyshire District Council, Civic Way, Swadlincote, DE11 0AH. Our preferred method of contact is by email.