

**PRE-APPLICATION ADVICE REQUEST**

<b>For Office Use Only</b>				
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	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-Application Planning Advice Enquiry – Fees Schedule)

Payment Type: Debit Card

Cheque

Fee paid/attached: YES / NO

Please show how you have calculated this

Amount: £ \_\_\_\_\_

Please make cheques payable to: “*Test Valley Borough Council*”.

For card payments (Debit Card 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).

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#### 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 1998

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](mailto:planning@testvalley.gov.uk)