

Pre-application advice service form



Please return this form to:
Head of Planning
Welwyn Hatfield Council
The Campus
Welwyn Garden City
Herts
AL8 6AE

Email: planning@welhat.gov.uk
Tel. 01707 357000

1. Applicant

Name:
Address:
.....
.....
Postcode:
Telephone no:.....
Fax no:
Email:

2. Agent (if any)

Name:
Address:
.....
.....
Postcode:
Telephone no:.....
Fax no:
Email:

3. Location of application site and ownership

Full address of site:
.....
The enquirer is the : owner occupier lessee prospective purchaser
Name and address of owner:
.....
Does the enquirer own /control adjoining land? yes / no
Has any part of the site been in Council ownership? yes / no

4. Description of the proposed development

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5. Enclosures

I attach the following information (please tick as appropriate)

- Site location map (1:1250 scale), required for all requests, showing the proposed works
- Initial fee £ (cheques payable to Welwyn Hatfield Council)
- Details of any exemption/reduction of any fee requested (See notes on website)
- Description /schedule of existing uses on the site
- Existing floor plans, elevations, sections (to scale)
- Photographs of site and immediate surroundings
- Site layout plan including parking and access arrangements, landscaping and trees (preferably 1:200 scale)
- Description of the range of development envisaged in terms of scale and uses
- Proposed floor plans, elevations, sections (to scale)
- Design statement, urban designs analysis, materials, photomontages, computer Images, street scene appraisals etc. (where appropriate)
- Other information - please list

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6. Which level of advice are you seeking? (Details of the levels may be found on www.welhat.gov.uk/planning)

- Level 1 Level 2 Level 3 Level 4

Please sign and date where indicated below to confirm your pre-application enquiry.

I the undersigned confirm that I am seeking pre-application advice on the proposed development described in the attached documentation:

Signed On behalf of Date

Town and Parish Councils

Information may be provided to the relevant Town or Parish Council for their comments on the proposal. Please advise the Development Management department at the time of submission if you do not wish this to take place.

Freedom of Information

Under the Freedom of Information Act 2000 or Environmental Information Regulations 2004 we may receive a request to disclose pre-application advice requests and the advice we have provided. If you require your request to be confidential please advise us in writing of the reasons valid under the Act for this at the time of your request. We will not respond at the time of your request but will take it into account when deciding whether to release information.

More information about Freedom of Information may be found at www.foi.gov.uk

Please note

Any advice given by Council officers for pre-application enquiries does not indicate any formal decision by the Council as the local planning authority. Any views or opinions expressed are given in good faith, and to the best of ability, without prejudice to the formal consideration of any planning application following statutory public consultation, the issues raised and evaluation of all available information.

You should therefore be aware that officers cannot give guarantees about the final formal decision that will be made on your planning or related applications. However, the advice note issued will be considered by the Council as a material consideration in the determination of the future planning related application(s), subject to the proviso that circumstances and information may change or come to light that could alter the position. It should be noted that the weight given to pre-application advice will decline over time.