

Pre-Application Enquiry Form

Please submit **two copies** of the Enquiry form, plans and supporting information.

Please read the Guidance Notes to help you complete this form.

FOR OFFICE USE ONLY
Enquiry Reference No:
Officer:
Date:

1 Your Details

Applicant Name:

Agent Name:

Applicant Address:

Agent Address:

Postcode:

Postcode:

Contact Details

Contact Name:

Email:

Daytime Tel No:

Fax No:

Interest in the Property/Land

Please state your interest in the property/land e.g. owner/occupier, developer, prospective purchaser

2 Location of Proposed Development

Please provide the site address of the development site or building/property

3 Description of Proposal

Please provide an accurate, detailed description of the proposed development

4 Plans and Supporting Information

A site location plan clearly identifying the site or building in question must be submitted. The level of further detail required will be dictated by the complexity of the proposal. If you are unsure about the level of detail to be submitted please refer to the guidance notes for further advice. Please specify plans/details that have been submitted.

Location Plan Elevation, Floor & Site Layout Plans Site Appraisal Plans

Draft Design Statement/Principles Photographs

Other Supporting Information:

Please indicate other plans, illustrations, statements that have been submitted:

5 Bradford Planning Policies taken into account

Please provide details of the Unitary Development Plan Policies, Development Plan Documents and Supplementary Planning Documents that you have referred to in preparing your scheme:

6 Viewing the Site

Please can you indicate in the box if the whole site can be seen from the road or other public land and there is no need for an officer to enter the site.

Yes	No
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7 Freedom of Information Act

If you consider your enquiry to be confidential, please set out the reasons why, and for what period, any information in respect of the enquiry, needs to remain confidential.

8 Payment and Declaration

I confirm that pre-application advice is requested and enclose fee of £ as payment for this service.

Signed:	Date:
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Please return two copies of the completed form, plans and supporting information to:

Planning Service

4th Floor, Britannia House, Hall Ings, Bradford BD1 1HX

Tel (01274) 434605 or email to: planningvalidation.bradford@bradford.gov.uk

Guidance Notes

Information to be sent with the Enquiry Form

The following notes are to help you make a pre-application enquiry.

1. Your details

You can seek pre-application advice yourself or employ an agent. If an agent is used all correspondence will be sent to them. A telephone number where the applicant or agent may be contacted during office hours will be helpful. Please also state your interest in the property, eg whether you are the owner/occupier, a developer or a prospective purchaser.

2. Location of proposed development

Please indicate the location or address of the development site or building. If there is no postal address, please give a clear and accurate description of the site location.

3. Description of proposal

Please describe what you are proposing as fully as possible. Please state the number of storeys if a new building/extension is proposed and the number of flats/houses if residential development is proposed. If the development includes a change of use of the property, please state the existing use in the description. For example, "Erection of 3, two storey dwelling houses" or "Change of use from house to shop on ground floor with 1, two bed flat above."

4. Plan and supporting information

The minimum information to be submitted with the enquiry form is two copies of the following plans and documents:

- Site location plan clearly identifying the site or building in question, with the site edged in red (Ordnance Survey extract where possible).
- For changes of use details of existing and proposed use.
- A site appraisal plan detailing the site characteristics and surrounding area, including trees and changes in gradients etc, any constraints to development and potential opportunities - photographs may be used to supplement this.
- For outline proposals, details of the amount and scale of development and a sketch site layout plan are required.
- For detailed proposals, drawings including elevations, site layout and floor plans. Although formal plans are not required at this stage the details need to be accurate and clear enough to enable informed comments to be made.
- Draft design statement/principles describing the proposals.
- Further information such as site investigation reports and transport assessments may be required to be submitted during the course of the enquiry.
- Where appropriate the name of any Officer of the Council who has previously advised upon this matter should be given.

5. Bradford Planning Policies taken into account

Please state the guidance you have referred to in preparing your scheme, eg Bradford Replacement Unitary Development Plan Policies, Development Plan Documents, Supplementary Planning Documents, Development Briefs and Conservation Area Assessments.

Policy documents can be downloaded from the Council's website at www.bradford.gov.uk/planningpolicy. Other guidance documents, including Conservation Area Assessments can be found at www.bradford.gov.uk/planning.

6. Viewing the site

The Case Officer may need to view the site. Please confirm whether the whole site may be viewed from the road or other public land.

7. Freedom of Information Act

Please state here if you consider your enquiry to be confidential. Include the reasons why, and for what period any information relating to the enquiry, needs to remain confidential.

8. Payment and Declaration

Please ensure that you have submitted the correct fee and signed and dated the application form.

The standard fee must be paid prior to the first meeting. Payments can be made using any of the following methods:

■ Online via the Council's payment system:

Go to www.bradford.gov.uk/planning and then click on 'Pay a Planning Fee'. You will need to provide the site address and payment amount.

■ Internet or telephone banking:

Our details are:

Account name: Bradford Council

Account number: 00143790

Sort code: 56 00 36

Please quote "planpreapp" and the site address.

■ Telephone:

Contact 01274 434605. Lines are open between 8.30am and 5.30pm, Monday to Friday.

■ Cheque:

Make your cheque payable to 'Bradford Council'.

Cheques sent by post should be addressed to:

Planning Service

4th floor, Britannia House

Bradford BD1 1HX

■ In person:

Britannia House, Bradford or Keighley Customer Service Centres.

The Council is committed to the concept of pre application discussions, to help improve the quality of development proposals and to speed up the process of determining planning and other applications.

If you are considering a residential or commercial proposal you may complete a pre application enquiry form in order to obtain an informal view as to whether the proposal is acceptable or not in planning terms. However, please note that this is a non statutory part of the service and priority will be given to formal planning applications.

What proposals can we consider?

The Pre-Application Service is available for the following types of development:

- Residential development including conversions up to nine units.
- New development involving a site less than 1 ha (0.5 ha residential development).
- Commercial development including changes of use, extensions and alterations (excluding shopfronts and security measures) up to 1,000sqm of floorspace.
- Alterations and extensions to listed buildings (including domestic properties).
- New residential annexes including the extension of existing outbuildings.

If you require advice relating to householder developments for non listed buildings please refer to the Council's Householder Supplementary Planning Documents. This document can be downloaded from the Council's website at www.bradford.gov.uk/planningpolicy and click on Supplementary Planning Documents.

Advice on shopfronts and security measures can be found in the Council's 'Shopfront Design Guide' which can also be downloaded from the above website.

When to use this form

This form should only be used for specific proposals relating to a particular site/building, where appropriate sketch drawings/plans have been prepared.

It should not be used for speculative enquiries where there has been no site acquisition /land assembly and development is uncertain.

The purpose of the form

The purpose of pre-application advice is:

- Identify at an early stage any concerns/problems that need to be addressed.
- Identify at an early stage the key issues/site specific issues.
- Avoid delay during the formal application process.
- To improve the quality of the formal submission.
- Ensure applications are supported by an appropriate level of information.

What to send with the form

Please refer to the section *information to be sent with the enquiry form*.

The level of supporting information required will depend upon the nature of the proposal. Please be aware though that the case officer can only consider the information you submit. You will be advised if further information is required before a case officer can proceed with your enquiry.

When will I receive a response?

If your submission is considered adequate you will receive an acknowledgement letter specifying the target date for response. We aim to respond to enquiries within 56 days. However, the Planning Service prioritises its work and deals with planning applications first. This means that during periods of high volumes of workload, it may take longer to reply.

Freedom of Information Act

From 1 January 2005, under the Freedom of Information Act, we may receive a request to provide information 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".