

REF. NO.	RECEIPT NO.	PAID	
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The Council is a public authority for the purposes of the Freedom of Information Act 2000 and the Environmental Information Regulations 2004. Applicants under this legislation may request copies of any information that we hold, and, unless exemptions/exceptions apply, we must supply the requested information to them.

In providing information to us, you understand and agree that all of the information supplied by you to us, could be disclosed to third parties (including to your competitors). If you consider that any of the information that you give to us is confidential or commercially sensitive, you must:

- (i) provide it in a separate document; and
- (ii) mark it as such (and provide an explanation, where this is not self-evident).

If we receive a request for such information, we will take your views into account. However, the final decision as to whether or not to disclose the information will remain the Council's.



## REQUEST FOR PRE-APPLICATION PLANNING ADVICE

<b>Applicant's name &amp; address</b>	<b>Agent's name &amp; address</b>
<b>Contact name:</b>	<b>Tel. No:</b>
<b>E-mail:</b>	
<b>Interest in the property / land</b> State your interest in the site (e.g. are you the owner, a developer etc)	
<b>Type of Development (Please tick)</b>	
<input type="checkbox"/>	10 or more residential units / 1,000m2 or more commercial floor space
<input type="checkbox"/>	5 – 9 residential units / 500 – 999 m2 commercial floor space
<input type="checkbox"/>	1 – 4 residential units / 99 – 499m2 commercial floor space
<input type="checkbox"/>	Householder extension
<input type="checkbox"/>	Other Development (Adverts/Trees/LBC/Priors etc.)
<input type="checkbox"/>	<b>Please tick if you ONLY require a written response</b>
<input type="checkbox"/>	<b>Please tick if you would like a meeting / accompanied site visit AND written advice</b>

**Location of proposed development:**

**Please provide a brief description of your proposed development, and write any specific questions you wish to ask (continue on a separate sheet if necessary):**

**Plans and supporting information**

For all enquiries, please provide the following supporting information,

- Location plan showing the site (Including at least two street names and at a recognised scale of 1:1250 where possible),
- Sketch plans of the proposed work (site plan, elevations, floor plans),
- Draft design and access/heritage statement (where appropriate), and
- Photos of the existing site and surroundings may also be helpful, along with confirmation of the current use of the land/buildings

Please see guidance notes for additional supporting information required. Please note if insufficient information is given with your request we may not be able to provide advice.

The completed form should be returned to Housing & Development Control, 19 Parker Lane, Burnley BB11 2BY, together with any required plans and the fee. The fee can either be paid at the payment desk in Contact Burnley via card or cheque, a cheque can be posted with the form (made payable to Burnley Borough Council) or, alternatively, telephone payments are also accepted (Telephone: 01282 425011 ext. 7177 quoting Pre-Application Advice Request).

**I enclose the fee of £**

**and I understand that no full refunds will be given.**

**Signed:**

**Date:**

**Print Name:**