

Planning Pre-Application Advice Request Form – June 2019

Please complete this form and submit with plans and supporting information to planning@basildon.gov.uk

Hard copies can be submitted to:

Development Management (Pre-App Enquiries)
 Basildon Borough Council
 St. Martin's Square
 Basildon
 Essex SS14 1DL

1. Applicant details	2. Agent details
Name:	Name:
Address:	Address:
Postcode:	Postcode:
Phone:	Phone:
E-mail:	E-mail:
3. Interest in property (land owner/occupier/developer/prospective purchaser)	
4. Site address (full address and postcode)	
5. Pre-Application category (see advice and charges guide)	
6. Description of development	

7. Plans and supporting information

Please include where possible:

- Ownership details.
- Location plan (scale 1:1250) with site outlined in red, and adjoining land outlined in blue.
- A brief summary of the proposed development.
- Drawings and photographs to describe the site/building as existing.
- Drawings to describe the proposal.
- Draft Design and Access Statement.
- Any other relevant information.

Larger sites may require extra information. If required, you will be notified of this.

8. Confidentiality

Please state any reasons why you believe that the pre-application material should remain confidential in the event of a request for disclosure by a third party under the Freedom of Information Act and/or Environmental Information Regulations (please attach a separate sheet to this form if further space is required):

9. Declaration

I have read and understood the terms and conditions set out in this document and enclose the relevant fee.

Signed:

On behalf of:

Date:

Cheques should be made payable to Basildon Borough Council. Payment can also be made by debit or credit card once the pre-application request has been registered.