

Request for planning advice prior to the submission of a planning application

All persons seeking formal written advice from the Council on their proposals for development prior to submitting a planning application should complete all sections of this form. Please complete the form in black ink using BLOCK LETTERS.

The schedule of fees payable can be found on the planning applications pages of the council's website at www.southwark.gov.uk

1 Address of site	2 Your name and contact details	
	Name:	
	Company:	
	Address:	
Postcode:	Postcode:	
	Tel.:	
	Email:	
Preferred method of communication of our advice to you: Post <input type="checkbox"/> email <input type="checkbox"/>		

3 Description of proposed development

4 Checklist of the minimum information that you need to provide for us to consider your proposal. Please tick the box to confirm that you are submitting the information requested.	
1:1250 location plan with the site outlined in red <input type="checkbox"/>	Description of current buildings on the site and details of current use <input type="checkbox"/>
If existing buildings or site is vacant state last known use <input type="checkbox"/>	Schedule of proposed uses <input type="checkbox"/>
Scale of any new proposed buildings on the site <input type="checkbox"/>	Photographs of the site and immediate surroundings <input type="checkbox"/>
Sketch plans* at scale of 1:200 at A3 size showing proposed layout of the site <input type="checkbox"/>	Sketch plans* at a scale of 1:200 at A3 size showing the scale of proposed buildings <input type="checkbox"/>
Design and appearance statement <input type="checkbox"/>	Access statement <input type="checkbox"/>
Heads of terms of proposed planning obligation <input type="checkbox"/>	Statement showing how the proposal conforms with policies in the Southwark Plan and Local Development Framework <input type="checkbox"/>

* all submitted plans should state measured dimensions of the height width and length of buildings, the distance to site boundaries of new buildings and existing buildings to be retained and the location of existing buildings on adjoining land.

5 Please identify any related planning history or any other information that you wish to draw to our attention

6 Do you, or the person or organisation you are acting for, own or have an interest in the site?

Yes No If yes please specify

7 If the answer to question 6 is 'no' is the owner of the site aware of your interest in the site?

Yes No Not applicable

8 Have you discussed this proposal with any adjoining occupiers or the local community?

Yes No If yes please submit details

9 Do you wish to just receive written advice or do you want a meeting before receiving the written advice?

Written advice only Meeting and written advice

10 Are you, or the person you are acting for, related to any member of staff or elected member of the council?

Yes No If yes please provide details

11 Declaration

I/we the undersigned, request formal written advice from the Council in respect of the proposed development described above.

I/we have marked and identified all information that I/we consider to be 'in confidence' or is 'commercially sensitive' and I/we understand that all other information submitted may be revealed to other parties if the Council is required to do so under Freedom of Information Act or Environmental Information Regulations.

I/we confirm that I/we have read the Council's relevant guidance note on the pre-application advice procedure and understand and accept that the formal written advice given in response to this request will not be binding on the Council in its determination of any subsequent planning application submitted as a result of or following from advice given in response to this request.

I/we hereby give a formal undertaking to pay the relevant fee, including any additional fee that might arise, as set out in the Council's schedule of fees for pre-application advice.

I/we confirm that a cheque payable to the London Borough of Southwark for the fee of £ is attached

or

I/we confirm that, upon receipt of the acknowledgement letter from Southwark Council, I/we will contact you by phone to pay the fee of £ by credit/debit card

or

That the pre-application advice requested is exempt from a fee payment in accordance with the schedule of fees adopted by the Council for the following reason [please state reason below]

Signed	Please print name
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On behalf of	Date
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For office use

Date received	Fee required	£
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Fee received by cheque	£	Date	Fee paid by credit/debit card	£	Date
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Date ack. Sent	Application number
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