Please return completed form to:
Development Management
•
Spelthorne Borough Council
Knowle Green
Milowie Green
Staines
TW18 1XB



## **Planning Enquiry Form**

By providing the following information the Planning Department will be in a better position to advise if planning permission is required, and if so, the likelihood of obtaining consent.

1. Your Name & Address:		2. Name & Address of your agent (To be completed where someone is acting on your behalf and you wish us to deal with them direct)
Name		Name
Email		Email
(Preferred method of contact)  Address		(Preferred method of contact)  Address
Postcode		Postcode
Tel:		Tel:
3. Ownership details	Owner Occupi	ier Leaseholder Prospective purchaser
4. Address of the prop	erty (or land) that yo	ur enquiry relates to:
*Is the site accessible?	Yes	No No
If you have requested a site	visit, the Planning Office	er will visit the site unaccompanied and will only contact
'If you have requested a site you if he/she cannot gain ac		
		er will visit the site unaccompanied and will only contact it needs to be made.  Bungalow Flat/Maisonette
you if he/she cannot gain ac	cess and an appointmen	t needs to be made.
you if he/she cannot gain ac	House	Bungalow Flat/Maisonette

7. Supporting information			
In the case of householder advice do your require a site visit?  Yes  No			
I attach the following information: (Please tick as appropriate)			
Appropriate fee (see our website for current fees)  Amount paid  £			
One copy of the following:			
Description of the proposed development (if not fully described in Question 6)			
A site location plan, with all site boundaries, neighbouring properties and adjacent roads shown			
Existing scaled drawings – site layout plan, floor plans and all elevations			
Proposed scaled drawings – site layout plan, floor plans and all elevations			
Photographs of the existing site, buildings and trees are also useful			
<ul> <li>Please note:</li> <li>This list is not comprehensive and you may be asked for additional information.</li> <li>Details of pre-application enquiries will not be available for public inspection on the internet or by personal callers.</li> <li>We are unable to return any plans that are submitted.</li> </ul>			
8. Declaration			
I/We the undersigned, confirm that I/we are seeking pre-application advice on the proposed development described within this documentation.			
Please Note: Any advice given represents the officers' informal opinion based upon the information you have provided. It is given without prejudice to any decision the Council may make on any subsequent formal planning application. A planning application will be the subject of publicity and consultation in accordance with the Council's procedures. These, and other matters which may subsequently come to light, may result in additional issues being raised that are pertinent to the determination of the application.			
Name (please print)			
Signed			
On behalf of			
Date			
Planning & Housing Strategy Spelthorne Borough Council, Council Offices, Knowle Green, Staines TW18 1XB Email: planningdm@spelthorne.gov.uk Telephone: 01784 451499			