



## 7. Supporting information

In the case of householder advice do you 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

**Please note:**

- This list is not comprehensive and you may be asked for additional information.
- Details of pre-application enquiries will not be available for public inspection on the internet or by personal callers.
- We are unable to return any plans that are submitted.

## 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](mailto:planningdm@spelthorne.gov.uk) Telephone: 01784 451499