

# Pre-Application Advice Form



This form is designed to ensure we have enough information to offer advice about your proposal. Once we have received your request we will write to acknowledge receipt within 3 working days. Before we can process your request, the full payment must be made in accordance with the scale of fees.

Please return this form and any accompanying documentation by email to **Planning.submissions@york.gov.uk**

Or by post to :- **Development Management, City of York Council, West Offices, Station Rise, York, YO1 6GA**

**Please tick : Credit/debit card payment                      Cheque enclosed**

If paying via Credit/Debit Card we will provide you with further information on doing this once we receive your application.

Telephone queries regarding this form : 01904 551550

Please read the guidance before completing this form

Please use **black ink** to complete this form

## 1. Applicant

Name: .....

Address: .....

.....  
.....

Postcode: .....

Telephone no: .....

Fax no: .....

Email: .....

## 2. Agent (if any)

Name: .....

Address: .....

.....  
.....

Postcode: .....

Telephone no: .....

Fax no: .....

Email: .....

## 3. Location of application site and ownership

Full address of site: .....

.....

The enquirer is the:      owner                      occupier                      lessee                      prospective purchaser

Name and address of owner: .....

.....

Does the enquirer own /control adjoining land?    yes / no    Has any part of the site been in Council ownership?    yes / no

## 4. Description of the proposed development

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.....

.....

**5. Enclosures**

I attach the following information (please tick as appropriate)

- Site location map (1:1250 scale), required for all requests
- Description /schedule of existing uses on the site
- Existing floor plans, elevations, sections (to scale)
- Photographs of site and immediate surroundings
- Site layout plan including parking and access arrangements, landscaping and trees (preferably 1:200 scale)
- Description of the range of development envisaged in terms of scale and uses
- Proposed floor plans, elevations, sections (to scale)
- Design statement, urban design analysis, materials, photomontages, computer images, street scene appraisals etc. (where appropriate)
- Other information – please list .....
- .....
- .....
- .....

Please sign and date where indicated below to confirm your pre-application enquiry.

**I the undersigned confirm that I am seeking pre-application advice on the proposed development described in the attached documentation:**

Signed ..... On behalf of ..... Date .....



## Commercially Sensitive Material Checklist

This form should be submitted with all pre-application enquiries to indicate areas of your submission that you consider to be commercially sensitive.

Commercially sensitive documents not for disclosure to third parties under the Freedom of Information Act 2000 (FOI) or Environmental Information Regulations 2004 (EIR)

Name of Organisation

The authority may be obliged to disclose information in or relating to this pre-application enquiry following a request for information under the FOI or EIR therefore please outline in the table below items which you consider are confidential and genuinely commercially sensitive and which are not for disclosure in respect of your application.

Information / Document	Reference / Page No.	Reasons for non-disclosure (cite exemption(s) to be considered)	Duration of confidentiality

The applicant acknowledges that the commercially sensitive information listed in this schedule is of indicative value only and the authority may be obliged to disclose it pursuant to a request under the FOI or EIR.

The authority shall act reasonably and use its discretion when making a decision to release or withhold information pertaining to the above if it is requested. By indicating what information you believe to be commercially sensitive the Council will consider your views however the authority will make the final decision to disclose information or not.

Note: To be kept with the pre-application correspondence for consideration should a request for information under the Freedom of Information Act 2000 or Environmental Information Regulations 2004 be received. This document can be destroyed in line with the retention and destruction schedule of pre-application enquiries.