

Please return completed form to:

Development Management  
Spelthorne Borough Council  
Knowle 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 <small>(To be completed where someone is acting on your behalf and you wish us to deal with them direct)</small>
Name.....	Name.....
Email ..... <small>(Preferred method of contact)</small>	Email ..... <small>(Preferred method of contact)</small>
Address..... .....	Address..... .....
Postcode.....	Postcode.....
Tel:.....	Tel:.....

### Pre-Application Planning Advice and the Environmental Information Regulations 2004

#### Disclosing information on pre-application discussions

Although the Council does not automatically publicise the details of pre-application discussions with potential developers, under the Environmental Information Regulations 2004 we may receive from time to time a request from a member of the public to provide information regarding enquiries for pre-application advice and of any advice given. Subject to certain exemptions, we are obliged to provide this information, although personal contact details are protected under the Data Protection Act.

The exemptions relate to commercially sensitive and confidential information. It is therefore important that you bring to the Council's attention at the outset in writing any information which you consider may, if disclosed, prejudice your commercial interests or which you consider would breach confidentiality. You should also set out the reasons why and for what period you consider the information falls into these categories. It is then for the Council to decide whether it believes the information falls into these exempt categories, if a Freedom of Information request or Environmental information is subsequently received.

We may also treat as exempt from disclosure information which, if disclosed, may prejudice the effective conduct of public affairs. This can be particularly relevant at the outset of major applications where a lot of exploratory discussion takes place. If the disclosure of this exploratory information was likely to prejudice the process of leading to a proper determination of the subsequent planning application, then it may not be disclosable.

Apart from these exemptions any other recorded information resulting from these pre-application discussions is very likely to be disclosable.

3. **Ownership details** Owner  Occupier  Leaseholder  Prospective purchaser

4. **Address of the property (or land) that your enquiry relates to:**

\*Is the site accessible? Yes  No

\*If you have requested a site visit, the Planning Officer will visit the site unaccompanied and will only contact you if he/she cannot gain access and an appointment needs to be made.

5. **Types of property:** House  Bungalow  Flat/maisonette   
Detached  Semi-detached  Terraced   
Other

6. **Brief description of your proposal:** (continue on separate sheet if necessary)

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