

**This form should be used if you are seeking pre-application advice for all residential and commercial enquiries.**

Pre-application advice is a discretionary service offered by the Council. So that we can provide the service to a consistent and high standard, the Council has decided that some of the cost of providing the service should be recovered from those who directly benefit. This will reduce the general cost to the council taxpayer.

From 1st July 2009 a fee will be charged for pre-application advice. The fee is based on the type of development that is proposed.

We will aim to reply to your enquiry within 15 working days. However, more complex enquiries may take longer than this. If we are going to take longer than 15 days we will let you know.

## 1. Your name and contact address

Name:

Address

Postcode:

Daytime telephone number:

Email:

## 2. Site address

Address:

Postcode:

## 3. Description of proposed works

#### 4. What stage is your enquiry for pre-application advice at?

Tick the box(es) that are relevant.

- Stage 1 = Principle
- Stage 2 = Detailed design and layout

#### 5. Have you included all of the things we need?

##### Stage 1: The principle of development

We require the following information as a minimum. You must tick each box to confirm that you have included each part.

- A location plan at a scale 1:1250
- A basic plan of the site at scale 1:500 showing important features
- If the proposal involves the formation of an access, confirmation from Lincolnshire County Council highways that the principle of this is acceptable
- If the development is in an area of flood risk, confirmation from the Environment Agency that the principle of development is acceptable. You can check if the site is in a flood risk area on the Council's website [www.e-lindsey.gov.uk](http://www.e-lindsey.gov.uk)
- Photographs of the site

##### Stage 2: The detail

We require the following information as a minimum. You must tick each box to confirm that you have included each part.

For a commercial development, including erecting new houses and change of use

##### Site Survey and Analysis

- A location plan at a scale 1:1250 or 1:2500
- An accurate survey of the site
- Plans of the Proposed Development
- Supporting Statement

For a householder development (e.g. extending your house, altering the roof of a house, erecting a shed/ greenhouse, putting down hard standing etc) we require the following information as a minimum.

- A site location plan, preferably to a scale of 1:1250 or 1:2500
- An accurate survey of the site including the buildings and features
- Plans of the proposed development at a scale of 1:100 or 1:50

#### 6. Confirmation of details

- I have included the correct fee

Signed:

Date:

Once you have completed the form you can either, post it, email it or hand in at our reception.

Email: [development.control@e-lindsey.gov.uk](mailto:development.control@e-lindsey.gov.uk)

Telephone: 01507 601111

Address: East Lindsey District Council, Planning Department, The Hub, Mareham Road, HORNCastle, Lincs, LN9 6PH

*Continued overleaf*

*In dealing with enquiries such as this we assess proposals against local and national policy and guidance. However since we cannot prejudge a possible future planning application, our comments should be read as informal officer advice.*

*Failure to secure the correct planning consent where required may result in enforcement action being taken. Carrying out certain types of work without the correct consent is a criminal offence.*

## **Data Protection Privacy Notice Pre-Application Advice**

East Lindsey District Council is a Data Controller and can be contacted at: East Lindsey District Council, Planning Department, The Hub, Mareham Road, HORNCastle, Lincs, LN9 6PH. Tel 01507 601111. The Data Protection Officer can be contacted at the same address.

We are collecting your personal data under a contract in order to process your pre-application advice application.

Your data will not be shared with third parties but may be used for Council purposes, including with the planning enforcement department, in order to prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation. Your published data will be kept indefinitely. As a Public Authority we are subject to the Freedom of Information Act and information on this form may be released to anyone requesting it from us, subject to exemptions contained in the legislation.

You have the right to access your data and to rectify mistakes, erase, restrict, object or move your data in certain circumstances. Please contact the Data Protection Officer for further information or go to our website where your rights are explained in more detail. If you would like to receive an explanation of your rights in paper format please contact the Data Protection Officer.

Any complaints regarding your data should be addressed to the Data Protection Officer in the first instance. If the matter is not resolved you can contact the Information Commissioner's Office at:  
Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF Tel: 0303 123 1113

If you do not provide all the information requested we cannot process your application.

For further information on our Data Protection Policies please go to our website.