

PRE-APPLICATION REQUEST FORM

Return by email to: preapps@stoke.gov.uk

By post: Development Management, Civic Centre, Glebe Street,
Stoke-On-Trent. ST4 1HH



City of

Stoke-on-Trent

Please complete in **BLOCK CAPITALS**

1. YOUR CONTACT DETAILS

Name:				
Address:				
Daytime telephone:	Landline		Mobile	
Email address:				

2. THE SITE

Name / Address of Site			
Current status of land or last known use of building			
Please attach a site plan. 1:1250 or 1:2500			
Site Area		Floorspace (SQM)	

3. The Proposal

Please provide details of buildings to be demolished, physical works, new buildings, proposed use of the site and any other important facts or information that might be useful.

[illegible]

4. Please list any additional supporting plans, documents or information

[illegible]

5. Confidentiality

Under the Environmental Information Regulations 2004, pre-application material may only be

withheld from the public if its disclosure could prejudice commercial interests or can, in law, be regarded as being actionably confidential and even then has to be subject to a test of public interest. Generally, once a planning application has been submitted it is in the public domain as it forms part of a public register, information submitted and advice given can no longer be treated as confidential. **The Council retains absolute discretion on the disclosure of any information it holds.** If you wish the Council to treat pre-application material as confidential, then you will need to set out in the space below the reasons why and for how long, any information relating to the advice needs to remain confidential.

A) Do you wish the council to treat pre-application information relating to the advice as confidential?	Yes	No
B) Please provide the reason(s) in the space below why your information must remain confidential.		
C) Period of time information relating to your request must remain confidential		

6. Please identify the type of service you require

I would like to discuss using a Planning Performance Agreement or Bespoke Arrangement		
<i>If this option is selected an officer will contact you to discuss your project in more detail.</i>		
	Meeting	Written Advice
Development Team Service (Retail/Leisure)		£1500
Development Team Service		£1200
Major Development Service		£750
Minor Advice Service.		£250
I have paid by credit card at the via customer contact centre		Ref No Date:
N.B. PAYMENT MUST BE RECEIVED AND CLEARED BEFORE ADVICE WILL BE PROVIDED		

7. Declaration

I hereby request the service indicated and agree to pay for the service. I also understand that the City Council will screen my request for pre-application advice to determine if the service requested is appropriate for the development proposed.

If an invoice is required, please send the invoice request to:

Signed:		Date:
Signed on behalf of (Agent):		Date: