**Pre-application request for planning advice**

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| **Applicant or Agent Contact Details** |
| Contact Name: |
| Company: |
| Address: |
| Telephone Number: |
| Email address: |

**Application form**

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| Development site address: |
| Type of development: |
| Full description of proposed works: |
| Is this a follow up request for advice charged at a reduced rate?  |

For developments other than householder applications and permitted development enquiries, please provide a site plan, site layout and any other drawings you wish us to consider.

Our Planning responses will provide an overview of information required by consultees/specialisms. Following this advice you may request additional information from consultees. Please indicate if this application is seeking further response from consultees/specialisms following initial planning advice.

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| **Specialism** | **List documents for review****(the documents listed below will need to be submitted with your application)** |
| Highways |  |
| Urban Design |  |
| Conservation |  |
| Archaeology |  |
| Environmental Protection (noise) |  |
| Environmental Protection (Contamination) |  |
| Environmental Protection (Air Quality) |  |
| Trees |  |
| Ecology/Biodiversity |  |

Our Building Control and Flood Risk and Drainage teams may be able to provide bespoke advice. If you wish to be contacted by these teams then please tick here:

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| I would like to be contacted by Building Control ? |
| I would like to be contacted by Flood Risk Management and Drainage ? |

**Confidentiality and Freedom of Information**

* Although we do not normally publicise the details of pre-application discussions, we may be requested by a third party to disclose this information under the Freedom of Information Act (FOI) or Environmental Information Regulations (EIR).
* If we receive a request, we can only withhold information under FOI or EIR if the information falls under one of the exemptions (FOI) or exceptions (EIR) set out in legislation. It should be noted that personal contact details are protected under the Data Protection Act.
* If you are submitting information that you do not wish to be disclosed, you must provide the following information.

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| --- | --- | --- | --- |
| Document/Information | Page No.  | Reason for non-disclosure and what harm would disclosure cause to you/your business | Duration off confidentiality |
|  |  |  |  |
|  |  |  |  |

**Statement**

1. You acknowledge that this form is of indicative value only and Coventry City Council may be obliged to disclose the information that you have listed on this schedule pursuant to a request under FOI or EIR. Coventry City Council will take account of the above and consider your views, however the Council will make the final decision as to whether the information should be disclosed or not.
2. Please note that the advice offered is given on the basis of the information supplied. Pre-application advice is only an informal opinion and does not constitute a formal or guaranteed outcome. Neither does this prejudice the formal consideration of any application by ourselves against local and national planning policies or current guidance at the time a subsequent application for a similar proposal is received

**Declaration\***

In submitting this request we hereby request the views of Coventry City Council on the pre-application proposal and agree to pay the fee for this service. I/We also agree to pay additional sums arising from the service as detailed in the pre-application charging document. Furthermore, I/We confirm that I/We have read the pre-application advice guidance notes and understand and accept how the advice is given.

Signed/Print Name …………………………………………… Date: ……………………………..

**Submission**

* Please email this application form, alongside any documentation, to preapp@coventry.gov.uk ensuring that ‘PREAPP’ is written in the subject of the email.