Southwark Council Planning division Development management PO Box 64529

London SE1P 5LX

Website: [www.southwark.gov.uk/planning](http://www.southwark.gov.uk/planning)

email: [preapplicationadvice@southwark.gov.uk](mailto:preapplicationadvice@southwark.gov.uk)  
tel.: 020 7525 5403

# Request for planning advice prior to the submission of a planning application

All persons seeking formal written advice from the Council on their proposals for development prior to submitting a planning application should complete all sections of this form. Please complete the form in black ink using BLOCK LETTERS.

The schedule of fees payable can be found on the planning applications pages of the council’s website at http://www.southwark.gov.uk

|  |  |  |  |
| --- | --- | --- | --- |
| **1 Address of site** | **2** | **Your name and contact details** | |
|  | Name: | | |
|  | Company: | | |
|  | Address: | | |
|  |  | | |
|  |  | | |
| Postcode: | Postcode: | | |
|  | Tel.:  Email: | | |
| Preferred method of communication of our advice to you: | Post | | email |

**3 Description of proposed development**

|  |  |
| --- | --- |
| **4 Checklist of the minimum information that you need to provide for us to consider your proposal.**  **Please tick the box to confirm that you are submitting the information requested.** | |
| 1:1250 location plan  with the site outlined in red | Description of current buildings on the site and details of current use |
| If existing buildings or site is vacant state last known use | Schedule of proposed uses |
| Scale of any new proposed buildings on the site | Photographs of the site and immediate surroundings |
| Sketch plans\* at scale of 1:200 at A3 size showing proposed layout of the site | Sketch plans\* at a scale of 1:200 at A3 size showing the scale of proposed buildings |
| Design and appearance statement | Access statement |
| Heads of terms of proposed planning obligation | Statement showing how the proposal conforms with policies in the Southwark Plan and Local Development Framework |
| \* all submitted plans should state measured dimensions of the height width and length of buildings, the distance to site boundaries of new buildings and existing buildings to be retained and the location of existing buildings on adjoining land. | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **5 Please identify any related planning history or any other information that you wish to draw to our attention** | | | | | | | | | |
|  | | | | | | | | | |
| **6 Do you, or the person or organisation you are acting for, own or have an interest in the site?** | | | | | | | | | |
| Yes | | | No |  |  | If yes please specify | |  |  |
| **7 If the answer to question 6 is ‘no’ is the owner of the site aware of your interest in the site?** | | | | | | | | | |
| Yes | | | No |  |  | Not applicable | |  |  |
| **8 Have you discussed this proposal with any adjoining occupiers or the local community?** | | | | | | | | | |
| Yes |  | No | |  | If yes please submit details | | | | |
| **9 Do you wish to just receive written advice or do you want a meeting before receiving the written advice?** | | | | | | | | | |
| Written advice only | | |  |  |  | Meeting and written advice | |  |  |
| **10 Are you, or the person you are acting for, related to any member of staff or elected member of the council?** | | | | | | | | | |
| Yes |  | No | |  | If yes please provide details | | | | |
| **11 Declaration** | | | | | | | | | |
| I/we the undersigned, request formal written advice from the Council in respect of the proposed development described above.  I/we have marked and identified all information that I/we consider to be ‘in confidence’ or is ‘commercially sensitive’ and I/we understand that all other information submitted may be revealed to other parties if the Council is required to do so under Freedom of Information Act or Environmental Information Regulations.  I/we confirm that I/we have read the Council’s relevant guidance note on the pre-application advice procedure and un- derstand and accept that the formal written advice given in response to this request will not be binding on the Council in its determination of any subsequent planning application submitted as a result of or following from advice given in response to this request.  I/we hereby give a formal undertaking to pay the relevant fee, including any additional fee that might arise, as set out in the Council’s schedule of fees for pre-application advice.  I/we confirm that a cheque payable to the London Borough of Southwark for the fee of £ is attached  **or**  I/we confirm that, upon receipt of the acknowledgment letter from Southwark Council, I/we will pay by on line on line payment to pay the charge of £ by credit/debit card, the council does not accept AMEX.  **or**  That the pre-application advice requested is exempt from a fee payment in accordance with the schedule of fees adopted by the Council for the following reason [please state reason below] | | | | | | | | | |
| Signed | | | | | | | Please print name | | |
| On behalf of | | | | | | | Date | | |
| **For office use** | | | | | | | | | |
| Date received | | | | | | | Fee required | £ |  |
| Fee received  by cheque £ | | |  |  | Date |  | Fee paid by  credit/debit card | £ | Date |
| Date ack. Sent | | | | | | | Application number | | |