The 6Cs Design Guide

Appendix O: Request For Pre-Application Advice

This form must be completed in full and submitted along with the required documents in order for us to process your pre application request.

Applicant Contact Details		**Agent Contact Details**	
Name		Name	
Company		Company	
Address		Address	
Tel. No.		Tel. No.	
E-mail		E-mail	
Preferred Contact Yes No		Yes No	
Development Site Address:			
Description of Development Proposal:			
Explanation of Advice Required:			

Attached Information:	Tick		Tick
Site location plan (1:1250 scale)		Current uses and traffic generation	
Site photographs and drawings		Proposals' expected traffic generation	
Site area (h) / proposed floor area (sqm)		Access arrangements (including a plan showing the location and form of the new access)	
Sketch drawings showing the height and scale of development			

You should also read Part 2 of 6CsDG to find a detailed description of the information you will need to provide as part of any future planning application, and we would encourage this information to be provided at the earliest possible stage to ensure we can give as full a response as possible.

This form should be returned to the relevant highway authority, address details can be located in Part 7, Appendix A: Contact Details of the 6CsDG.