



Request for Pre-application Advice

Please complete this form if your proposal requires planning permission. If you are unsure, visit our ['Do I need Planning Permission?'](#) website, which includes a number of self-assessment forms.

You can submit your completed form by email with any plans and details as an attachment to planning@nsdc.info or post to Planning Development Business Unit, Newark and Sherwood District Council, Castle House, Great North Road, Newark NG24 1BY. Please note we no longer accept cheques as a method of payment (the council no longer have a cashier facility and therefore do not process cheques).

Please complete in BLOCK capitals. If you provide us with an email address, this will be the preferred method of communication.

Section 1 – To be completed by all applicants

A) Applicant's details

Name: _____
Address: _____
Postcode: _____ Daytime Tel: _____
Email: _____

B) Agent's details (if applicable) to whom correspondence should be sent to

Name: _____
Address: _____
Postcode: _____ Tel: _____
Email: _____

C) Address of proposed development

Address: _____
Postcode: _____

Indicate the size of the site in hectares: _____

Section 2 – Description of proposed development (please include external measurements and materials where applicable)

Section 3 – Attached information - In addition to one copy of this form, the following minimum level of information must be provided (please tick box to indicate it has been submitted). We recommend any additional information be sent as PDF.

- One copy of a 1:1250 site location plan which clearly indicates the site upon which development is proposed.
- One copy of a written statement setting out the current use of the site/building(s) and the details of the proposed development.

Category of development within which the proposal (see associated Pre-application guidance).

Pre-Application advice on a development proposal A B C D E F G H I J K L
 M N O P

- The correct fee (including VAT) – see our fees and charges document available on our [Pre-Application website](#)

It is also recommended that the additional information is provided:

- Photographs and/or sketch of the site and surroundings
- Elevation drawings of proposal development (preferably to scale)
- Site layout and floor plan drawings of the proposed development (preferably to scale)

Please indicate any additional information that has been submitted

To ensure the smooth processing of your application and speedier consultation with all stakeholders, we recommend that you provide all information in pdf (Adobe Acrobat). Your drawings must include the paper size (e.g. A0, A1, A2 etc); the relevant scale at that size (e.g. 1:50 or 1:100); scale bars (in metres) for or key dimensions. Finally, if the maximum size for a single attachment is greater than 5Mb, please email planning@newark-sherwooddc.gov.uk to inform us of this.

Section 4 – Declaration

I (the undersigned) confirm that pre-application advice is requested alongside a fee for £ .

Please note: we no longer accept cheques, therefore payment can be made by debit or credit card using either our on-line service at www.newark-sherwooddc.gov.uk/pay/ (available 24 hours a day, 365 days a year) or by telephoning us on 01636 650000.

I also agree to pay any sums arising from the provision of additional services set out in the associated pre-application guidance.

Signed:

Signed:

Date:

Freedom of Information Act/Environmental Information Regulations/ UK General Data Protection Regulation (UK GDPR) and the Data Protection Act (DPA) 2018

Disclosure of the information you have provided may be requested by a third party under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004. If so, the Council is obliged to determine whether it would be appropriate to release it, or whether it should be withheld under one of the exemptions/exceptions under the Act/regulations. To assist the council in this exercise could you please provide answers to the following questions (continue on a separate sheet if necessary). Whilst your views will be taken into account, ultimately the Council reserves the right to determine whether the information should be withheld or released.

1. Would disclosure of any of the information harm someone's commercial interests? If so, which information and what would that harm entail?
2. Do you consider that you are giving the information in confidence? If so, what is it about the information that has the necessary quality of confidence (i.e. how is it sensitive)?

UK General Data Protection Regulation (UK GDPR) and the Data Protection Act (DPA) 2018 Privacy Notice.

The personal information you provide will only be used by Newark and Sherwood District Council, the Data Controller, in accordance with UK General Data Protection Regulation (UK GDPR) and the Data Protection Act (DPA) 2018 and used for the purposes of determining your request for pre-application advice.

The basis for processing this information is to enable the council to undertake the service that you are requesting.

Your personal information may be shared with internal and external consultees in connection with the above purpose and will be kept in accordance with the Council's retention policy and schedule. Details of which can be found in the council's asset register on our website:

www.newark-sherwooddc.gov.uk/yourcouncil/makingarequestforinformation/re-useofpublicsectorinformationregulations/

Further details about our privacy notice is available on our website at www.newark-sherwooddc.gov.uk/yourcouncil/privacy/ or contact the Council's Information Governance Officer (details below).

Further details about how your information may be used or about your rights under this legislation and any subsequent data protection legislation, please contact the Council's Information Governance Officer on 01636 655216 or via email on freedom@nsdc.info