



This form must be completed in full and submitted along with the required documents in order to us to validate and process your Pre Application request.

The form should be submitted electronically to [planning@hertsmere.gov.uk](mailto:planning@hertsmere.gov.uk) and you will receive an acknowledgment of your submission within 3 working days of receipt.

#### 1. Applicant details

Name:

Address:

Postcode:

Tel:

Fax:

Email:

#### 1. Agent details (if applicable)

Name:

Address:

Postcode:

Tel:

Fax:

Email:

Which of the following is applicable to the applicant (please tick)

Occupier ☐      Lessee ☐      Prospective purchaser ☐

#### 3. Address of the site (full address including post code)

#### Name and address of the owner

#### 4. Description of the proposal

# PLANNING PRE-APPLICATION ADVICE AND PLANNING PERFORMANCE AGREEMENT SERVICE APPLICATION FORM

## 5. Site characteristics

Does the proposal involve a change of use of land and or buildings? Yes ☐ No ☐

Site Area (in square metres):

Total internal floor area of all buildings affected by the proposal (in square metres):

Is the property within a designated Conservation Area? Yes ☐ No ☐

Is the property a statutorily listed building? Yes ☐ No ☐

Are any of the building(s) on the site currently vacant? Yes ☐ No ☐

If yes,

(a) what is their floor area (in square metres):

(b) how long have they been vacant?

6. Attached information	Please tick		Please tick
Site location plan with site edged red to a scale of 1:1250 or 1:2500		Design and Access Statement	
Written summary of proposal		Environmental Impact Assessment (if required)	
Information on existing use of land and or buildings		Heritage Statement (Development which affects Listed Buildings, buildings of local importance and Conservation Area)	
Existing and proposed drawings		Draft Viability Assessment	
Floor area details (If site is located in the Green Belt, details of footprint and volume should be provided)		Site survey	
Photographs of the site and neighbouring land / street scene		Tree survey and or Arboricultural Impact Assessment.	
Site history details		Ecological survey	
Other information (Please list)			
<p>Do you wish your proposal be considered for a Planning Performance Agreement (PPA): Please note that a PPA is generally only advisable for large major development.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>			

## 7. Declaration

I (the undersigned) confirm that I am seeking pre-application advice and / or the entering into a Planning Performance Agreement on the proposed development described in the attached documentation and enclose the relevant fee as payment for the service.

£ ..... as payment for the service

(Note: Please refer to the Pre-application and Planning Performance Agreement leaflet which sets out the Council's charging schedule for all relevant fees).

Signed:

Print name ..... Date .....

## Freedom of Information

Your enquiry, together with any response made by the Council, will be made available for public inspection unless you confirm in writing to us that the information provided is commercially sensitive. If the Local Planning Authority receives a request, under the Freedom of Information Act (FOI) or Environmental Information Regulations (EIR), to disclose information relating to this pre-application enquiry they are obliged to do so unless the information is deemed exempt under the Act. Further information can be obtained from: <http://www.foi.gov.uk>.

### Note.

We can only withhold information under the FOI or EIR if the information falls under one of the exemptions (FOI) or exceptions (EIR) set out in legislation. For certain pre-application issues the applicant would be advised to complete the commercially sensitive checklist that should set out the reasons why, and for how long, they feel any information relating to the case needs to remain confidential. However, whilst we will take account of these views, the final decision on whether the information should be withheld rests with the Council. The Council maintains compliance to the Data Protection Act and we will not release any personal information to third parties.

## Please note

Any advice given by Council officers for pre-application enquiries does not indicate any formal decision by the Council as the local planning authority. Any views or opinions expressed are given in good faith, and to the best of ability, without prejudice to the formal consideration of any planning application following statutory public consultation, the issues raised and evaluation of all available information.

You should therefore be aware that officers cannot give guarantees about the final formal decision that will be made on your planning or related applications. However, the advice note issued will be considered by the Council as a material consideration in the determination of the future planning related application(s), subject to the proviso that circumstances and information may change or come to light that could alter the position. It should be noted that the weight given to pre-application advice notes will decline overtime.

## FURTHER INFORMATION AND CONTACTS

<https://www.hertsmere.gov.uk/Planning--Building-Control/Planning-and-Building-Control.aspx>

Alternatively you can contact us by email at:

[planning@hertsmere.gov.uk](mailto:planning@hertsmere.gov.uk)

or by post:

**Development Management  
Hertsmere Borough Council,  
Civic Offices  
Elstree Way,  
Borehamwood,  
Herts  
WD6 1WA**

