



SOUTHAMPTON
CITY COUNCIL

**Planning Applications Support Team
Development Management
Southampton City Council
Lower Ground Floor
Civic Centre
Southampton SO14 7LY**

Tel 023 8083 3006

For Office Use Only

Date Received

Application No.

Request for Pre-Application planning advice

**This form is also for use in connection with Permitted Development.
Please see the website information 'Do I need Planning Permission?'**

1. Applicants name and address:

Name

Address

Post Code

Email Address

Daytime Phone:

2. Address of application site

House Name or No

Street Name

Locality

Postal Town

Post Code

5. Consultations carried out

Have you consulted any Statutory bodies/
neighbours/local community about the
proposal? Yes No

If Yes, please provide details:

6. Details of proposed development:

3. Agents name and address: (If any)

Name

Company Name

Address

Post Code

Email address

Daytime Phone:

4. Any previous advice

Has assistance or prior advice been sought from the local
authority about this application? Yes No

If Yes, please complete the following information about the
advice you were given. (This will help the council to deal with
this application more efficiently).

Please tick if the full contact details are not
known, and then complete as much as possible:

Officer name:

Reference:

Date (DD/MM/YYYY):
(must be pre-application submission)

Details of previous advice received?

7 Is a meeting with a planning officer required to discuss the proposals? Yes No

7a. Do you require a Building Control officer to be included in the meeting? Yes No

(NOT FOR HOUSEHOLDER APPLICATIONS)

8. Please state any reason below and the period of time you want to request that the Pre-application advice remains confidential (*Please note that any requests for confidentiality will be considered in accordance with the terms of the Freedom of Information Act and need to be justified in writing*)

9. Name(s) of land owner (Major proposals only)

**10. INFORMATION TO BE SUPPLIED WITH YOUR APPLICATION.
(Four copies of each document if you are not submitting this form electronically)**

Items marked with a * are mandatory and must be included

Please tick each item that you have enclosed/attached:

- Location Plan with site outlined in **red on an OS licensed plan** (1:1250) *
- Outline plan of proposed buildings (1:200)
- Current Use **and** proposed use (including amount of development)
- Photographs and Sketch Drawings of site and surroundings (Scale not necessary but measurements must be included) *
- Sketch Drawing showing height and scale of development
- Draft Design & Access Statement (based on contextual survey and analysis of site constraints and opportunities)
- Name(s) of all owners/mortgagees of the land (major proposals only)
- Any community involvement you have undertaken (Consultations with interest groups)

The council has a preference of pre-payment for Pre-application advice and the preferred payment is by credit/debit card but we will accept cheques and also cash payments through the Gateway reception one stop shop located in the city centre.

Once this form has been received, the Planning applications support team will contact you by your stated telephone number regarding electronic payment **within approximately 5 working days**

You may print this form and complete it in **BLACK INK** or you may complete the form electronically and submit via email

Posting to us: Please send **FOUR** copies to the address below

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Tel: 023 8083 3006

Internet links:

planning@southampton.gov.uk
www.southampton.gov.uk/planning
www.planningportal.gov.uk
www.southampton.gov.uk/gateway

Remember to attach your plans and other documents.

They must not exceed 4Mb in size for any one single file

11. Declaration

I/we hereby apply for Pre-application advice as described in this form with the accompanying plans/drawings and additional information.

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):