# Request for Pre-Application Planning Advice

Please note that pre-application advice is provided as an informal Officer view and is not binding on any future decision that the Council may wish to make. Should an application for any proposal be submitted then it will be the subject of more detailed consideration, a consultation process and the final decision may well be taken in consultation with elected Members. As such please be aware that the outcome of any formal application could be different to the advice given.

**Site visits will not be conducted as part of the pre-application advice service, unless the proposal is for works to a listed building or for tree works.**

Your proposal may also require separate consent under the Building Regulations and you are therefore advised to contact our Somerset Building Control Partnership on 0300 303 7790

Please fill out all sections of this form and ensure the correct fee is enclosed. The fee schedule can be found on [www.mendip.gov.uk/article/6997/Pre-Application-Advice](http://www.mendip.gov.uk/article/6997/Pre-Application-Advice)

Payment should be made via cheque, payable to ‘Mendip District Council’.

## 1. Applicant Details

<table>
<thead>
<tr>
<th>Applicant Details</th>
<th>Agent Details (if applicable)</th>
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</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Address and Post Code</td>
<td></td>
</tr>
<tr>
<td>Telephone number(s)</td>
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<tr>
<td>Email</td>
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## 2. Location of Proposed Development

Please provide the site address, with a post code if available. **You must also provide a plan to identify the extent of the site.**

## 3. Ownership

*Please state the applicants’ interest in the site*

Owner [ ] Occupier [ ] Leasee [ ] Prospective Buyer [ ]

## 4. Format of Advice Required

*Please mark one box with an ‘X’. Meetings will take place at MDC Offices, address at top, unless for works to a listed building or tree works*

Meeting (summary notes provided) [ ] OR Written Advice [ ]
5. Current or Last Known Use(s) of the Site


6. Scope of the Request
Please place an X in the box to identify the scope of the advice sought. This will determine the fee and extent of advice.

- General Planning Advice
- Just Listed Building Works Advice
- Just Tree Works Advice

7. Description of the Proposed Development
Please give a brief description of your proposal i.e. single storey rear extension


8. Supporting Information
Please specify below what information is submitted to accompany this request. Only a plan to identify the extent of the site is required, however the amount of information provided such as plans, photographs and supporting statements will affect the level of advice offered.

Please note, where a meeting is requested, only the information submitted at least 10 working days before the scheduled meeting will be considered. Where written advice is requested, only information submitted at the point of submission will be considered.


9. Freedom of Information
Pre-application enquiries, including the Council’s advice will not be publicised, however the Council may be obliged to disclose this information in response to any relevant Freedom of Information Request received.


10. Status of Pre-Application Advice
Please place an X in the box below to acknowledge the status of advice you will receive at pre-application stage.

I acknowledge that the advice received is given at officer level and is not binding on any decision that the Council as Local Planning Authority may ultimately take on a subsequent application for a similar proposal. Any application made will be subject to consultation, detailed analysis and possible consideration by the elected Councillor/s and the Council’s Planning Board.
