Enquiry No.

Council use only



[www.cotswold.gov.uk](http://www.cotswold.gov.uk/)

This form is for use by those who wish to seek informal advice from Cotswold District Council on a planning proposal.

Please complete and return this form with your plans and any other information you believe may be useful to: planning.admin@cotswold.gov.uk

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| **Enquirer Name and Address** |
| Name: | Address including postcode: |
| Tel No. | Email: | Are you the owner, intended owner or Agent? |

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| **Site Address for proposal (if different from above)** |
| Address including postcode: |
| Location description (if required) |

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| **Description of the proposed work** |
| *Please provide a brief description of your proposal (attach additional sheet if required)* |
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| If your enquiry relates to an earlier refusal of Planning Permission? – what was the Application No.? | **Application Number** |
| Do you have a new proposal for the site you wish to discuss? | **Yes** | **No** |
| **Site details**Please provide as much information as you can to assist us in answering your enquiry |
| What type or building is the existing dwelling-house? – Please tick one. |
| Detached house: | Semi-detached: | Terraced; | Flat: |
| Please answer the following questions as best you can: | (Please tick one) |
| **Yes** | **No** |
| Is the site within an Area of Flood Risk? Please consult the Environment Agency website: [http://www.environment-agency.gov.u](http://www.environment-agency.gov.uk/)k |  |  |
| Does the proposal impact on any protected species? It is your responsibility to ensure that development will not have a detrimental to any protected species. Advice is provided by NaturalEngland on their website at: [http://www.naturalengland.org.uk](http://www.naturalengland.org.uk/) |  |  |
| Does the proposal affect any trees or hedges? |  |  |
| Is the site within the Cotswold Area of Outstanding Natural Beauty? |  |  |
| Is the site within a Conservation Area? |  |  |

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| **Proposed plans**This section sets out the information we require from you in order to provide advice on your proposal.The information required will be dependent on your proposal. |
| Below is an example of the type of information we need from you**LOCATION PLAN SITE / BLOCK PLAN ELEVATION****FLOORPLAN** |



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| **Pre-Application information required****This list shows the minimum information requirements for a request for Pre-Application advice**All plans should show measurements or be to a recognised drawing scale. |
| **Householder Enquiry** | **Basic Requirement** | **Additional****information require if Listed Building** | **Areas of Flood Risk** | **Area affecting Protected Species** |
| Extensions/outbuildings | Site Plan Elevations | Internal alterationsrequireFloor Plans & Materials | Environment Agency advice | Natural England advice |
| Garage conversion | Site Plan, Floor Plan, Elevations | Materials/Design info |  |  |
| Minor Alterations (windows, doors etc) or chimneys/flues | Site Plan, Elevations | Materials/Design info |  |  |
| Fence/Gate/Wall | Site Plan | Materials/Design info |  |  |
| Roof lights, Dormers or Solar Panels | Site Plan, Roof Plan Panel dimensions | Materials/Design info |  |  |
| Satellite Dish | Site PlanDisc dimensions |  |  |  |
| Change of Use of Land or Buildings | Site Plan |  |  |  |
| **Non-Householder Enquiry** |  |
| New Building – Dwellings | Site Plan, Elevations |  | EnvironmentAgency dvice | Natural Englandadvice |
| Change of Use of Land or Buildings / Commercial Subdivision/Conversion | Site Plan, Floor Plan,Conversion works require Elevations | Materials/ Design info |  |  |
| Advertisements | Site Plan, Elevations,Advert designs in colour |  |  |  |

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| **Materials**(only complete for works to an existing dwelling or works ancillary to it) |
|  | **Existing** | **Proposed** |
| **Walls** |  |  |
| **Roof** |  |  |
| **Floor** |  |  |
| **Doors** |  |  |
| **Windows** |  |  |

**Method of Payment** (Please tick) upon receipt of a valid enquiry the admin team will contact you for payment. Please note no work will take place on any enquiry until such payment is received. For the schedule of fees please visit the Councils website.

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| **Cash** | **Cheque** | **Credit/Debit card** |
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**Pre-Application Checklist - Please complete and return your :**

**COMPLETED FORM**  **FEE**  **PLANS**  **ANY ADDITIONAL INFORMATION** 