



# Request for Pre-application Advice

Please complete the application form to determine exactly what approvals (if any) you must obtain before commencing work. *If you have any problems in completing this form please contact us on 01636 650000.*

You can submit your completed form by email with any plans and details as an attachment to [planning@nsdc.info](mailto:planning@nsdc.info) or post to Planning Development Business Unit, Newark and Sherwood District Council, Castle House, Great North Road, Newark NG24 1BY

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

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## 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):

- 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

- The correct fee (including VAT)

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 supply this on CD or DVD.

All information provided in pdf on CD/DVD

#### Section 4 – Declaration

I (the undersigned) confirm that pre-application advice is requested and enclose a fee for £ \_\_\_\_\_ as payment for the service. Payment can be made by debit or credit card using either our on-line service at [www.newark-sherwooddc.gov.uk/pay/](http://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/Data Protection Act and General Data Protection Regulation (GDPR)

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)?

#### General Data Protection Regulation (GDPR) 2016 and Data Protection Act 2018 Privacy Notice

The personal information you provide will only be used by Newark and Sherwood District Council, the Data Controller, in accordance with General Data Protection Regulation 2016 and the Data Protection Act 2018 to process 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/](http://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/](http://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](mailto:freedom@nsdc.info)