Section 1

|  |  |
| --- | --- |
| **Address of proposed development** |  |
| **Postcode** |  |
| **Is the property a listed building?** |  |
| **Is the property in a conversation area?** |  |
| **Are you the property landowner?** |  |

Section 2

|  |  |
| --- | --- |
| **Brief description of your proposal(s)** |  |

Section 3

|  |  |
| --- | --- |
|  | The maximum combined size of all files that can be uploaded is 9MB. If file sizes are above this please contact planning@southderbyshire.gov.uk who will be able to provide a link to a file share. |
| **Site location plan** |  |
|  | This plan should preferably be 1:1250 scale with the application site i.e. land where development is proposed, outlined in red and any other land in your control if outlined in blue. Your enquiry may be returned if this is not provided. |
| **Layout plan** |  |
|  | This plan should clearly show intended positions of new buildings/structures/engineering works/boundary treatments in addition to any proposed/altered access (this may be provided as a sketch under section 6). |
| **Elevation and floor****plan** |  |
|  | These should be elevations and floor plans of the existing building and proposed development (this may be provided as a sketch under section 6). |
| **Any other plans or documents. (refer to the** [**Local Validation List**](https://www.southderbyshire.gov.uk/our-services/planning-and-building-control/planning/apply-for-planning-permission)**)** |  |
|  |  |

Section 4

|  |  |
| --- | --- |
| **Are you aware of any previous****planning applications relating to the property?** |  |
| **If yes, please provide any planning reference****numbers** |  |

Section 5

|  |  |
| --- | --- |
| **Have you received any previous advice relating to the proposal?** |  |
| **If yes, please provide any reference number and case officer name or a copy of the advice given** |  |

Section 6

|  |  |
| --- | --- |
|  | The maximum combined size of all files that can be uploaded is 9MB. |
| **Development****diagram** |  |
|  | b) The boundaries of the property/land e.g. walls, fences, hedges |
|  | c) Any roads or footpaths around/across the property/land |
|  | d) Dimensions of buildings and distances between buildings and boundaries. |

Section 7 - Your details

|  |  |
| --- | --- |
| **Title** |  |
| **First name** |  |
| **Last name** |  |
| **Address line 1** |  |
| **Address line 2** |  |
| **Address line 3** |  |
| **Town** |  |
| **County** |  |
| **Postcode** |  |
| **Telephone number** |  |
| **Email address** |   |

Is the site available for the officer to visit? Is it necessary to arrange this and if so with who? (Please provide email and telephone number if different to the above)

Are you intending to pay the additional fee for a meeting:

YES [ ]  NO [ ]

Signature: Date: