



Planning Pre-Application Advice Request Form

Please complete this form and submit with plans and supporting information to:
planning@basildon.gov.uk

Development Management (Pre-App enquiries)
Basildon Borough Council
St Martin's Square
Basildon
Essex
SS14 1DL

Applicant details	Agent details
Name	Name
Address:	Address:
Postcode:	Postcode:
Phone:	Phone:
Email:	Email:

Interest in property (land owner/occupier/developer/prospective purchaser)

Site Address (full address and postcode)

Pre-Application Category (see advice and charges guide)

Description of development

Plans and supporting information

Please include where possible:

- Ownership details
- Location plan (scale 1:1250) with site outlined in red, and adjoining land outlined in blue
- A brief summary of the proposed development
- Drawings and photographs to describe the site/building as existing
- Drawings to describe the proposal
- Draft Design & Access Statement
- Any other relevant information

Larger sites may require extra information. If required, you will be notified of this.

Confidentiality

Please state any reasons why you believe that the pre-application material should remain confidential (and for what time period) in the event of a request for disclosure by a third party under the Freedom of Information Act and/or Environmental Information Regulations (please attach a separate sheet to this form if further space is required):

Declaration

I have read and understood the terms and conditions set out in this document and enclose the relevant fee:

Signed:	On behalf of:	Date:
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Payment can be made by debit or credit card once the pre-application request has been registered. Details of how you can pay will be provided to you upon receipt of this form.