



**Request for Pre-application Advice**

**Name and Address of Agent:**  
 .....  
 .....  
 .....  
 Postcode..... Tel.....  
 Email.....

**Name and Address of Applicant:**  
 .....  
 .....  
 .....  
 Postcode..... Tel.....  
 Email.....

**Full Address of Development Site:**  
 .....  
 .....  
 .....  
 Site Area.....sq.m/ha (delete)

**Description of Proposal:**  
 .....  
 .....  
 Existing/ Last know Use(s) of site:  
 .....

**Scale of Planning Advice Sought (Please complete section 1,2 or 3 below)**

<b>1</b>	<b><u>Full Pre-application Advice</u></b> (Please see advice note)	Scale A	Scale B	Scale C	Scale D	Scale E	Scale F
	Please Tick						

<b>2</b>	If you are seeking <b><u>Follow Up</u></b> Planning Advice related to a Scale A-F meeting, please complete the following:	Pre-Application Reference No.	Planning Case Officer Name

<b>3</b>	If you are seeking <b><u>Follow Up Duty Planning Advice (Planning, Enforcement and Trees)</u></b> , please complete the following:	Please tick which service you require		Date and Time of Duty Planning Meeting	Planning Case Officer Name
		Planning			
		Enforcement			
		Trees			

**Please tick if application contains sensitive information and should not be disclosed under the 'Freedom of Information Act'**

**Attached Information (Please tick)**

Pre-app Scale	A-C	D-F
Completed Pre-Application Form and fee		
A description of the proposed development, including schedule of uses and floorspaces		
Information about the existing uses, floor space, occupation, parking, jobs etc		
Site Location Plan (Scale 1:1250)		
Drawings; Existing and Proposed plans and elevations at an appropriate scale (1:100/1:200)		
Information about existing site conditions including trees (and ecology where appropriate).		
Information about car parking, servicing, access arrangements, traffic generation etc.		
Draft Design and Access Statement (where appropriate).		
Information about affordable housing/Financial Viability Appraisal.		N/A
Heritage Statement and Other Environmental Considerations (e.g. Water Efficiency, Water Management, Drainage, Land Contamination)		N/A

I (the undersigned) hereby request the views of the Council on the pre-application proposal and enclose the fee of:

£..... as payment\* for this service.

Signed.....Print Name..... Date.....

\*Please make cheques payable to “London Borough of Hillingdon”.

I also agree to pay any additional sums arising from the provision of the pre-application advice service as required, as outlined in the Pre-Application Advice Note.

*Submissions to be sent to: London Borough of Hillingdon, Environment and Community Services, 3 North, Civic Centre, High Street, Uxbridge, Middlesex, UB8 1UW*