



Planning pre application advice request form

Once you have contacted us about your proposal and we have agreed to provide pre-application advice, you will need to fill in, sign and return the form below to the Planning team.

Please see [Pre-application advice and guidance](#) on the website to see the following:

- Cotswold District Council's pre-application advice scheme and terms and conditions
- details of the fees
- Cotswold District Council's approach to the public disclosure of information submitted as part of a pre-application.

Please return the form below with the fee and information about the existing site and the proposal such as:

- Full contact details, including telephone numbers and email addresses
- Location plan
- Sketch drawings of proposals
- Photographs of site
- Any known constraints to development
- Description of proposals
- Technical studies (if available), e.g. ecological or traffic impact assessments
- Commercially sensitive material checklist (see below)
- Agenda (if a meeting is to be held)

If you are not sure of the correct fee or the level of detail to provide, please call Customer Services on 01285 623000

Our ref:

Details	Please complete in capital letters
Name	
Address and postcode	
Home telephone number: Mobile number:	
Email address	
Address of site	
Development proposed	
Information submitted	
<p>I..... (please sign and print name) agree to the terms and conditions included in the Council's adopted scheme for the provision of pre-application advice. Furthermore, I accept that the advice given cannot be held binding on the Council when determining any application for development.</p> <p>Date:</p> <p>I enclose a cheque for £.....</p>	

Commercially Sensitive Material Checklist

This form should be submitted with all pre-application enquiries to indicate areas of your submission that you consider to be commercially sensitive.

Commercially sensitive documents not for disclosure to third parties under the Freedom of Information Act 2000 (FOI) or Environmental Information Regulations 2004 (EIR)

Name of Organisation

The Council may be obliged to disclose information in or relating to this pre-application enquiry following a request for information under the FOI or EIR therefore please outline in the table below items which you consider are confidential and genuinely commercially sensitive and which are not for disclosure in respect of your application.

Information / Document	Reference/ Page No.	Reasons for non-disclosure (cite exemption(s) to be considered)	Duration of confidentiality

The applicant acknowledges that the commercially sensitive information listed in this schedule is of indicative value only and the authority may be obliged to disclose it pursuant to a request under the FOI or EIR.

The Council shall act reasonably and use its discretion when making a decision to release or withhold information pertaining to the above if it is requested. By indicating what information you believe to be commercially sensitive the Council will consider your views however the authority will make the final decision to disclose information or not.

: To be kept with the pre-application correspondence for consideration should a request for information under the Freedom of Information Act 2000 or Environmental Information Regulations 2004 be received. This document can be destroyed in line with the retention and destruction schedule of pre-application enquiries.