

4 Plans and supporting information attached

If you are unsure about the level of detail to be submitted please refer to the guidance notes for further advice.

Please specify plans/details that have been submitted.

- Location plan (1:1250)
- Layout plan (not less than 1:500)
- Drawings & sketches of proposed development
- Lawful use details
- Details & photographs of existing site
- Quantity to be extracted or processed (per annum)
- Land ownership details completed

Other supporting information/drawings (please specify):

5 Bradford Planning Policies taken into account

Please provide details of the Unitary Development Plan Policies, Development Plan Documents and Supplementary Planning Documents that you have referred to in preparing your scheme:

6 Viewing the Site

Please can you indicate in the box if the whole site can be seen from the road or other public land and there is no need for an officer to enter the site.

Yes	No
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7 Freedom of Information Act

If you consider your enquiry to be confidential, please set out the reasons why, and for what period, any information in respect of the enquiry, needs to remain confidential.

8 Payment and Declaration

I (the undersigned) confirm that a pre application meeting is requested and enclose a fee of £ as payment for the pre application advice service. (Please make cheques payable to "Bradford Council").

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

Signed: _____	Date: _____
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Please return two copies of the completed form, plans, supporting information and correct fee to:

Planning Service, 3rd Floor, Jacobs Well, Bradford BD1 5RW Telephone (01274) 434605

or email to: planning.applications@bradford.gov.uk

Guidance Notes

Information to be sent with the Enquiry Form

The following notes are to help you make a request for major pre - application advice.

1. Your details

You can seek pre-application advice yourself or employ an agent. If an agent is used all correspondence will be sent to them. A telephone number where the applicant or agent may be contacted during office hours will be helpful. Please also state your interest in the property, eg whether you are the owner/occupier, a developer or a prospective purchaser.

2. Location of proposed development

Please indicate the location or address of the development site or building. If there is no postal address, please give a clear and accurate description of the site location.

3. Description of proposal

Please describe what you are proposing as fully as possible. Please state the number of storeys if a new building/extension is proposed and the number of flats/houses if residential development is proposed. If the development includes a change of use of the property, please state the existing use in the description. For example, "Erection of 3, two storey dwelling houses" or "Change of use from house to shop on ground floor with 1, two bed flat above.

4. Plan and supporting information

The minimum information to be submitted with the enquiry form is **two copies** of the following plans and documents:

- A location plan at a scale of not less than 1:1250 showing the site clearly marked.
- Site layout plan of not less than 1:500.
- Details and photographs of the existing site and buildings including the location of trees, topography and landscape features.
- Details of what is considered to be the existing lawful use of the site or buildings on the site.
- The applicant's status regarding the ownership of the land to be covered by the application.
- A full description of your proposals including a breakdown of the site/internal floorspace and schedule of proposed uses.
- Drawings and sketches of the proposed development. This should include elevations, floor plans, adjacent buildings, access, servicing, parking arrangements, the initial architectural approach and materials where known. For minerals and waste applications it should also include quantities to be extracted or processed per annum, likely timescales if temporary development and appropriate drawings.
- Any additional drawings that help demonstrate the impact of the proposal on its surroundings e.g. streetscapes.

- Further information such as site investigation reports and transport assessments may be required to be submitted during the course of the enquiry.
- Where appropriate the name of any Officer of the Council who has previously advised upon this matter should be given.

5. Bradford Planning Policies taken into account

Please state the guidance you have referred to in preparing your scheme, eg Bradford Replacement Unitary Development Plan Policies, Development Plan Documents, Supplementary Planning Documents, Development Briefs and Conservation Area Assessments.

Policy documents can be downloaded from the Council's website at www.bradford.gov.uk/ldf. Other guidance documents, including Conservation Area Assessments can be found at www.bradford.gov.uk/planningguidance. All of these documents are also available to view at the Planning Enquiry Centre at Jacobs Well, and Ilkley, Shipley and Keighley Town Halls.

6. Viewing the site

The Case Officer may need to view the site. Please confirm whether the whole site may be viewed from the road or other public land.

7. Freedom of Information Act

Please state here if you consider your enquiry to be confidential.

8. Payment and Declaration

Please ensure that you have submitted the correct fee and signed and dated the application form.

Please note that the standard fee must be paid prior to the first meeting. Cheques should be made payable to "Bradford Council". Payment can also be made by credit/debit card at the Planning Enquiry Centre, Shipley, Keighley and Ilkley Town Halls or by telephoning the Planning Service on 01274 434605.

Freedom of Information Act

From 1 January 2005, under the Freedom of Information Act, we may receive a request to provide information regarding enquiries for Pre Application advice and of any advice given. You must therefore, when sending a pre-application enquiry, which you believe to be confidential, supply a covering letter that sets out the reasons why, and for what period, any information in regard to the enquiry, needs to remain confidential. In doing so, we may accept the justification for confidentiality, and will make every effort, in so far as the act allows, to ensure that the information is "inaccessible" in the sense of not being in the public domain, or a matter of public knowledge. However, the passage of time may mean that the information is no longer sufficiently sensitive to be considered to be "confidential".

