



Pre-Application Advertisement Enquiry Form

Pre-application discussion is important. If you require a meeting to discuss your proposal or are seeking the view of a planning officer on a preliminary development proposal you will need to complete and submit this Pre-Application Enquiry Form first and provide details of the scheme. The case officer will then be able to assess the merits of holding a meeting and the other officers who may need to attend.

Filling in the forms accurately and submitting clear plans helps everyone.

- It helps applicants to explain their intentions
- It helps the planning office understand what is involved and assess it fully
- It helps people whose views are sought about a proposal to give a proper advice in the shortest possible time.

Applicant Name and Address

Name	
Company	
Address	
Telephone	
Email	

Agent Name and Address

Name	
Company	
Address	
Telephone	
Email	

Location of proposed Advertisement

Can the site be accessed or seen from public land, road or footpath?	Yes / No

Summary Description of the proposed works/development

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State the Type of the Advertisement. Will the Advertisement be illuminated?

If Yes: What type of illumination? Will the illumination be static or intermittent?

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What is the Size of the Sign?

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Draw a Sketch of Your Proposal

Submission

By post:
Planning & Building Control
Town Hall
Market Street
Nelson
BB9 7LG

By hand (and for card payments):
Number One Market Street
Nelson

By email:
planning@pendle.gov.uk

Cheques should be made payable to Pendle Borough Council.

If you have any questions on how to complete this form contact 01282 661333

Provided that the form is complete we will seek to provide you with a written reply within 4 weeks of receipt.