

Please use this form to apply for pre-application advice. Complete all relevant sections, make sure you have enclosed all of the required information (see checklist below) and sign the declaration. Your request will not be processed until all of the details required below and the appropriate fee have been received.

Applicant Name and Address

Name	
Company	
Address	
Telephone	
Email	

Agent Name and Address

Name	
Company	
Address	
Telephone	
Email	

Address of Site

Can the site be accessed or seen from public land, road or footpath?

Description of the proposed development

Are you requesting a meeting? Yes / No (This will alter the fee; please see the Schedule of Development Management Charges)

Details to be submitted with this form

- Site location plan (1:1250 or 1:2500)
- Draft / sketch plans sufficient to indicate the sitting, scale and heights of the development proposed (if not to scale plans should be annotated with written dimensions)
- Draft Design and Access Statement
- Photos or sketches of the site and surroundings

(for change of use with no external alterations only a fee and location plan are required)

Declaration

I the undersigned confirm that I am seeking pre-application advice on the proposed development described above and as detailed on the attached plans. I undertake to pay the required fee.

Signed: _____ on behalf of: _____

Date: _____

Notes

Any documents will not be returned to you or used in future planning applications. Please retain a copy of all plans and information submitted.

Meetings are recommended for Major and Significant Major developments, meetings for Intermediate developments are at the applicant's discretion, meetings are not usually necessary for minor, householder and other developments but may be appropriate in some circumstances at the discretion of the Council.

Submission

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

By hand:
Number One Market Street
Nelson

By email:
planning@pendle.gov.uk

Payment can be made at https://www.pendle.gov.uk/pay_for_it or by phone on 01282 661661

- Cheques should be made payable to Pendle Borough Council.
- We cannot accept cash payment.

