

Request for Pre - Planning Application Advice (Householder form)

Use this form for householder proposals such as: The erection of an extension (including a conservatory), a garage or outbuilding, private garden extension, a new or altered access, dormer windows/roof extensions, a wall or fence or a satellite dish

1. Your Details (or agent details if applicable)

Name:	<input type="text"/>	Company (if applicable):	<input type="text"/>
Address 1:	<input type="text"/>		
Address 2:	<input type="text"/>		
Address 3:	<input type="text"/>		
Postcode:	<input type="text"/>	Phone:	<input type="text"/>
Email:	<input type="text"/>		

2. Address of Application site: (if different)

Please provide the full postal address of the application site.

Address 1:	<input type="text"/>		
Address 2:	<input type="text"/>		
Address 3:	<input type="text"/>		
Town:	<input type="text"/>		
County:	<input type="text"/>	Postcode:	<input type="text"/>

3. Description of development:

4. Which service are you seeking: (tick as appropriate)

- Written advice on household extensions
- Written advice on listed building alteration/ extensions

5. Enclosures: (please attach the following)

- Photos of the site
- Site Location Plan (please mark your proposal on the site location plan so that it is clear where it will be located on the site)
- Sketch floor plans and elevations of the proposal with measurements
- The appropriate fee (payable to Wiltshire Council) or no fee is required. Please see fee charges that can be found on the website:
- <https://www.wiltshire.gov.uk/planning-pre-application-advice-charges>

Householder Pre application Advice Guidance

What you can expect to receive from the pre application advice service

Provide you with advice and an understanding of how our policies will be applied to your proposal

Acknowledge receipt of your request and the fee and inform you of who will be dealing with your enquiry

Provide advice in a timely manner (our aim is to respond in writing or meet with you within 20 working days of receipt of the application form and appropriate fee).

Ensure that you are fully aware of potential constraints, thus enabling the design to be modified where necessary

Remove, as far as possible, uncertainties as to what is likely to be approved or rejected. This will enable you to proceed with more confidence and will reduce the risks of additional costs arising from failed applications or redesign work.

Any amendments submitted within 3 months of the date the original response will be free of charge provided that:

- The enquiry is made by the same person as the previous enquiry
- The enquiry relates to the same site or part of the same site as the previous enquiry
- The development is of the same character or description as the development to which the earlier enquiry related

How to make a request for pre application advice

You should make your request for advice about householder development proposals using this form. Please complete all of the information asked for overleaf and send it along with your cheque to the relevant area office as detailed on the front of this form. Cheques should be made payable to Wiltshire Council. Alternatively you can email the enquiry to the appropriate email address and we can arrange a telephone payment.

Consultations

Where the Council has sought advice from external consultees, (for example from the Environmental Health or Natural England), the Council cannot guarantee that their comments will be available within 3 weeks. If the comments of external consultees are not received by the Council within the 3 week period they will not be included within the pre-application report, but will be forwarded separately.

Disclaimer

It is important to note that there are limits to the pre application advice that can be given by officers. The pre application advice service is not a passport to getting permission for inappropriate planning proposals. Planning legislation requires that all decisions on planning applications must be taken in accordance with the Development Plan, including adopted supplementary planning documents, unless material considerations indicate otherwise. In certain cases a planning application will be referred to an Area Planning Committee for determination. The advice given by officers does not bind members in their decision making.