

Oxford City Council
 Pre-application Advisory Service
 Planning & Regulatory Service
 109-113 St Aldates
 Oxford OX1 1DS

www.oxford.gov.uk



Tel: 01865 249811
 Email: Planning@oxford.gov.uk
 Web: www.oxford.gov.uk

Request for pre-application advice for planning and listed building consent

Please complete using block capitals and black ink, and return to the above address

1. Applicant details

Name
Address
Postcode
Telephone
Email

2. Agent details

Name
Address
Postcode
Telephone
Email

3. Location of proposed development/works

Address
Postcode
Previous name of property (if applicable)

4. Scope of the proposed development/works

Please provide an accurate, detailed description of the proposed works

--

5. Check list of supporting information

Please provide as much of the following information as you can

Brief summary of current and proposed uses		1:1250 site location plan	
Photographs and sketch drawings of site and surroundings as existing		Sketch of proposed layout	
Sketch survey elevations (existing)		Sketch proposed elevations	
Sketch survey floor plans (existing)		Sketch proposed floor plans	
Draft statement of heritage significance (if listed building)		Other (please specify)	

6. Type of service requested			
<i>Please refer to Protocol and Fee Schedule, and indicate below which service you are requesting</i>			
Planning pre-application meeting and written advice			Listed building pre-application meeting and written advice
Planning written pre-application advice			Listed building written pre-application advice
Planning pre-application meeting			Listed building pre-application meeting
<i>Please indicate any other specialist advice that you require (charged at an hourly rate for each officer engaged):</i>			
Biodiversity			Trees, Landscaping
Archaeology			Urban design
Building conservation			Planning policy
Air quality			Contaminated land
Flood risk			Sustainability
Noise, vibration			Housing
Site meeting			Other City Council specialist
Other specialists, not part of the City Council, e.g. County Highways, Environment Agency etc, may also need to provide advice. This may be subject to additional fees, payable separately.			

7. Declaration					
<p>Customers normally expect the details of pre-application discussions to be on a confidential basis, and the Council will provide its pre-application advice service on this basis. Under the provisions of the Freedom of Information Act and/or the Environmental Information Regulations, third parties can ask to see pre-application documentation and the Council has to then decide whether or not such information is exempt from disclosure. In order to assist the Council in dealing with such requests, applicants/agents are encourage to submit in writing the specific reasons why, in their view, documentation relating to their pre-application discussions should remain confidential and not be disclosed to third parties.</p> <p>I enclose a fee for £.....as payment for this service (please make cheques payable to “Oxford City Council”).</p> <p>I agree to pay any additional charges incurred as outlined in the Pre-application Advice Service Protocol for Planning and Listed Buildings.</p>					
Signed:					
Print name:					
Date:					
INTERNAL USE ONLY					
Application No.	Type of service requested	Received date	Fee paid	Supporting information provided	Response due date