



**MALDON DISTRICT COUNCIL
PRE APPLICATION ADVICE**

Please use this form to get an informal officer opinion on a development that you would like to carry out.

Please note that this form may only be used for development NOT YET UNDERTAKEN.

Office Use Only

Ref. Number:

Officer:

Target Date:

THANK YOU

Please take the time to fully complete this form. The more information/sketches/photos you can provide about your property and the proposed works the better. If insufficient information is provided we may be unable to answer your enquiry. The research required to answer your enquiry may be complex and may take some time.

We aim to respond to enquiries within 28 from the date of receipt of the information and payment

Please return your completed form by email or direct any enquiries to:

planning@maldon.gov.uk

Tel number: 01621 854477

Alternatively return your completed form to:

Planning Services
Princes Road
Maldon
Essex CM9 5DL

YOUR DETAILS

Name : Telephone/Mobile :
Address : Email Address :
Postcode : *If you provide your email address we will respond to your enquiry electronically.*

THE PROPOSED WORKS

If no postal address, please give a clear and accurate description of the site location.

Site
Address &
Postcode

PLEASE INCLUDE A SITE LOCATION PLAN WITH THE SITE CLEARLY OUTLINED

EXISTING LAND/USE – Please describe the existing use and site characteristics.

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DESCRIPTION OF PROPOSED WORKS - Please provide an **accurate, detailed description** of the proposal.

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VIEWING THE SITE

Is it possible for an officer to view the whole site from the highway or other public land? YES/NO

If no, please provide best contact details:
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PLANS & SUPPORTING INFORMATION

It is important that clear, dimensioned plans, at an appropriate metric scale be provided. In addition, it can be very useful if photographs of the site and the surrounds are included in your submission. You may also want to include a written explanation of the proposed development to assist the officer.

Please complete the table below. The basic information that should accompany your request has been completed for you. However, what you provide will vary depending upon the nature of the proposal and how advanced your scheme is. Please provide comments where necessary, thank you.

INFORMATION	COMMENTS
SITE LOCATION PLAN (1:1250 OR 1:2500) WITH SITE OUTLINED IN RED	
EXISTING SITE LAYOUT PLAN SHOWING THE SITE OR BUILDING AS EXISTS, INCLUDING EXISTING USES/FLOOR AREAS.	
PROPOSED SITE LAYOUT PLAN SHOWING HOW BUILDINGS/USES WOULD BE LOCATED AND HOW ACCESS WOULD BE OBTAINED.	
SKETCH DRAWING AND PHOTOGRAPHS OF THE SITE AS EXISTING.	
ELEVATIONS AND/OR SKETCH PLANS OF THE DEVELOPMENT BEING PROPOSED	
DRAFT DESIGN AND ACCESS STATEMENT	
DETAILS OF CONSULTATIONS ALREADY UNDERTAKEN (I.E. NEIGHBOURS, THE HIGHWAY AUTHORITY)	

FEE
Please include with your pre-application enquiry a cheque made payable to Maldon District Council. Refer to the fee schedule to determine the category of pre-application advice you require and the fee required.

IMPORTANT INFORMATION
Any advice given by Council Officers for pre-application enquiries will be based on the information provided by you. Therefore, the Council accepts no liability should this information be inaccurate or misleading and it does not indicate any formal decision by the Council as Local Planning Authority. Any views or opinions are given in good faith without prejudice to the formal consideration of any planning application.

The result of any application you may subsequently make can only be taken after the Council has consulted local people, statutory consultees and any other interested parties. The final decision on an application will then be made by a senior officer or by the Council's Planning Committee and will be based on all the information available at that time.

Enquirers should be aware that any documents submitted to the Council and any notes made may be the subject of disclosure to third parties upon request under the Freedom of Information Act 2000. If you consider the proposal confidential, you should explain why in terms of the Freedom of Information Act 2000.

Signed: **Dated:**