



## Request for Pre Application Advice

Please complete all sections of this form using Block Capital Letters

### 1. Address/Location of Development Site

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### 2. Name and Address of applicant

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.....  
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.....

Tel No.: .....

Email: .....

### 3. Name and Address of Agent

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.....  
.....  
.....

Tel No.: .....

Email: .....

### 4. Description of Proposed Development

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**5. Information Provided**

Please tick where details are provided

- Site location plan at an appropriate scale, usually 1:1250 or 1:2500
- Details of current use and site history if known
- Details of the nature and scale of the development proposed
- Draft Design and Access Statement
- Photographs of the site and it's surroundings
- Sketch drawings of the proposed development to include a proposed layout, floorplans and elevations, sufficient to indicate the scale and height of development proposed.

**5. Fee**

- I have included the correct fee

Signed .....

Print Name .....

Date.....

When you have completed the Form, please send it together with the fee and relevant information required either by post, email or hand to

The Planning Service  
 Development Management Team  
 Civic Centre  
 West Paddock  
 Leyland  
 Lancashire  
 PR25 1DH

Tel 01772 421491

Email: [planning@southribble.gov.uk](mailto:planning@southribble.gov.uk)