

Request for Pre-Application Advice

Please use this form if you wish to apply for pre-application advice. Complete all relevant sections, make sure you have enclosed all requested information (see checklist below) and sign the declaration. Your request will not be processed until all requirements, including the fee (if applicable) for a written response, have been received.

## Applicant Name and Address Agent Name and Address

|  |  |
| --- | --- |
| Name |  |
| Company |  |
| Address |  |
| Telephone |  |
| Email |  |

|  |  |
| --- | --- |
| Name |  |
| Company |  |
| Address |  |
| Telephone |  |
| Email |  |

## Address of site

## Description of proposal

**Type of pre-app applied for**

* Are you requesting advice from Merseyside Environmental Advisory Service? (only optional for certain types) Yes / No
* Are you requesting a site visit meeting? Yes / No
* Are you requesting an MS Teams meeting? Yes / No

**Fee to be paid**

Please send details of your payment to [planning.department@sefton.gov.uk](mailto:planning.department@sefton.gov.uk) quoting receipt reference.

**Details to be submitted with this form**

* + Site location plan at an appropriate scale, usually 1:1250 or 1:2500
  + Details of current (or last) use(s) and relevant history of the site. Photographs can be helpful.
  + A detailed description of the nature and scale of the development proposed.
  + Sketch drawings of the proposed development sufficient to indicate any siting, scale and heights of development proposed.
  + Details and results of any consultations you may have already carried out.
  + Payment to Sefton Council

*(For change of use, only a fee and a location plan are required unless scheme includes external alterations.)*

## 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 necessary charges.

Signed: \_ on behalf of: \_ \_ \_

Date:

PTO

# Important notes

* Please ensure each request is accompanied by a full set of plans
* Please ensure there are no discrepancies between the plans, including dimensions.\*
* All plans should include a north point and the relevant scale as a minimum level of information\*
* Any documents submitted will NOT be returned to you or used in future planning applications. Please retain a copy of all plans for your information.

# Charges

Details of Sefton’s current charges for pre-application advice can be found on Sefton’s website - [www.sefton.gov.uk/preapp](http://www.sefton.gov.uk/preapp)

* Please submit payment at the same time as your enquiry.

Payments can be made

* + By credit or debit card at [Planning Pre App. Advice Payment - Civica AuthorityICON (civicaepay.co.uk)](https://www.civicaepay.co.uk/Sefton/Webpay_Public/Webpay/Default.aspx?fund=26)
  + By credit or debit card via the phone on 0345 140 0845 Option 8
* Please send details of your payment to [planning.department@sefton.gov.uk](mailto:planning.department@sefton.gov.uk) quoting receipt reference, your pre-app won’t be registered until these details are received by email

**Please return completed form to** [**planning.department@sefton.gov.uk**](mailto:planning.department@sefton.gov.uk)