

**REQUEST FOR PRE-APPLICATION ADVICE
CATEGORY D) OTHER DEVELOPMENT**

| | |
|--------------------------|--|
| Address of Site | |
| Proposal | |
| Applicant Name | |
| Applicant Address | |
| Applicant Contact Number | |
| Applicant Email Address | |
| Agent Name | |
| Agent Address | |
| Agent Contact Number | |
| Agent Email Address | |

Please indicate any documents enclosed (refer to the Pre-Application Charges Charter on what **must** be provided for Category D submissions)

| The following information must be submitted:- | |
|-------------------------------------------------------------|--|
| Completed Form | |
| Location Plan | |
| Site Plan | |
| Plans and sketches as necessary to describe the development | |
| Photographs if applicable | |
| Other information | |

Please send the completed form and information to:-

Development and Building Control Services
Office of the Chief Executive
PO Box 102
Civic Centre
Sunderland
SR2 7DN.

Should you require any assistance in the completion of the document please do not hesitate to contact us on **0191 520 5506**.

Disclaimer

We will make every effort to ensure that the advice given and the process is as accurate as possible. However pre-application views and opinions are given without prejudice.

Any advice given by council officers for pre-application enquiries does not constitute a formal response or decision of the council with regards to any future planning applications, which will be subject to wider consultation or publicity. Whilst the advice may be a material consideration, it cannot be held to bind the council in its validation or formal determination of a subsequent application.

If an application is subsequently submitted which fails to take on board advice given by officers, then the council may refuse it without further discussion with the applicant or their agent.

Note that where applications are submitted more than six months after the advice has been given, where the proposal scheme has changed or there has been a change in national or local planning policy, it may be the case that little or no weight may be attached to pre-application advice given.

Data Protection:- information given on this form will be recorded on computer and is subject to the provisions of the Data Protection Act 1998

Access to Information Legislation

Planning Applications are subject to public scrutiny and involve the Council publishing a significant amount of application documentation, as required by law. Pre-application enquiries and advice is not subject to the same level of public scrutiny and will not be routinely published. You should note that the Council *is* required to process pre-application records in accordance with Data Protection, Freedom of Information and Environmental Information legislation and may be required to release case-specific information in response to individual requests. The Council will consult you in relation to any relevant requests but you should note that the final decision on whether particular information is released rests with the Council.

| Office Use Only | |
|-----------------------------|--|
| Fee Charge Submitted | |
| Receipt No | |
| Fee Charge Required | |
| Pre-App Code | |
| Date/Initials | |
| Allocated Officer | |