



Havant Borough Council
Development Control Services
Civic Offices
Civic Centre Road
Havant
PO9 2AX

REQUEST FOR PRE-APPLICATION ADVICE

Information on pre-application advice is provided in the Customer Charter at <http://www.havant.gov.uk/havant-10835>. Please read before submitting your request. This form must be completed for both Householder and non-Householder requests.

Have you contacted the Council before regarding this site? If so, please state the reference number:

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ADDRESS OF APPLICATION SITE

House Name or No.:

Street Name:

Town:

Post Code:

APPLICANT'S NAME AND ADDRESS:

Name:

House Name or No.

Street Address:

Town:

County:

Post Code:

Phone No.:

Email Address:

FOR OFFICIAL USE

Ref. No: GEN/.....

Received:

Date Valid:

Fee Received:

Previous Ref.: GEN/...../.....

AGENT'S NAME AND ADDRESS:

Name:

Company Name:

Street Address:

Town:

County:

Post Code:

Phone No.:

Email Address:

WILL A MEETING BE REQUIRED?

YES/NO

DESCRIPTION OF DEVELOPMENT:

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INFORMATION TO BE SUPPLIED WITH ALL ENQUIRIES

Site Location Plan

Outline of Proposal

Sketch Drawing showing height, elevations, layout and scale of development

Photographs and Sketch Drawings of site and surroundings

FURTHER INFORMATION TO BE SUPPLIED FOR NON-HOUSEHOLDER ENQUIRIES

Current Use (including amount of development)

Proposed Use (including amount of development)

Draft Design & Access Statement

Any other information:

DECLARATION

I request pre-application advice on the attached proposal and enclose the relevant fee in payment for the service.

I understand that the pre-application views and opinions of the Case Officer are given without prejudice to the consideration by the Council of a formal planning application, which will be subject to wider consultation and may ultimately be determined by the Development Management Committee.

Fee £

Print Name:

Date: Signature:

Please make your cheque payable to Havant Borough Council, and return the completed form and supporting information to the address at the top of this form.