Request for Pre-Application Planning Advice - Developers (PREAPP)

If you are seeking householder advice please use the Householder form (PREAPH)

If you are seeking listed building advice only please use the Listed Building form (PREAPL)

Please complete using block capitals and black ink.

Please complete the form accurately, as incorrect completion/no fee will delay the processing of your request.

1. Applicant Details

Name: 
Address: 
Postcode: 
Tel. (day): 
E-mail: 

2. Agent/Developer Details (if applicable)

Name: 
Address: 
Postcode: 
Tel. (day): 
E-mail: 

If you provide us with your email address any correspondence we send you will be sent by this way.

3. Interest in Property/Land

State your interest in the property or land, e.g. owner, occupier, developer, prospective purchaser etc

4. Location of Proposed Development

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

5. Viewing the Site

Please indicate if the whole site can be seen from the road or other public land and there is no need for an officer to enter the site

Yes (can be seen) ☐ No (cannot be seen) ☐

6. Description of Proposal

Please provide an accurate, detailed description of the proposed development, include number and sizes of housing units (beds)
7. Plans and Supporting Information

Below is a minimum list of information that should accompany a request for advice. However, what you can provide will vary depending upon the nature of the proposal and how advanced your scheme is.

<table>
<thead>
<tr>
<th>Item</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site Location Plan (e.g. scale 1:2500 with the site outlined in red)</td>
<td></td>
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<tr>
<td>Background to the proposal and occupancy of the site</td>
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<tr>
<td>Sketch Drawings</td>
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<tr>
<td>Photographs of the site</td>
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<tr>
<td>Draft Design &amp; Access Statement (if required for the type of application)</td>
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<tr>
<td>Details of Consultations already undertaken (e.g. Highways Authority)</td>
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<tr>
<td>Land Ownership Details</td>
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<tr>
<td>Have you had any preliminary discussions with a Planning Officer, if yes, please provide name of officer</td>
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</tbody>
</table>

8. Advice Requested and Payment arrangements

Please refer to the pre-application planning charging schedule and guidance sheet

<table>
<thead>
<tr>
<th>Development Type (e.g. A1, Residential 100 or more units)</th>
<th>Advice Required (tick as appropriate)</th>
<th>Fee Payable (see charging schedule)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Written</td>
<td></td>
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<tr>
<td></td>
<td>Written &amp; Meeting</td>
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Additional Fee included if Development is in a Conservation Area

Payment upfront is required before any advice is provided. Please ensure that your payment is for the correct amount, as anomalies will delay us being able to process your application. All charges include VAT @20%.

Payment can be made by debit/credit card by telephoning 01223 457200 or by sending a cheque with your completed form payable to ‘Cambridge City Council’ at the address overleaf.


Disclosure of the information you have provided may be requested by a third party under the Freedom of Information Act (FOI) or Environmental Information Regulations (EIR). In respect of FOI requests, the Council is obliged to determine whether it would be appropriate to release it, or whether it should be withheld under one of the exemptions under the Act. In relation to EIR requests, although there are various exceptions within the legislation that might prevent disclosure of an enquiry, these have to be seen against the “public interest” test. This means that the Council may refuse to disclose information only if in all the circumstances of the case, the public interest in maintaining the exception outweighs the public interest in disclosing the information. In all cases, the Council reserves the right to determine whether the information should be withheld or released. To assist the Council in this exercise could you please provide answers to the following questions.

1. Would disclosure of any of the information harm someone’s commercial interests? If so, which information and what would that harm entail?

2. Do you consider that you are giving the information in confidence? If so, what is it about the information that has the necessary quality of confidence (i.e. how is it sensitive)?