The Council is a public authority for the purposes of the Freedom of Information Act 2000 and the Environmental Information Regulations 2004. Applicants under this legislation may request copies of any information that we hold, and, unless exemptions/exceptions apply, we must supply the requested information to them.

In providing information to us, you understand and agree that all of the information supplied by you to us, could be disclosed to third parties (including to your competitors).

If you consider that any of the information that you give to us is confidential or commercially sensitive, you must: (i) provide it in a separate document; and (ii) mark it as such (and provide an explanation, where this is not self-evident).

If we receive a request for such information, we will take your views into account. However, the final decision as to whether or not to disclose the information will remain the Council's.

Ribble Valley Borough Council

REQUEST FOR PRE-APPLICATION ADVICE

Please complete all sections – see overleaf for guidance notes.
DO NOT DELETE OR REMOVE ANY PART OF THIS FORM

THE PLANNING DEPARTMENT NO LONGER ADVISE WHETHER OR NOT PERMISSION IS REQUIRED. IF YOU REQUIRE CONFIRMATION OF THIS TYPE, PLEASE SUBMIT AN APPLICATION FOR A LAWFUL DEVELOPMENT CERTIFICATE FOR THE PROPOSED DEVELOPMENT. SUCH AN APPLICATION COSTS HALF THE NORMAL PLANNING FEE. DOWNLOADABLE GUIDANCE NOTES AND THE RELEVANT FORMS CAN BE FOUND ON THE COUNCIL'S WEB PAGES AT
http://www.ribblevalley.gov.uk/info/200175/planning/357/welcome_to_development_control/3

For Householder development only, further guidance on whether or not you need planning permission can be found at http://www.planningportal.gov.uk/permission/ however, these guidelines **do not** apply to any addresses that do not have Permitted Development Rights. We therefore advise that before consulting the planning portal you first check the planning history of your property to find out whether or not these Rights have been removed. If they have, then planning permission will automatically be required for *any* development proposed at the site.

1. Address of proposed work

.....

.....

.....

2. Your/Applicant's name and address	Name/Address of Planning Agent/Architect (our response will be sent to this address)
.....	.....
.....	.....
.....	.....
Tel No:	Tel No: .....
e-mail:	e-mail:

3. Please provide a brief description of your proposed development, and write the questions you wish to ask (continue on a separate sheet if necessary).

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Please enclose your supporting information and fee (see overleaf)

☐ Please tick if you only require a written response

For all enquiries, please provide the following supporting information: -

- Location plan showing the site (Including at least two street names and at a recognised scale of 1:1250 where possible)
- Sketch plans of the proposed work (site plan, elevations, floor plans)
- Draft design and access/heritage statement where appropriate
- Photos of the existing site and surroundings may also be helpful, along with confirmation of the current use of the land/buildings

If insufficient information is given with your request, we may not be able to provide advice.

I enclose the fee of £ and understand that no refunds will be given

Signed..... (Print name) .....

Dated .....

Completed request forms, together with the supporting information and fee should be sent to:

Planning Department
Ribble Valley Borough Council
Council Offices
Church Walk
CLITHEROE
Lancashire BB7 2RA

Requests accompanied by insufficient information or payment will not be considered. We will contact you if this is the case, and if you have not validated your enquiry within six months we will dispose of your submission. Please do not send your request by email as we do not have the equipment to deal with it.

Building Regulations

Building Regulations apply to the majority of new buildings, extensions, structural alterations, alterations to bathrooms, loft conversions and some detached buildings. If you are unsure of the requirements, further information may be obtained from any of our Building Control Surveyors on (01200) 425111, or visit our web pages,

http://www.ribblevalley.gov.uk/info/200141/building_control

If the regulations apply to your proposals, then it is necessary to obtain Building Regulation consent. If you wish to receive the necessary forms, please tick the box.

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