

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. Please see the attached notes.

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**

[https://www.ribblevalley.gov.uk/info/200361/planning\\_applications/1542/forms\\_for\\_planning\\_applications](https://www.ribblevalley.gov.uk/info/200361/planning_applications/1542/forms_for_planning_applications)

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

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.....  
.....

2. Your/Applicant's name and address

.....  
.....  
.....

Tel No: .....

e-mail: .....

Name/Address of Planning Agent/Architect  
(our response will be sent to this address)

.....  
.....  
.....

Tel No: .....

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)

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 be aware that emailed requests may be stopped by our firewall, and may not be received.**

*\*Please see guidance notes for current changes to our service which will be reviewed periodically.*

### **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](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.*

## **Disclosing information on pre-application discussions**

Although the Council does not automatically make public the details of pre-application discussions with potential developers, under the Environmental Information Regulations 2004 we may receive from time to time a request from a member of the public to provide information regarding enquiries for pre-application advice and of any advice given. Subject to certain exemptions, we are obliged to provide this information, although personal contact details are protected under the Data Protection Act.

The exemptions relate to commercially sensitive and confidential information. It is therefore important that you bring to the Council's attention at the outset in writing any information which you consider may, if disclosed, prejudice your commercial interests or which you consider would breach confidentiality. You should also set out the reasons why and for what period you consider the information falls into these categories. It is then for the Council to decide whether it believes the information falls into these exempt categories, if a Freedom of Information request is subsequently received.

We may also treat as exempt from disclosure information which, if disclosed, may prejudice the effective conduct of public affairs. This can be particularly relevant at the outset of major applications where a lot of exploratory discussion takes place. If the disclosure of this exploratory information was likely to prejudice the process of leading to a proper determination of the subsequent planning application, then it may not be disclosable.

Apart from these exemptions any other recorded information resulting from these pre-application discussions is very likely to be disclosable.