

# PRE-APPLICATION ENQUIRY FORM (NON-HOUSEHOLDER)

Please return this form to:

Head of Planning  
Bracknell Forest Council  
Time Square  
Market Street  
Bracknell  
RG12 1JD

Email: [development.control@bracknell-forest.gov.uk](mailto:development.control@bracknell-forest.gov.uk)  
Tel. 01344 352000



Please read the guidance before completing this form

Please use black ink to complete this form

## 1. Applicant

Name: .....

Address: .....

.....  
.....

Postcode: .....

Telephone no: .....

Email: .....

## 2. Agent (if any)

Name: .....

Address: .....

.....  
.....

Postcode: .....

Telephone no: .....

Email: .....

## 3. Location of application site and ownership:

Full address of site: .....

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The enquirer is the :  owner     occupier     lessee     prospective purchaser

Name and address of owner: .....

## 4. Description of the proposed development

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After completing the form overleaf please sign and date where indicated below to confirm your pre-application enquiry.

**I the undersigned confirm that I am seeking pre-application advice on the proposed development described in the attached documentation**

Signed ..... On behalf of ..... Date .....

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**5. Pre-Application Enquiry options**

(please tick one option only)

- Stage 1 In Principle pre-app without a site visit (Planning Officer and policy advice only)
- Stage 2 Full Standard Pre-App following stage 1 in principle advice (includes a site visit and relevant internal consultee comments)
- Full Standard Pre-App with site visit and all relevant internal consultees (equates to a Stages 1+2)
- Consideration of additional plans (within 12 weeks of original response being issued)
- Bespoke service: please specify what advice you are seeking:

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For Bespoke Service only please tick what internal consultee responses you wish to be included in the reply:

- Policy Officer
  - Highway Officer
  - Urban Design Officer
  - Heritage Consultant (in relation to listed buildings and conservation areas)
  - SPA Officer (in relation to Thames Basin Heath Special Protection Area mitigation requirements)
  - Sustainability Officer (in relation to policies CS10 and CS12 of Core Strategy DPD)
  - Tree Officer
  - Landscape Officer
  - Biodiversity Officer
  - Drainage Officer (in relation to SuDS etc.)
  - Environmental Health Officer (in relation to pollution, noise, land contamination etc.)
  - Waste & Recycling Officer (in relation to requirements for bin storage and recycling)
  - Affordable Housing Officer
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- Letter of confirmation of compliance with an enforcement notice

**6. Enclosures**

I attach the following information (please tick as appropriate)

- Site location map (1:1250 scale), required for all requests
- Initial fee £ ..... (cheques payable to Bracknell Forest Borough Council)
- Description /schedule of existing uses on the site
- Existing floor plans, elevations, sections (to scale)
- Photographs of site and immediate surroundings
- Site layout plan including parking and access arrangements, landscaping and trees (preferably 1:200 scale)
- Description of the range of development envisaged in terms of scale and uses
- Proposed floor plans, elevations, sections (to scale)
- Design statement, urban design analysis, materials, photomontages, computer images, street scene appraisals etc. (where appropriate)
- Other information – please list

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