

Pre-application enquiry form (non-householder)

Please return this form to:

Hartlepool Borough Council
Regeneration & Neighbourhoods
Planning Services
Level 1
Civic Centre
Hartlepool, TS24 78AY

Telephone: 01429 523741
Fax: (01429) 523599
e-mail: developmentcontrol@hartlepool.gov.uk



Please read 'A Guide to Pre-Application Advice' before completing this form

1. Applicant

Name:

Address:

.....

.....

Postcode:

Telephone no:

Fax no:

Email:

2. Agent (if any)

Name:

Address:

.....

.....

Postcode:

Telephone no:

Fax no:

Email:

3. Location of application site and ownership

Full address of site:

.....

The enquirer is the : ☐ owner ☐ occupier ☐ lessee ☐ prospective purchaser

Name and address of owner:

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Does the enquirer own /control adjoining land? yes / no Has any part of the site been in Council ownership? yes / no

4. Description of the proposed development

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.....

Site area (in hectares or square metres):

5. Does the proposal include any demolition if so please provide details:

.....

.....

6. Enclosures

I attach the following information (please tick as appropriate).

Please note that plans should be at a reasonable scale and should be as accurate as possible. The planning officer considering your submission will be reliant on the information that you submit as they will not necessarily make a site visit. The more information you provide the more comprehensive our advice can be.

Electronic documents should be supplied, to enable faster internal consultations by email and help us provide you with a more rapid response.

- ☐ Site location map (preferably 1:1250 scale), required for all requests
- ☐ Initial fee £ (see the Schedule of fees for Pre-Application Advice)
- ☐ Description /schedule of existing uses on the site
- ☐ Sketches of the proposal, including dimensions in metric
- ☐ 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 (preferably to scale)
- ☐ Design statement, description of materials, photomontages, computer images, street scene appraisals etc. (where appropriate)
- ☐ A list of any key issues on which you require a specific response
- ☐ Other information – please list
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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

Freedom of Information Act 2000:

You should be aware that any request for advice is governed by the terms of the Freedom of Information Act 2000 and unless you can claim an exemption under the Act, the enquiry and our reply could be viewed by members of the public. You will need to tell us if you believe your enquiry to be exempt.

Office Use Only	
Reference	
Received Date	
Development Type	
Method of Payment	
Amount	£