

Pre-application advice service form (householder)

Please return this form to:
Hartlepool Borough Council
Regeneration & Neighbourhoods
Planning Services
Level 1 Civic Centre
Hartlepool TS24 8AY

Email: development.control@hartlepool.gov.uk
Tel. 01429 523741



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:

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

Has any part of the site been in Council ownership? Yes/No

4. Description of the proposed development, i.e. conservatory, single storey rear extension, garage or outbuilding, alteration to windows, wall/fence, conversion of integral garage, satellite dish etc.

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5. Type of property: Is it?

☐ Detached

☐ Semi Detached

☐ Terraced (inc end or terrace)

☐ House

☐ Bungalow

☐ Flat/Maisonette

6. Proposed Works:

Will the extension cover a balanced flue outlet/

Yes / No

Will the extension have a transparent/translucent roof?

Yes / No

Confirm the use of safety glazing in low level windows and doors?

Yes / No

Will a new opening be formed between the extension and the house?

Yes / No

Will any resulting detached building be constructed on non combustible material?

Yes / No

Will any resulting detached building contain any sleeping accommodation

Yes / No

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.

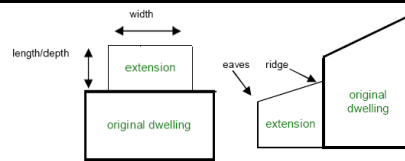
☐ A sketch of your proposal (inc. measurements), use the space below or provide separate sketches

☐ Fee £ 55.00

☐ Description /schedule of existing uses on the site

Please provide a sketch of your proposal including dimensions

I



Hartlepool Borough Council will collect and process personal information in line with our legal obligations, details of which can be found on our web site www.hartlepool.gov.uk GDPR or by telephoning 01429 266522. Personal Information will be handled in accordance with the General Data Protection Regulation.

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	
'Fast track'	Yes / No
Method Payment	
Amount	£