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| **Pre-application advice service form**  Please email this form and any supporting documents to either:  [planning.northern@shropshire.gov.uk](mailto:planning.northern@shropshire.gov.uk) (North Shropshire and Shrewsbury)  [planning.southern@shropshire.gov.uk](mailto:planning.southern@shropshire.gov.uk) (South Shropshire and Shrewsbury south) | |
| Please read the guidanceon the webpagebefore completing this form. [Pre-application advice request form | Shropshire Council](https://shropshire.gov.uk/planning/applications/pre-application-advice-request-form/) Your request will not be processed until all requirements including the fee have been submitted.  Please use black ink to complete this form if handwriting. | |
| **1. Enquirer**  Name:  Address:  Postcode:  Telephone no:  Email: | **2. Agent (if applicable)**  Name:.  Address:  Postcode:  Telephone no:  Email: |
| **3. Location of development site and ownership**  **Full address of site (please give postcode if applicable):**  (Double click on the grey box you wish to select to complete, then choose checked)  The enquirer is the:  owner  occupier  lessee  prospective purchaser | |
| Name and address of owner: | |
| **4. Description of the proposed development** | |
| **5. Please indicate whether you are requesting a site meeting** **Yes**  **No**  **(If Yes your fee needs to include the correct fee please refer to the Pre Application fee sheet)**  [Planning permission pre-application fees | Shropshire Council](https://www.shropshire.gov.uk/planning/applications/planning-permission-pre-application-fees/) | |

**Pre-application advice service form**

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| **6. Enclosures**  I attach the following information (please tick as appropriate) **Those marked with an \* are mandatory**  Site location map (1:1250 scale)\*  Fee £ (ENTER AMOUNT) - pay online\* [Pay | Shropshire Council](https://www.shropshire.gov.uk/pay/)  Description of the range of development envisaged in terms of scale and uses\*  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)  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 |
| PPA (Planning Performance Agreement) Agreed? **Yes  No** |
| If you **do not wish** to have Local Member involvement please indicate below, (Please note this cannot be guaranteed and will depend on the individual circumstances)  **Yes  No** |
| If you **wish** to have Town/Parish Council involvement please indicate below, (Please note this cannot be guaranteed and will depend on the individual circumstances)  **Yes  No** |
| Please indicate if you wish this proposed enquiry to remain CONFIDENTIAL at this stage. If you do not indicate a preference officers may discuss with interested parties. **Please note if a subsequent formal application is submitted pre application advice will be made public at that stage**  **Yes  No** |

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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 |