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| **Pre-application advice service form**Please email this form and any supporting documents to either: planning.northern@shropshire.gov.uk (North Shropshire and Shrewsbury) 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/) |

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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  |