



CHELTENHAM

BOROUGH COUNCIL

To make a request for pre-application assistance please complete the enquiry form below providing as much information as possible.

UNiform Ref. No.: <i>(office use only)</i>	
About the Property/ Proposed Development Site	
Address of the Site:	
Postcode:	
Current Use of Property:	
Description of Proposal	
5. Please provide an accurate and detailed description of your proposal	
Have you contacted the Council previously about this (or a similar) proposal?	YES/ NO/ DON'T KNOW (delete as necessary)
If yes, please provide details if known e.g. dates, reference numbers and the names of the officers involved.	
Your Details:	
Name:	
Company (if applicable)	

Address:	
Post Code:	
Phone Number:	
Email address:	
What is your interest in the building? e.g. Owner, Agent, Solicitor.	
Fee for Advice (Current charges)	
<ul style="list-style-type: none"> • Small – £42.50 • Medium to Large – £51.00 	
Fee submitted for advice	£
<p>11. Freedom of Information Act 2000</p> <p>Please note that the confidentiality of information held by the Council can't be guaranteed. We may receive requests under the Freedom of Information Act to disclose information about pre-application assistance requests and the advice that we have provided.</p> <p>More information about the Freedom of Information Act can be obtained from the Department of Constitutional Affairs on the following website: http://www.foi.gov.uk.</p>	

I understand that:

- 1) The final decision is made by Council Members or under delegated authority after the application has been submitted and is subject to a statutory consultation period. **You should therefore be aware that the Council's officers are unable to give any guarantees about the decision that will be made on an application.**
- 2) This service only applies to **pre-application** assistance therefore ceases to apply once the application is submitted.
- 3) The Council will not deal with your request for assistance until we receive payment.

Signature:

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Date:

Completed form should be submitted by email to licensing@cheltenham.gov.uk or

Licensing Section
Cheltenham Borough Council
Municipal Offices
Promenade
Cheltenham
GL50 9SA **Tel:** 01242 77 5200