

# Pre-Application Planning Advice Form

Please read the [Guidance](#) before completing this form. You will receive an email confirmation for your request if submitting online. The required information must be submitted and the correct payment must be made before we pass your request to a Planning Officer. If you require help completing this form, please contact our Customer Service team on **01423 500600**.

1. Applicant		2. Agent			
Title		Title			
Name		Name			
Address		Address			
Postcode		Postcode			
Phone		Phone			
Email		Email			
3. Site address and ownership					
Full address					
Post Code or Grid Reference					
Current use of site/buildings					
Applicant's interest in the land					
4. Development category - Please refer to the Development Categories in the <a href="#">Guidance</a> .					
Development Category: Tick one box	Householder	Adverts & Small Scale Development	Minor	Major	Large Major
Written Service					
Meeting Service					
5. Description of proposed development and advice required					
Brief Description of Development					
Are there any issues you would like to draw our attention to?					
Items for discussion at meeting <i>Only complete for Meeting service</i>					

**6. Information we require with your enquiry** - Please tick. The level of advice is dependant upon the information submitted.

ESSENTIAL	OPTIONAL	Photographs
Location Plan	Site Layout Plan	Design & Access Statement
Confidentiality section completed	Existing Plans	Proposed Plans
Declaration signed	Existing Elevations	Proposed Elevations
Correct fee	Floor/Site Area	Planning Statement

**7. Confidentiality** – This section must be completed in full. Please read the information in the [Guidance](#) on Confidentiality.

Do you wish the council to treat pre-application information relating to the advice as confidential?	<b>Yes</b>	<b>No</b>
Reasons why any information relating to the advice needs to be treated as confidential:		
Period of time any information relating to the advice needs to remain confidential:		

**8. Declaration** – This section must be completed in full. By signing the form you confirm you have read the guidance and give consent to the publication of the Planning Officer's response if a Planning Application is submitted.

I/we have read and understood the Guidance Note. I/we hereby apply for pre-application planning advice as described in this form and the accompanying plans/drawings and additional information. I/we confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.

<b>Signed</b>		<b>Printed</b>		<b>Date</b>	
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**9. Payment (link to Easy Pay) Pay online**  
Payment must be made in full. Please note we charge for multiple enquiries on the same site as set out in the [Guidance](#).

**10. Submission**  
Email limit of 15Mb applies. [Guidance on reducing file sizes](#).

<b>Date Paid</b>		<b>Send by Email</b>	planpreapp@harrogate.gov.uk
<b>Easy Pay Reference</b>		<b>Send by Post</b>	Planning Services, PO Box 787 Harrogate, HG1 9RW
<b>Amount</b>	£	<b>Other Information</b>	

**Disclaimer** - Pre-application advice is officer level advice given without prejudice to any formal decision the planning authority may make in dealing with a formal application for planning permission. It is not a formal decision by the council as local planning authority and cannot bind in any way the council's final decision on any planning application. There may be issues raised through the formal planning application process which have not been considered at the pre-application stage and which may be material to any decision made. Additionally the planning policy context could change between the pre-application advice and submission of a formal planning application and this may affect the assessment of the proposal.

**How we use your Information - Data Protection** - Any information you give to us will be held securely and in accordance with the rules on data protection. We will treat personal details as private and confidential and safeguard them. We will not disclose them to anyone unconnected with the Council unless you have consented to their release or in certain circumstances where:

- we are legally obliged to do so;
- disclosure is necessary for the proper discharge of our statutory functions;
- disclosure is necessary to enable us to provide you with a requested service or deal with your enquiry;
- where "legitimate interests" are relied on in relation to specific processing operations.
- we are under a duty to protect public funds. We may use the information you have provided for the prevention and detection of fraud. We may also share this information with other bodies responsible for public funds or for auditing them for these purposes.

For more information on privacy and how we use your data please take a look at our privacy notice at [www.harrogate.gov.uk/privacynotice](http://www.harrogate.gov.uk/privacynotice)

Clear this form