

**REQUEST FOR PRE-APPLICATION ADVICE FOR CATEGORY A, B and C**

Please **circle** which stage of Pre-Application advice you require.

**STAGE 1** (Development in Principle) **A**    **B**    **C**

**STAGE 2** (Full Submission)                    **A**    **B**    **C**

<b>Address of Site</b>	
<b>Proposal</b>	
<b>Applicant Name</b>	
Applicant Address	
Applicant Contact Number	
Applicant Email Address	
<b>Agent Name</b>	
Agent Address	
Agent Contact Number	

Please indicate any documents enclosed (refer to the Pre-Application Advice Service guidance document on what **must** be provided for Stage 1 or Stage 2 submissions).

<b>STAGE 1: The following information must be submitted with Development in Principle submission:-</b>		<b>STAGE 2 The following information must be submitted with Full Submission:-</b>	
Completed Form		Completed Form	
Location Plan		Location Plan	
Site Plan		Site Plan	
		Photographs and sketch drawings showing the existing site, buildings and trees	
		Sketch drawings, showing the layout, height and the scale of the development	
		Outline plan of proposed buildings (scale 1:200)	
		Draft design and access statement (this should be a contextual survey and analysis of the constraints and opportunities)	
		Additional Information as required, Supporting reports eg retail assessment etc.	

<b>Fee:- Refer to Charges Schedule</b>
<p><b>Methods of payment :-</b></p> <p><b>Cheque:</b> Please make cheque payable to Sunderland City Council.</p> <p><b>Telephone:</b> Contact Development Control on 0191 561 5506 who will advise how to pay via the telephone.</p> <p><b>In person:</b> At the Customer Service Centre, Fawcett Street, Sunderland.</p>

**Please send the completed form and information to:-**

Development Control  
City Development  
City Hall  
Plater Way  
Sunderland  
SR1 3AA.

Should you require any assistance in the completion of the document please do not hesitate to contact us on **0191 520 5506**.

## **Disclaimer**

We will make every effort to ensure that the advice given and the process is as accurate as possible. However pre-application views and opinions are given without prejudice.

Any advice given by council officers for pre-application enquiries does not constitute a formal response or decision of the council with regards to any future planning applications, which will be subject to wider consultation or publicity. Whilst the advice may be a material consideration, it cannot be held to bind the council in its validation or formal determination of a subsequent application.

If an application is subsequently submitted which fails to take on board advice given by officers, then the council may refuse it without further discussion with the applicant or their agent.

Note that where applications are submitted more than six months after the advice has been given, where the proposal scheme has changed or there has been a change in national or local planning policy, it may be the case that little or no weight may be attached to pre-application advice given.

**Data Protection:- information given on this form will be recorded on computer and is subject to the provisions of the Data Protection Act 1998.**

## **Access to Information Legislation**

Planning Applications are subject to public scrutiny and involve the Council publishing a significant amount of application documentation, as required by law. Pre-application enquiries and advice is not subject to the same level of public scrutiny and will not be routinely published. You should note that the Council *is* required to process pre-application records in accordance with Data Protection, Freedom of Information and Environmental Information legislation and may be required to release case-specific information in response to individual requests. The Council will consult you in relation to any relevant requests but you should note that the final decision on whether particular information is released rests with the Council.

<b>Office Use Only</b>	
<b>Fee Charge Submitted</b>	
<b>Receipt No</b>	
<b>Fee Charge Required</b>	
<b>Pre-App Code</b>	
<b>Date/Initials</b>	
<b>Allocated Officer</b>	