

# Planning Pre-application Advice Request Form <sup>v15</sup>



Pre-application queries are used to find out whether what you want to do, whether it's an extension, a new build or a change of use, would be likely to be granted planning permission or not. The degree of detail in our response to your pre-application request, will directly correlate to the degree of information you provide. Therefore it is advisable to submit as much information as you can regarding your project.

If your query is whether planning permission is required, this is not the form to use and you should refer to our [general advice](#) or use our Self-Certification forms, which can be found [here](#) and [here](#) to check whether permission is needed. If what you want to do isn't covered by the Self-Certification forms you should email us at [planning@hastings.gov.uk](mailto:planning@hastings.gov.uk)  
 Fees for planning queries can be found [here](#)

1. Agent/Applicant Details			
Name		Company Name (If Agent)	
Address for correspondence	Post Code		
Telephone No		E-mail address	
Interest in site	Agent          Applicant	Date of Request	
Please tick this box to confirm that you agree to Hastings Borough Council forwarding your pre-application submission in full to all parties that we require consultation comments from. If this box is not ticked our pre-application response to you will not include comments from consultees that may be relevant to the consideration of any subsequent planning application you intend to submit.			

2. Site Details	
Address/location of property or development to which this request refers:	
Present use, or if vacant, last know use of the building/land	
Site area:	Commercial Floorspace being created in square metres

3. Proposal
Please provide a description of your proposal outlining any: - Buildings that will be demolished, - Physical works / new buildings, - Proposed use of the site - Other information that may be useful in assessing your proposal).

4. Plans, Drawings and Documents		
Proposals for new dwellings must be accompanied by a site plan and a block plan:		
1:1250 site location plan submitted	Yes	No
1:500 or 1:200 block plan submitted	Yes	No
Please list any other information/drawings that you are sending in support of your request for advice:		

