



**Request for  
Pre-Planning  
Application Advice  
(Non-Householder  
form)**

**Environment,  
Regeneration &  
Community**

Swindon Borough Council  
Planning Department  
Wat Tyler House  
Beckhampton Street  
Swindon  
SN1 2JH  
Tel: (01793) 445500  
Email: [sbcadc@swindon.gov.uk](mailto:sbcadc@swindon.gov.uk)  
Web: [www.swindon.gov.uk/planning](http://www.swindon.gov.uk/planning)

**1. Your Details (or agent details if applicable)**

Name: \_\_\_\_\_ Company Name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**2. Address of Application site (if different)**

Address: \_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

**3. Description of development**

**4. Known Site Constraints (e.g. site is within a Conservation Area):**

**5. Enclosures:  
Please attach the following**

Tick here

- Location Plan (required for all requests)
- Sketch drawings and photos to describe the building / site as existing
- Sketch drawings to describe the proposal
- Draft Design and Access Statement
- The appropriate fee\* £.....(payable to Swindon Borough Council)
- \*No fee is required as the proposal is Exempt\*\* from the pre-application advice fee

**6. Community Engagement**

Where a substantial scheme is proposed we would recommend that you allow us to consult with local Councillors and Parish / Community Councils at the pre application stage.

Would you like us to consult local Councillors and Parish / Community Councils on your proposal?   
(It is recommended that Parish / Community Councils are consulted prior to submitting a planning application)

## What can you expect to receive from the pre application advice service

The pre application advice service should reduce uncertainties in the application process, should enable refinements to be made to unacceptable proposals and should reduce the time take to progress an application through the formal decision making process.

As part of the service we will:

- Provide advice on Highways, Urban Design, Landscape and other matters where appropriate (for example, Conservation, Building Control or Environmental Health)
- Ensure that you are fully aware of potential constraints and offer potential solutions on how these constraints could be overcome
- Provide advice in a timely manner within a pre application report (a draft of the report would be issued within 4 weeks of receipt of the appropriate fee \*\*\*)
- Where appropriate, identify the process for engaging Members and the local Community

The aim of the service is to remove, as far as possible, uncertainties as to what is likely to be approved or rejected. Through open and constructive pre application discussions, officers can help you deliver a development that meets the Council's expectations, whilst saving you time and money through smoothing the planning process and optimising the potential of the site.

### \*The Fee

There is a fee for **Housing, Commercial and Non-Town Centre Retail Schemes** (subject to the exceptions listed below). The fee is **10%** of what would be the equivalent planning application fee for the same proposal (with a **minimum fee of £100**). There is no fee for pre application advice on inward investment schemes. For householder schemes please refer to separate form.

Some of the most common types of housing applications are shown in the table below.

For more complex application types please refer to [www.planningportal.gov.uk](http://www.planningportal.gov.uk) for details.

Type	Planning Application Fee	Pre application Advice Fee
One dwelling	£385.00	£100.00
Five dwellings	£1,925.00	£192.50
ten dwellings	£3,850.00	£385.00

### \*\*Exceptions

There is no charge for pre application advice involving proposals that would not normally incur a fee at the planning application stage (for example Listed Building Consent applications), where proposals relate to regeneration or renewal schemes in defined areas, and for proposals by community organisations or the voluntary sector. If your proposal relates to any of the above, please submit this form and the necessary drawings without the fee.

### \*\*\*External Consultations

Where the Council has sought advice from external consultees, (for example for the Highways Agency or Natural England), the Council cannot guarantee that their comments will be available within the 4 weeks. If the comments of external consultees are not received by the Council within the 4 week period they will not be included within the pre application report, but will be forwarded separately.

### Disclaimer

It is important to note that there are limits to the pre application advice that can be given by officers. The pre application advice service is not a passport to getting permission for inappropriate planning proposals. Planning legislation requires that all decisions on planning applications must be taken in accordance with the Development Plan, unless material considerations indicate otherwise. In certain cases a planning application will be referred to Planning Committee for determination. The advice given by officer does not bind elected members in their decision making.

### Freedom of Information, Environmental Information Regulations and Data Protection

Personal information given on this form will be used for the purposes of correspondence only, and will not be used for any other purposes. You have a right to a copy of your information held by any organisation, with some exemptions. To gain access to your personal data held by Swindon Borough Council or if you have any Data Protection concerns please contact Swindon Borough Council's Data Protection Officer on 01793 – 463000.

If the Council receives a request, under the Freedom of Information Act (FOI) or Environmental Information Regulations (EIR), to show information relating to pre-application questions they are obliged to do so unless the information is exempt under the Act. We can only withhold information under FOI or EIR if the information falls under one of the exemptions (FOI) or exceptions (EIR) set out in legislation. For certain pre-application issues the applicant would be advised to complete the commercially sensitive checklist that should set out the reasons why, and for how long, they feel any information relating to the case needs to remain confidential. However, whilst we will take account of these views, the final decision on whether the information should be withheld rests with the Council.