



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

**Environment,  
Regeneration &  
Community**

Swindon Borough Council  
Planning Department  
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Beckhampton Street  
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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)

**Use this form for householder proposals such as:**

The erection of an extension (including a conservatory), a garage or outbuilding, private garden extension, a new or altered access, dormer windows/roof extensions, a wall or fence or a satellite dish

**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. Which service are you seeking:  
(tick as appropriate)**

Written advice (£75 fee) ☐

Meeting on site followed up with  
Written advice (£100\*) ☐

If you would like a meeting on site  
please let us know your preferred  
dates .....  
.....

**5. Enclosures:  
(please attach the following)**

Photos of the site ☐  
Site Location Plan ☐  
Sketch floor plans and elevations of  
the proposal ☐  
The appropriate fee (payable to  
Swindon Borough Council) ☐

**Note:** There is no charge for pre application  
advice involving extensions or alterations to meet  
the needs of a registered disabled person.

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

We will:

- Provide a user friendly service that makes clear the Planning and Building Control processes
- Provide advice covering both Planning matters and the Building Regulations\*\*
- Ensure that you are fully aware of potential constraints, thus enabling the design to be modified where necessary
- Provide advice in relation to thermal compliance
- Provide advice in a timely manner (Our aim is to respond in writing or meet with you within 2 weeks of receipt of the application form and appropriate fee)

The aim of the service is to remove, as far as possible, uncertainties as to what is likely to be approved or rejected. This will enable you to proceed with more confidence and will reduce the risks of additional costs arising from failed applications or redesign work.

\*\*The involvement of the Local Authority Building Control Surveyor at the pre application stage does not preclude you from using the services of any other Building Control Body should you wish to do so

### Stages in the Planning Process

#### Pre application advice stage

Where the pre application advice service is entered into you will receive guidance covering both Planning matters and the Building Regulations. This stage should reduce uncertainties in the application process and enable unacceptable proposals to be refined

#### Application Stage

Where the pre application advice service has been entered into, the Council will aim to determine the subsequent application within 6 weeks (the normal target is 8 weeks)

#### Discharge & Implementation stage

Discharge of any Conditions would be free of charge where the pre application advice service has been entered into (as opposed to £25 normally payable)

### Note

We would recommend that you consult your neighbours prior to submitting a planning application. If you live in a Parished area we would also recommend that you consult your Parish Council prior to submitting the application.

### 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.

### Data Protection Notice

*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.*