

## **HOUSEHOLDER PRE-APPLICATION ADVICE REQUEST**

<b>Applicant / Agent details:</b>
Name:
Address:
Tel.No:
Email:

<b>Site</b>
Address (if different to above):

<b>Proposal</b>	
Description of proposed development:	
Length ..... m	Height to eaves ..... m
Width ..... m	Height to highest point ..... m
Distance to boundary ..... m	

<b>Supporting Information submitted</b> (all plans to scale and metric)	<b>Tick</b>
Location Plan (1:1250) with boundary in red	
Site block plan (1:500) showing proposed extension(s)	
Drawings and any other support documents (such as elevations or parking)	
Photographs of the site and surroundings	

I hereby request the views of Cannock Chase Council on the attached pre-application proposal and enclose the appropriate fee (payment over the phone or by BACS is available) of £.....

I understand that once the pre-application process has begun, I will be unable to request a refund.

I understand that The Council will process my personal data for the purposes of considering my pre-application enquiry, consulting with internal officers and conducting pre-application meetings where appropriate. I understand that the Council will hold my personal data indefinitely. I consent to this processing

**Signed:**.....

**Date:**.....

