

Development Management

Pre – Application Enquiry Form

Please submit one copy of the enquiry form, plans and supporting information.

Please read the guidance notes to help you complete the form.

OFFICE USE ONLY

Enquiry reference No:
 Date Received:
 Fee Paid:
 Date Valid:

1. Your Details

Applicants Name:	Agents Name:
Address:	Address:
Email Address:	Email Address:
Telephone Number:	Telephone Number:

2. Location of Proposed Development

3. Description of Development

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4. Your interest in this application

5. Category of Advice

Owner/Occupier <input type="checkbox"/> Developer <input type="checkbox"/> Prospective Purchaser <input type="checkbox"/> Other <input type="checkbox"/>	Householder Advisory Service <input type="checkbox"/> Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3 <input type="checkbox"/> Level 4 <input type="checkbox"/>
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6. Plans and Supporting Information

A site location plan clearly identifying the site or building in question must be submitted. The level of further detail required will be dictated by the complexity of the proposal and category of advice being sought. If you are unsure about the level of detail to be submitted, please refer to the guidance leaflet for further advice. Please specify plans/details that have been submitted.

Location Plan/ Elevations Site Appraisal Plans Photographs

Floor & Site Layout Plans Draft Design Statement

Other Supporting Information

7. National and Kirklees Planning Policies

Have you referred to any national and/or local planning policies in your application?

Yes No

If yes, please give details of the planning policies you have referred to:

8. Freedom of Information Act

If you consider your enquiry to be confidential, please set out the reasons why, and for what period, any information in respect of the enquiry needs to remain confidential.

Signed:

Date:

You can send your enquiry electronically by emailing it to dc.admin@kirklees.gov.uk

OR

Please return one copy of the completed form, plans and supporting information to the address below:

**Kirklees Council
Planning and Development
PO Box 1720
Huddersfield
HD1 9EL**