



Planning and Borough Development Pre-Application Advice Enquiry Form

This form is also available from the Council's website
www.rbkc.gov.uk/planning

Please read the Guidance Notes to help you complete this form

1 Your details

Applicant
Name:

Agent
Name:

Address:

Address:

Postcode:

Postcode:

Contact details

Contact
Name:

Email:

Daytime
Tel No:

Fax No:

Interest in the property/land

State your interest in the property/land, eg owner/occupier, developer, prospective purchaser

2 Location of proposed development

Please provide the site address of the development site or building. If the site does not have an address you will have to provide a site location plan with site clearly outlined

Address:

3 Description of proposal

Please provide an accurate and detailed description of the proposed development

4

Plans and supporting information *(Please see Guidance Notes)*

If the site does not have an address, 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. Please specify plans/details that have been submitted.

Site Location Plan	<input type="checkbox"/>	Sketch Plan	<input type="checkbox"/>
Block Plan	<input type="checkbox"/>	Photographs	<input type="checkbox"/>
Other Supporting Material	<input type="checkbox"/>		

Please indicate other plans, illustrations, statements that have been submitted

5

Viewing the site

Please can you indicate in the box, if the whole site can be seen from the road or other public land and there is no need for an officer to enter the site

(please indicate) **Yes** **No**

6

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 regard to the enquiry needs to remain confidential.

Signed:

Date:

Please return the completed form to Planning and Borough Development, Town Hall, Hornton Street, London, W8 7NX or e-mail to planning@rbkc.gov.uk

If you have a query relating to your pre-application advice enquiry, you are welcome to call at the Planning Information Office or telephone PlanningLine on 020 7361 3012