

Request for Pre-application Advice

Please complete all sections of the form and use BLOCK LETTERS

1) Address of Application Site _____ _____ _____ _____	5) Attached Information _____
2) Name/Address of Applicant _____ _____ _____ _____ Post Code _____ Telephone _____	Please tick or complete boxes as necessary Fee <input type="checkbox"/> 1:1250 Location plan <input type="checkbox"/> Schedule of existing buildings, uses and floorspace <input type="checkbox"/> Schedule of proposed uses and floorspace <input type="checkbox"/> Relevant planning history/background Information <input type="checkbox"/> Photographs of site and surroundings <input type="checkbox"/> Sketch proposals of layout/elevations (scale 1:100 or 1:200) <input type="checkbox"/> Supporting statements: (i.e Design and Access Statement, Sustainability Appraisal, Tree Surveys, Ecology Surveys) <input type="checkbox"/> Other (please specify) <input type="checkbox"/>
3) Name/Address of Agent _____ _____ _____ _____ Post Code _____ Telephone _____	Signed: ----- Print Name: ----- Date:
4) Description of Proposed Development _____ _____ _____ _____ _____ _____	

Submissions to be sent to: London Borough of Richmond upon Thames, Planning Department, Civic Centre, 44 York Street, Twickenham, TW1 3BZ.