

**Pre-Application Advice - Local Developments Application Form**

Please complete all sections and email to [planningenquiry@northlan.gov.uk](mailto:planningenquiry@northlan.gov.uk) with all supporting information.

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| **APPLICANT DETAILS** | **AGENT DETAILS (if applicable)** |
| **Name:** | **Name:** |
| **Address:** | **Address:** |
| **Contact Number:** | **Contact Number:** |
| **E-mail Address:** | **E-mail Address:** |

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| **ADDRESS OF PROPOSED DEVELOPMENT (include postcode, number or name and grid ref, if available)** |
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| **DESCRIPTION OF PROPOSED DEVELOPMENT (Please describe accurately the work proposed)** |
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| **TREES AND WOODLAND - Are there trees or woodland within, or immediately surrounding the property or land subject to this enquiry?** | **√** |
| **YES** |  |
| **NO** |  |

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| **SUBMISSION REQUIREMENTS (minimum information required for an assessment to be made)** | **√** |
| **All dimensions / scales to be shown in metric.** |  |
| **An ordinance survey-based location plan (scale 1;1250, 1;2500 or suitable scale to outline the**  **application site) that outlines the pre-application site in red and any additional land ownership outside of the application site in blue.** |  |
| **Details of the means of access to the site.** |  |

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| **SUBMISSION REQUIREMENTS (additional information to offer the best possible advice)** | **√** |
| **Site Layout / Block Plan** |  |
| **Existing / Proposed Elevations** |  |
| **Existing / Proposed Floor Plans** |  |
| **Site Photographs** |  |
| **Topographical Plans / Site levels (where site levels are a potential issue)** |  |
| **Design Statement / Design and Access Statement** |  |

**It should be noted that the more detailed the information you provide with the pre-application submission the better and more detailed site-specific pre-application advice it will allow the Planning Authority to provide.**

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| **ANY OTHER ADDITIONAL INFORMATION / COMMENTS (relevant to the pre-application enquiry)** |
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| **PROCESSING AGREEMENT REQUEST** |
| **YES** |
| **NO** |

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| **DECLARATION** |
| **I can confirm that all information submitted in support of this application is, to the best of my knowledge, true and accurate and I understand that any advice provided under this service will be given on the basis of the professional opinion of the officer(s) concerned, based on the information provided and the planning policies and site constraints prevailing at the time, and any views expressed are made without prejudice to the Council’s determination of any subsequent formal planning application.** |
| **PRINT NAME:**  **SIGNATURE:**  **DATE:** |

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| **Please upload or send the completed application forms, along with all accompanying plans / documentation, to:** |
| **{Insert website upload link}**  **E-mail:** [**planningenquiry@northlan.gov.uk**](mailto:planningenquiry@northlan.gov.uk)  **Post: North Lanarkshire Council, Planning and Place, Planning and Regeneration, Civic Centre, Motherwell, ML1 1AB** |

**Disclaimer While we will make every effort to ensure that any pre-application advice is as accurate and comprehensive as possible, any advice given by officers in response to a pre-application advice request does not constitute a formal decision of North Lanarkshire Council as Planning Authority and is given without prejudice to the determination of a planning application and any views expressed are not binding and are not intended to prejudice North Lanarkshire Council’s formal determination of any subsequent planning application.**