| PRE-APPLICATION ENQUIRY APPLICATION FORM |  |
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| **Please email this form and any accompanying documents to** [Planning.Development@south-ayrshire.gov.uk](mailto:Planning.Development@south-ayrshire.gov.uk)  The charge for this application is used in part to assess your proposal(s). **The fee is non-refundable if the Council concludes the enquiry by issuing its formal response.**  Further guidance regarding our Pre-Application Enquiry Service can be found in our guidance note. Further information on how we will process your personal information can be found in our [Privacy Policy (south-ayrshire.gov.uk)](https://archive.south-ayrshire.gov.uk/planning/privacy.aspx). |

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| Section 1: Contact Details | | | |
| Applicant | | Agent | |
| Name: | |  | | --- | |  | | Name: | |  | | --- | |  | |
| Address: | |  | | --- | |  | | Address: | |  | | --- | |  | |
| Phone: | |  | | --- | |  | | Phone: | |  | | --- | |  | |
| Email: | |  | | --- | |  | | Email: | |  | | --- | |  | |

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| **Section 2: Existing Site/Use Details** |
| Please provide site address/location of the development: |
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| Please describe the existing use of site/buildings: |
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| **Section 3: Development Proposal** |
| Please provide an outline of your development proposal(s): |
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| Please provide an outline of the nature of your enquiry, noting any particular aspects on which you are seeking advice: |
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| **Section 4: Employment Information** | |
| If not applicable, please denote ‘N/A’ | |
| Indicative number of jobs to be safeguarded by the development proposal: | |  | | --- | |  | |
| Indicative number of jobs to be created by the development proposal: | |  | | --- | |  | |

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| **Section 5: Documentation Guidance** | |
| Information is requested to assist the Planning Service in providing you with the most reliable advice that we can at this stage. The following information is required in order to help us achieve this: | |
|  | **✓** |
| * A location plan sufficient to reasonably locate the site in relation to surrounding geography with the site outlined in red (1:1250 or 1:2500 in scale) |  |
| * A block plan at a suitable scale so as to understand the relationship of the proposal within the context of the boundaries of the site and how the development may impact upon neighbouring properties |  |
| * Sketch plans suitable to understand the design of the proposal and how it relates to existing buildings on site |  |
| * For proposed changes of use, please provide floor plans as existing and as proposed |  |
| * Where possible, photographs of the site and buildings |  |
| * The development may require a Design Statement with a formal Planning application, therefore, you may wish to provide a draft Design Statement, if available |  |
| Please note that if sufficient information is not supplied, the Planning Service may be unable to process your enquiry.  If you are unsure which documentation is required to be submitted, please contact [Planning.Development@south-ayrshire.gov.uk](mailto:Planning.Development@south-ayrshire.gov.uk) for advice. | |

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| **Section 6: Payment** | | | |
| Please indicate (**✓**) who will be making payment for this submission: | | | |
| Applicant |  | Agent |  |
| Other  Please provide details if selecting other |  | Details (Other): |  |
| **Payment instructions will be sent on receipt of completed application forms.** | | | |

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| **Section 7: 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 South Ayrshire 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 South Ayrshire Council’s formal determination of any subsequent Planning application. |

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| **Section 8: Freedom of Information** |
| There is a possibility that, under the Freedom of Information Act, we will be asked to provide information regarding enquiries for Pre-Application advice and copies of any advice provided or correspondence entered into. This information may only be withheld if its disclosure could prejudice commercial interests, inhibit the free and frank provision of advice or exchange of views during the Planning process, or could prejudice the effective conduct of public affairs. Generally, notes and correspondence relating to Pre-Application discussions will be treated as confidential, unless there are insufficient grounds to maintain its confidentiality during the process of a Freedom of Information request. We cannot therefore give an assurance that confidentiality can be maintained in all circumstances. |

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| **Section 9: Submission** | |
| I, the applicant/agent (please delete as appropriate) certify that this submission, including its supporting documentation, are true and accurate to the best of my knowledge  (**✓**) | |
| I, the applicant/agent (please delete as appropriate) certify that I have read and understood the disclaimer set out in Sections 7 and 8  (**✓**) | |
| Name: | |  | | --- | |  | |
| Signed: | |  | | --- | |  | |
| Date: | |  | | --- | | Click or tap to enter a date. | |
| **Please email this completed form and any accompanying documents to** [Planning.Development@south-ayrshire.gov.uk](mailto:Planning.Development@south-ayrshire.gov.uk) | |