

Wandsworth Council
Environment and Community Services
The Town Hall
Wandsworth High Street
London SW18 2PU
Website: www.wandsworth.gov.uk
email: planningapplications@wandsworth.gov.uk
tel: 020 8871 7620



Request for Pre-Application Advice

The schedule of fees payable can be found on the planning applications page of the Council's website at:

http://www.wandsworth.gov.uk/downloads/download/1141/pre_application_charging_schedule

1. Address of site	2. Your name and contact details
Site address:	Name:
	Company:
	Address:
Postcode:	Postcode:
	Tel:
	email:

3. Description of proposed development

Please provide as much relevant information as possible and specify plans/details that you are submitting with your request.

4. Checklist of accompanying information

You are advised that the quality of the service we provide is dependant on the information that is submitted.

1:1250 location plan outlined in red	<input type="checkbox"/>	Detailed description of current buildings on the site and details of current use	<input type="checkbox"/>
Description of proposed development including schedule of proposed uses and schedule of floor space	<input type="checkbox"/>	Photographs of site and immediate surroundings	<input type="checkbox"/>
Existing floor plans, elevations with building heights marked, sections (to scale)	<input type="checkbox"/>	Proposed floor plans, elevations with building heights marked, sections (to scale)	<input type="checkbox"/>
Existing and proposed layout plan (preferably 1:500)	<input type="checkbox"/>	Design and Access Statement, urban design analysis, materials, photomontages, computer images, street scene appraisals etc. (where appropriate)	<input type="checkbox"/>
A CD containing electronic copies of drawings, documents and photographs	<input type="checkbox"/>	Heads of terms of proposed planning obligations (Section 106)	<input type="checkbox"/>
Community Infrastructure Levy (CIL) (please see the CIL form to determine whether a development may be chargeable)	<input type="checkbox"/>		

5. Fees

Please see the [Pre-application guidance note](#) for details of relevant fees.

Amount Payable:

Cheque enclosed (please make cheques payable to Wandsworth Borough Council)	<input type="checkbox"/>	Payment has been made online (visit www.wandsworth.gov.uk/planning to make a payment)	<input type="checkbox"/>
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6. Terms

Freedom of Information Act 2000

Please note that the confidentiality of information held by Wandsworth Borough Council cannot be guaranteed. We may receive requests under the Freedom of Information Act to disclose information about pre-application advice requests and the advice that we have provided. If you consider your inquiry to be confidential, please set out the reasons why, and for what period, any information about the enquiry needs to remain confidential. If you submit a request for confidentiality and we receive an application for disclosure, we will take your request into account when deciding whether to release the information. More information about the Freedom of Information Act can be obtained from the Information Commissioner's Office on the following website: <http://ico.org.uk>.

Note: the formal written advice given in response to this request will not be binding on the Council in its determination of any subsequent planning application submitted as a result of or following on from advice given in response to this request.

7. Declaration

I have read and agreed to the above terms.