

**REQUEST FOR PRE-APPLICATION ADVICE  
(HOUSEHOLDER)**



Please return this form to:  
Design & Development  
Places Directorate  
Solihull MBC  
PO Box 11652  
Solihull  
B91 9YA

Email: [planning@solihull.gov.uk](mailto:planning@solihull.gov.uk)

**1. Applicant**

Name: .....  
Company:.....  
Address: .....  
.....  
.....  
Postcode: .....  
Telephone no: .....  
Fax no: .....  
Email: .....

**2. Agent (if any)**

Name: .....  
Company:.....  
Address: .....  
.....  
.....  
Postcode: .....  
Telephone no: .....  
Fax no: .....  
Email: .....

**3. Location of application site and ownership**

Full address of site: .....  
.....

The enquirer is the :     owner     occupier     lessee     prospective purchaser

Name and address of owner:  
.....  
.....

Does the enquirer own /control any adjoining land ?    yes / no

Please indicate 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 ?    yes / no

**4. Description of the proposed development**

.....  
.....  
.....

## 5. Enclosures

I attach the following information (please tick as appropriate) – the more information you can give us at this stage, the more accurate and helpful our response can be.

- Location plan (1:1250)
- Layout plan (to indicate size & extent of development and relationship to nearby buildings) (1:500)
- A full description of the proposal
- Details of existing features on the site (e.g. buildings, watercourses, trees and levels)
- Drawings or illustrations that helps describe the proposals including size & layout
- Other information – please list .....
- .....
- .....
- .....

## 6. Confidentiality

As a matter of course, requests for pre-application advice will **not** automatically be treated on a confidential basis. The Freedom of Information Act 2000 requires us to make certain documents available to members of the public, if requested. Pre-application advice may only be treated as confidential if there are clear demonstrable issues of commercial sensitivity or other significant reasons why this information may not be disclosed and a public interest test may be applied. Any enquiry in this category should be clearly marked as confidential **and** give reasons.

## 7. Declaration

**I the undersigned confirm that I am seeking pre-application advice on the proposed development described in the attached documentation:**

Signed ..... On behalf of ..... Date .....