# **Request for Stage 1 Pre-application Advice**

For more information on our pre-application advice service, please visit our website

[Pre-application advice - South Downs National Park Authority](https://www.southdowns.gov.uk/planning-applications/advice/)

We aim to provide a response within **3 weeks** from receipt of a valid request.

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| Please email/send the completed form and supporting information directly to:* The SDNPA for all sites in Adur and Worthing, Arun, Brighton & Hove, Horsham, Mid-Sussex or Wealden districts within the National Park, to planning@southdowns.gov.uk or
* The relevant partner Local Authority for all sites in the following districts within the National Park area: Chichester (dcplanning@chichester.gov.uk), East Hants (planningdev@easthants.gov.uk), Lewes/ Eastbourne) (planningfirst@lewes.eastbourne.gov.uk) and Winchester (sdplanning@winchester.gov.uk) **(even if you consider it likely the SDNPA may deal with your application in-house)**
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**1 Applicant details**

 **Name:**

**Email (preferred method of contact)**

 **Address**

 **Postcode:**

 **Telephone:**

**2 Agent details (if relevant)**

 **Name:**

**Email (preferred method of contact)**

 **Address**

 **Postcode:**

 **Telephone:**

**3 Site Location**

 **Full Address of site**

 **Postcode:**

**4 Description of the proposed development**

**5 About the Site**

**Ownership** The applicant is the (please tick)

Owner [ ]  Occupier [ ]   Lessee [ ]  Prospective purchaser [ ]

**Site accessibility**

Is the entire site accessible? Yes [ ]  No [ ]

***NOTE:*** *The Officer may conduct an unaccompanied site visit and will only contact you if the site is not accessible and an appointment needs to be made*

**6 Meeting request**

Would you like a meeting/additional meetings? Yes [ ]  No [ ]

***NOTE:*** *Meetings are included with some levels of pre-app service. Additional site visits and meetings are chargeable and a fee payable prior the meeting. Please see website for current charging schedule*

**7 Supporting Information**

**To consider your proposal we require the following (please tick to confirm).**

[ ]  A site location plan, which includes an indication of where the proposed development will be sited. Please include details of site boundaries, neighbours and adjacent roads.

[ ]  Appropriate fee (see website for current fees) Amount paid £

NOTE: If you consider that your scheme qualifies for a fee exemption (i.e. farm-related or affordable housing) please provide an explanation/justification:

**We also advise that you also submit the following documents (please tick to confirm)**

[ ]  Existing drawings – site layout plan, floor plans and elevations

[ ]  Proposed drawings – site layout plan, floor plans and elevations

[ ]  Photographs of the existing site and any buildings are also useful

**8 Important notes:**

The quality of the advice we can give depends on the quality of the information we receive and you may be asked to provide additional information.

Your submission may not be validated or allocated to a case officer if there is insufficient information relating to your proposed scheme.

The National Park may not be able to accept some location plans such as Land Registry based plans or other supporting documents for which a copyright is held by a third party.

We are unable to return any plans submitted in hard copy.

**9 Declaration**

I/we the undersigned, confirm that I/we are seeking pre-application advice on the proposed development described in the attached documentation.

**Please note:**

Any advice given represents the officers’ informal opinion based upon the information you have provided. It is given without prejudice to any decision the SDNPA may make on any subsequent formal planning application. The SDNPA operate a transparent service, whereby the final pre-application response, although not publicised during its consideration, may be referred to and placed on the online planning register as a background paper whenever a relevant, subsequent planning application is submitted. All statutory planning applications will be the subject of publicity and consultation in accordance with current legislation and SDNPA’s procedures. These, and other matters which may subsequently come to light, may result in additional issues being raised that are pertinent to the determination of the application.

Name (please print)

On behalf of

Date