



Request for Pre-Application Advice

PRIVACY NOTICE - PLANNING

Processing your information

In order to deal with your pre-application advice request we will need to obtain some information from you to establish how we can help you and what advice to give.

Purpose of processing

Your information will be used by Mid Devon District Council (MDDC) for the purpose of dealing with your request. You will be required to provide your name, address the site address and contact details. Your information will be used to contact you to make an appointment and to provide advice in relation to your enquiry. If you provide consent we may contact you in respect of feedback on our services.

The Data Controller

Mid Devon District Council, Phoenix House, Phoenix Lane, Tiverton.EX16 6PP

The Data Processor

Planning Services, Mid Devon District Council, Phoenix House, Phoenix Lane, Tiverton.EX16 6PP

Data Protection

Data Protection Office, Mid Devon District Council, Phoenix House, Phoenix Lane, Tiverton. EX16 6PP email; dpo@middevon.gov.uk

Information security and data sharing

Your information is stored securely and not shared with any other services without your verbal or written permission.

Accuracy of information

We will process the information given at the time of your request.

Retention

All requests for pre-application advice are held as sensitive information on a secure System, and will not be deleted. They are held as information under the Town and Country Planning Act (1990).

You have certain rights under the Data protection Act and the EU General Data protection Regulations (GDPR). These can be found on the ICO website [Individual Rights](#)

Please complete this form as fully as possible to enable your request for pre-application advice to be processed. Failure to provide information may cause delays in processing your request.

1. Name and Contact Details	
Title:	
Last Name:	
Telephone:	
Email:	

2. Address		Description of location or a grid reference	
Address:		Easting:	Northing:
Address:			
Town:			
Postcode:			
Is the property within a Conservation Area?		Yes	No
Is the property a Listed Building?		Yes	No
Please confirm the type of property:		Detached	Semi-detached
		Terraced	Flat

3. Description of the Proposal:

4. Interest in the Land		
Do you own the land or buildings identified?	Yes	No
If No, have you got permission from the owner or any other person entitled to give permission?	Yes	No
If No, why not?		

5. Biodiversity and Geological Conservation		
Is there a reasonable likelihood of the following being affected adversely or conserved and enhanced within the identified site, or on land adjacent to or near the site?		
Protected and priority species?	Yes	No
Designated sites, important habitats or other biodiversity features?	Yes	No
Features of geological conservation importance?	Yes	No
Are there any protected trees or trees on site that could influence the development or might be important as part of the local landscape character?	Yes	No

6. Assessment of Flood Risk		
Is the site within an area at risk of flooding?	Yes	No

7. Freedom of Information Act 2000		
Are there significant reasons why the information provided on this form and any supporting document may not be made public?	Yes	No

8. Declaration			
I hereby request pre-application planning advice relating to the proposal described in this form and any accompanying information.			
Signed		Dated	

9. Supporting Information - Checklist	Tick
<p>Pre-Application Fee - Please refer to the Council pre-application guidance and fees</p> <ul style="list-style-type: none"> A payment reference will be sent on receipt of your request. You will then have the option to pay online or by calling our Customer Services Team on 01884 255255 	
<p>Site Location Plan This is a location plan:</p> <ul style="list-style-type: none"> based upon an up to date map this should be at an identified standard metric scale (typically 1:1250 or 1:2500) plans should identify sufficient roads and/or buildings on land adjoining the applications site to ensure the exact location of the application site is clear the application site should be edged clearly with a red line it should include all land necessary to carry out the proposed development 	
<p>Draft plans To show:</p> <ul style="list-style-type: none"> what changes you propose to make all relevant measurements (metric) 	
<p>Biodiversity and Geological Conservation Supporting information explaining the effects identified</p>	
<p>Service Required Please indicate Pre Application Service(s) you require:</p> <ul style="list-style-type: none"> Desktop Evaluation / Meeting / Site Visit Householder / Listed Building / Householder and Listed Building 	

GUIDANCE NOTES

This form is for Householder applications only to request written advice relating to:

- changes to a house such as extensions, conservatories, porches, windows etc
- [common projects](#) /building works within the boundary such as decking, fencing, gates, sheds, garage conversions, vehicle access etc.

Check you have completed the form properly – failure to do so will cause delays in processing your request.

1. Applicant Name and Address

Please fully complete the Applicant Details.

2. Site Address Details

Please enter the full postal address of the site. If the request relates to open ground please describe its location as clearly as possible (e.g. land to rear of 10 Fore Street and/or provide a grid reference).

3. Description of the Proposal

Please briefly describe the changes you would like to make as accurately as possible. For example:

- Erect two-storey side extension and layout decking to rear
- Raise roof to form two storey dwelling

4. Interest in Land

Owner is defined as: a person with a freehold interest or leasehold interest with at least 7 years left to run.

5. Biodiversity and Geological Conservation

If 'Yes' is answered, it will be necessary to attach supporting information on what those effects are.

6. Assessment of Flood Risk

Refer to the [Environment Agency's Flood Maps for planning](#). If your site falls within a flood zone you do not need to include any extra information with this form.

However, it may mean you will need to include a Flood Risk Assessment (FRA) with any future planning application you submit. If this is the case, we will advise you what detail we, the Environment Agency and other relevant bodies will require.

7. Declaration

Please sign and date your request.

8. Supporting Information - Checklist

We will not be able to progress your request until everything has been received. Please tick to confirm you have attached each of the items required.

To confirm the Pre-Application fee, please refer to the Council **Fees and Charges Document**. An additional fee may be charged when advice from specialist consultants is required. Where this is the case we will contact you before proceeding.

Send your completed form to dcregistration@middevon.gov.uk

If we are not able to contact you, and/or payment is not made for your request, the submitted form will be deleted from our system after 21 days.

If you do not have access to email please print this form, then send to: *Planning Registration Team, Development Management, Mid Devon District Council, Phoenix Lane, Tiverton EX16 6PP*