

**Pre-application advice service form**

Please read the guidance notes before completing this form

**1. What is your name:**

**2. What is your contact address:**

**3. What is your email address:** (if you are content to receive communications electronically)

**4. What is your telephone number:**

**5. What is the address of the site:**

**6. Please state your interest in the site:**

- |  |   |
|--|---|
| <input type="radio"/> I am the owner             | <input type="radio"/> I am the agent / representative |
| <input type="radio"/> I am the occupier / lessee | <input type="radio"/> I am the prospective purchaser  |
| <input type="radio"/> Other                      |   |

**7. Please describe what you would like to do (the proposed development)**

**8: Enclosures**

**I attach the following information (please tick as appropriate)**

<ul style="list-style-type: none"><li><input type="checkbox"/> <b>Site location plan (1:1250 scale)</b></li><li><input type="checkbox"/> <b>Initial Fee £..... (cheques payable to Slough Borough Council)</b></li><li><input type="checkbox"/> <b>Existing floor plans, elevations &amp; sections (to scale)</b></li><li><input type="checkbox"/> <b>Proposed floor plans, elevations, sections (to scale)</b></li><li><input type="checkbox"/> <b>Photographs of site and immediate surroundings</b></li><li><input type="checkbox"/> <b>Other information – please list</b></li></ul> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p><b>Please note that all supporting documentation should be sent electronically, or if sent as a paper copy should not be larger than A3.</b></p>
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<p>Please sign and date where indicated below to confirm your pre-application enquiry.</p> <p><b>I, the undersigned, confirm that I am seeking pre-application advice on the proposed development described in the attached documentation and accept that the advice given by the LPA is without prejudice to any planning application subsequently submitted.</b></p> <p><b>Signed</b> .....      <b>Name (please print)</b>.....</p> <p><b>Date</b>.....</p>
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**Once completed, please return this notification form and supporting information either:**

**via email to [planning@slough.gov.uk](mailto:planning@slough.gov.uk),**

**by post to The Planning Department, Slough Borough Council, Observatory House, 25 Windsor Road, Slough, Berkshire, SL1 2EJ**

Data Processing Statement: Under the Data Protection Act 2018, we are required to gain your consent to collect and store personal information to enable us to process your request for pre-application advice. Slough Borough Council and its agents may share this information with government and local authority departments and other authorised organisations for administrative, statistical and research purposes. For further information please visit: [www.slough.gov.uk/yourprivacy](http://www.slough.gov.uk/yourprivacy). Please note that completing this form and signing it gives us your informed consent.