



## **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](mailto: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 | ICO](#)



<b>5. Description of the Proposal</b> : include number of dwellings/floorspace/site area if known		

<b>6. Interest in the Land</b>		
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?		

<b>7. Biodiversity and Geological Conservation</b>		
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

<b>8. Assessment of Flood Risk</b>		
Is the site within an area at risk of flooding?	Yes	No

<b>9. Declaration</b>			
I hereby request pre-application planning advice relating to the proposal described in this form and any accompanying information.			
<b>Signed</b>		<b>Dated</b>	

10. Supporting Information - Checklist	Tick
<p><b>Pre-Application Fee</b> - Please refer to the Council <b>Fees and Charges Document</b></p> <ul style="list-style-type: none"> <li>• 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</li> </ul>	
<p><b>Site Location Plan</b> This is a location plan:</p> <ul style="list-style-type: none"> <li>• based upon an up to date map</li> <li>• this should be at an identified standard metric scale (typically 1:1250 or 1:2500)</li> <li>• 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</li> <li>• the application site should be edged clearly with a red line</li> <li>• it should include all land necessary to carry out the proposed development</li> </ul>	
<p><b>Draft plans</b> To show:</p> <ul style="list-style-type: none"> <li>• what changes you propose to make</li> <li>• all relevant measurements (metric)</li> </ul>	
<p><b>Biodiversity and Geological Conservation</b> Supporting information explaining the effects identified</p>	

## GUIDANCE NOTES

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

### 1. Applicant/Agent 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. Type of Pre-Application Advice Required

Please tick the relevant box to confirm which of our services you require and for what size development.

#### Large Scale Major Development

- Residential more than 150 dwellings
- Non-residential over 10,000 sq. m floorspace
- Site area more than 4 Ha (where no. of dwellings or floorspace is unknown)

#### Medium Scale Major Development

- Residential 31-149 dwellings
- Non-residential 5,000 – 9,999 sq. m floorspace
- Site area of 2 – 3.99 Ha (where no. of dwellings or floorspace is unknown)

#### Small Scale Major Development

- Residential 10 to 30 dwellings
- Non-residential 1,000 – 4,999 sq. m floorspace
- Site area of 1 – 1.99 Ha (where no. of dwellings or floorspace is unknown)

#### Large Minor Development

- Residential 4-9 dwellings
- Non-residential 500 – 999 sq. m floorspace
- Site area of 0.5 – 0.99 Ha (where no. of dwellings or floorspace is unknown)

#### Medium Minor Development

- Residential 2-4 dwellings
- Non-residential 200 – 499 sq. m floorspace
- Site area less than 0.5 Ha (where no. of dwellings or floorspace is unknown)

#### Small Minor Development

- Residential 1 dwellings
- Non-residential less than 200 sq. m floorspace

#### Other

- Solar pv
- Wind Turbines
- Written confirmation that an enforcement notice has been complied with
- Lawful Development Certificate

#### Listed Building

- Listed Building Advice – where works do not require planning permission (no site visit)
- Listed Building site visit

#### **4. Planning Advice Required**

Please 'tick' to indicate on which subjects you would like advice. The list shows only common subjects, so please specify any others specific to your proposal that you would like to address.

#### **5. 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 to commercial building
- Residential development of up to 50 dwellings

#### **6. Interest in Land**

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

#### **7. Biodiversity and Geological Conservation**

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

#### **8. 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.

#### **9. Declaration**

Please sign and date your request.

#### **10. 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's [Pre-Application Guidance and Fees](#) 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](mailto: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*