

Pre-application planning advice form

For householders and small developments

Please see notes on final page



Your Details	
Name	
Address incl. postcode	
Email address	
Contact Phone Number	
Are you ...?	The Applicant or The Agent for the Application
Details of the Proposal	
Address incl. postcode If the site address could be ambiguous, please provide a location plan.	
Name of Applicant	
Description of the Development Provide details that will help us understand your proposal. The more information you are able to give us, the greater assistance we can give you. For example: <ul style="list-style-type: none"> - What you are proposing? (e.g. 'single storey rear extension'; 'change of use to A3 café') - If there is any building work, what it will look like? (e.g. describe any external alterations or additions including location on the property, materials to be used etc). Please give dimensions (in metric measurements if possible). <p>NB - Please note we are unable to provide pre-application advice for HMO enquiries. You are advised to consult our HMO database and/or proceed to a full application. There is no fee for full applications for changes of use to C4 HMOs.</p>	

<p>I enclose the following plans, photographs etc</p> <p>At this stage you do not need to submit formal plans, but annotated sketches and / or photographs can be helpful.</p>	
Any Additional Information	
<p>For example</p> <ul style="list-style-type: none"> - Details of previous advice - Do you have any specific questions about your proposal? 	
Payment	
I have paid already	PCC Transaction number:
I attach a cheque	
Date of Application	

Date	
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Pre-application planning advice form - Notes

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When to seek pre-application advice

You can use our pre-application advice service

- To clarify whether planning permission is needed for your proposal.
Before applying, you may want to use the advice pages on the Planning Portal, where you can find out whether permission is needed for a number of common projects: <http://www.planningportal.gov.uk/permission/>
- To seek an indication as to whether your proposal is likely to be acceptable.
Please note that we will not be able to give a definitive answer, and any advice is given without prejudice to the outcome of any subsequent planning application.

How to submit you application

Please complete this form and submit it to the city council's planning service by:

Email: planningpreapps@portsmouthcc.gov.uk or
Post: Pre-Applications Planning Advice, Development Management,
 Portsmouth City Council, Civic Offices, Guildhall Square, PO1 2AU

Fees

The case will be allocated to an officer once the householder and small development fee of £40 has been paid. The fee can be paid as follows:

Cash: In person at Cashiers at the ground floor of the Civic Offices
Card Payments: In person at Cashiers at the ground floor of the Civic Officer or
 on by calling Planning Services on (023) 9268 8832.
 Online payments are not yet available.
Cheque: Post a cheque with your applications payable to 'Portsmouth
 City Council'

Need help?

If you have any questions about filling in this form or what to submit please call the Planning Service on (023) 9268 8832.