



Knowsley Council

Knowsley Metropolitan Borough Council
PO Box 26 Archway Road
Huyton Knowsley L36 9FB

Tel: 0151 443 2381
Email: planning@knowsley.gov.uk

Request for Pre-Application Advice

Please complete **all sections** using block capitals and black ink. Return the completed form, together with the relevant information, either by email to planning@knowsley.gov.uk or by post to Knowsley Borough Council, Planning Division, PO Box 26, Archway Road, Huyton, Knowsley L36 9FB

1. Applicant Name and Address

Title: First Name:

Last Name:

Company:
(optional)

Unit: House Number: House suffix:

House Name:

Address 1

Address 2

Address 3

Town

County

Postcode

Tel No

Email address

2. Agent Name and Address

Title: First Name:

Last Name:

Company:
(optional)

Unit: House Number: House suffix:

House Name:

Address 1

Address 2

Address 3

Town

County

Postcode

Tel No

Email address

3. Description of Proposed Development

Please include details of the nature and scale of the development proposed

4. Details of current use and site history

5. Site Address Details

Please provide the full postal address of the application site

Unit: House Number: House suffix:

House Name:

Address 1

Address 2

Address 3

Town

County

Postcode

6. Application Fee (see Charges Schedule) Please note there is an additional cost of a meeting with Council Officers

Indicate the category of proposed development

Major Minor Other

External Floorspace: sqm Site Area: ha

How to pay:

- online using your credit or debit card at www.knowsley.gov.uk and select 'Pay it' - Planning Applications on the right hand side of the page or by contactig the Planning Technical Support Team, tel: 0151 443 2381. Mastercard / Visa Credit Cards: Please note a 1.75% charge will be made for payments made by credit card;
- or
- pay by cheque. Cheques should be made payable to Knowsley Metropolitan Borough Council.

7. Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land? Yes No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact? (Please select only one)

Agent Applicant Other (if different from the agent/applicant's details)

If Other has been selected, please provide:

Contact name: Telephone number:

Email address:

8. Declaration

I/we hereby apply for pre-application advice as described in this form and the accompanying plans/drawings and additional information.

Signed - Applicant:

Or Signed – Agent

Date (DD/MM/YYYY)

Application – Checklist

Please read the following checklist to make sure you have sent all the information in support of your proposal. Failure to submit all information required will result in the Local Planning Authority not being able to deal with your enquiry.

- Fee

- Site Location plan
The plan should:
 - a) be an up-to-date Ordnance Survey based plan at 1:1250 or 1:2500 scale
 - b) show the direction of North
 - c) identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear
 - d) show the application site edged clearly with a red line including all land necessary to carry out the proposed development including, for example, land required for access to the site from a public highway, visibility splays, landscaping, septic tanks, car parking and open areas around buildings
 - e) show any other land owned or controlled by the applicant, close to or adjoining the application site edged clearly with a blue line.

- Sketch drawings of the proposed development to include floor plans and elevations, sufficient to indicate the scale and height of development proposed (incl. written dimensions).

- Site Layout plan incl. written dimensions.