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| Oxford City CouncilPre-application Advisory Service Planning ServiceTown HallSt. AldatesOxford OX1 1BX | Tel: 01865 249811Email: Planning @oxford.gov.uk Web: [www.oxford.gov.uk](http://www.oxford.gov.uk/) |



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| **Request for pre-application advice for planning and listed building consent** |
| *Please complete using block capitals and black ink, and return to the above address* |

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| **1. Applicant details** |  | **2. Agent details** |
| Name | Name |
| Address | Address |
| Postcode | Postcode |
| Telephone | Telephone |
| Email | Email |

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| **3. Location of proposed development/works** |
| Address |
| Postcode |
| Previous name of property (if applicable) |

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| **4. Scope of the proposed development/works** |
| *Please provide an accurate, detailed description of the proposed works* |
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| **5. Check list of supporting information** |
| *Please provide as much of the following information as you can* |
| Brief summary of current and proposed uses |  |  | 1:1250 site location plan |  |
| Photographs and sketch drawings of site andsurroundings as existing |  | Sketch of proposed layout |  |
| Sketch survey elevations (existing) |  | Sketch proposed elevations |  |
| Sketch survey floor plans (existing) |  | Sketch proposed floor plans |  |
| Draft statement of heritage significance (iflisted building) |  | Other (please specify |  |

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| **6. Type of service requested** |
| *Please refer to Protocol and Fee Schedule, and indicate below which service you are requesting* |
| Planning pre-application meeting andwritten advice |  |  | Listed building pre-applicationmeeting and written advice |  |
| Planning written pre-application advice |  | Listed building written pre-applicationadvice |  |
| Planning pre-application meeting |  | Listed building pre-applicationmeeting |  |
| *Please indicate any other specialist advice that you require (charged at an hourly rate for each**officer engaged):* |
| Biodiversity |  |  | Trees, Landscaping |  |
| Archaeology |  | Urban design |  |
| Building conservation |  | Planning policy |  |
| Air quality |  | Contaminated land |  |
| Flood risk |  | Sustainability |  |
| Noise, vibration |  | Housing |  |
| Site meeting |  | Other City Council specialist |  |
| Other specialists, not part of the City Council, e.g. County Highways, Environment Agency etc, mayalso need to provide advice. This may be subject to additional fees, payable separately. |

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| **7. Declaration** |
| Customers normally expect the details of pre-application discussions to be on a confidential basis, and the Council will provide its pre-application advice service on this basis. Under the provisions of the Freedom of Information Act and/or the Environmental Information Regulations, third parties can ask to see pre-application documentation and the Council has to then decide whether or not such information is exempt from disclosure. In order to assist the Council in dealing with such requests, applicants/agents are encourage to submit in writing the specific reasons why, in their view, documentation relating to their pre-application discussions should remain confidential and not be disclosed to third parties.I enclose a fee for £ as payment for this serviceI agree to pay any additional charges incurred as outlined in the Pre-application Advice Service Protocol for Planning and Listed Buildings. |
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| **Payment options. To allow us to process your application as swiftly as possible, please select one of the below four options for payment.** |  |
| 1. I would like to pay by phone: please call me.
 | [ ] |
| 1. I will pay my fee by BACS transfer when I submit my application (details at <https://www.oxford.gov.uk/info/20047/finances/339/ways_to_make_a_payment>) and email planning@oxford.gov.uk to confirm I have paid.

When making a BACS payment, if you do not have a reference number for your application, please use the suffix PAC\*ADDRESS\*  followed by the first line of your address, e.g. PAC 1 Apple Rd. | [ ] |

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| **Signed:** |
| **Print name:** |
| **Date:** |
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| **INTERNAL USE ONLY** |
| Application No. | Type of service requested | Received date | Fee paid | Supporting information provided | Response due date |

Last updated 03/05/2023