

Email: dadmin@huntingdonshire.gov.uk

Tel: 01480 388418

Application for Preliminary Enquiry

It is important that you read the checklists below as the processing of your application may be delayed if you complete the form incorrectly.

The EIR form on page 6 must be completed.

Applicant name and address
Title:
First name:
Surname:
Company (optional):
Address 1:
Address 2:
Address 3:
Town:
County:
Country:
Postcode:
Email:
Phone:

Mobile:

Agent name and address

Title:

First name:

Surname:

Company (optional):

Address 1:

Address 2:

Address 3:

Town:

County:

Country:

Postcode:

Email:

Phone:

Mobile:

Site address

Address 1:

Address 2:

Town:

Postcode:

Description of the Proposal (please describe the proposed development, including any change of use):

Does this application relate to a property which is, or is likely to be, liable for business rate? Yes No

Will this property accommodate a newly established or growing business?
Yes No

Type of preliminary enquiry (PENQ)

Written only Meeting and written Meeting only (for initial meeting for major developments only)

Please note: if your application relates to business set up or growth, we recommend you choose meeting and written advice as this will include access to business support services.

Do not select this option if your request relates to advice about a listed building - please choose Meeting and Written.

Major developments are as defined for DCLG PS2 return purposes and include developments of 10 or more dwellings and developments where the floor space to be built is 1000m² or more.

Privacy Notice

Why are we asking for your personal information?

We require your personal data to assess and process your enquiry and request for advice re the proposed plan.

This is a Task in the Public Interest. We cannot process your application unless you provide this personal information. If you do not or if you refuse to allow us to share information we will not be able to carry out the service for you and cannot be held responsible for any consequences to you of it not being carried out. This may delay or impinge upon the planning process.

You hold the following rights with regard to the personal data you provide us:

You have the right to request a copy of your personal data. You have the right to have any inaccurate or incomplete personal data rectified. Right to object to us processing your personal data. You have the right to request a restriction of the processing of your personal data in situations where it is inaccurate, unlawful, and no longer needed for the purposes for which it was originally collected.

Sharing your information

We share information within the council to ensure services are provided appropriately. We may share your personal data with other agencies such as the Environment agency, Enforcement Agencies, etc. if there is a legal reason do so.

We may process the information you provide to prevent and detect fraud in any of our systems and may supply information to government agencies, credit reference agencies, audit or other external bodies for such purposes. We participate in the government's National Fraud Initiative.

If any of the information we have about you is incorrect, please tell us, we are reliant on you assisting us to keep your information accurate and up to date.

Retention of your personal information

We only keep your information as long as necessary, for some items this will be dictated by law. You can find out more by looking at the council's Retention Policy on the website.

We do not routinely process any information about you outside the UK. We will not transfer your personal data outside of the EU.

Huntingdonshire District Council is a registered Data Controller with the Information Commissioners Office.

You can find out more about how we handle your data by visiting our [privacy page](#). If you have a query regarding your rights please contact the Data Protection Officer who can be contacted by emailing infogov@3csharedservices.org or you can write to the council and mark your letter for the attention of the Data Protection Officer. Alternatively you can call 01480 388388.

You have the right to lodge a complaint with the Information Commissioner's Office (ICO) should you believe any part of this statement to be unlawful.

Pre-Application Advice – Environmental Information Regulations

Requests may be received in respect of Environmental Information Regulations legislation to disclose information.

The background as to why this might happen is contained in a [report](#) considered and approved by the Development Control Panel on 24 April 2006.

Although there are various exceptions within the legislation that might prevent disclosure of an enquiry, all exceptions are subject to the ‘public interest’ test. This means that even though information may be covered by an exception, we must still disclose it if the public interest in disclosing the information outweighs withholding it.

Declaration:

I understand that, as a result of advice in respect of Environmental Information Regulations legislation, it is possible that the enquiry I make now, together with any response made by this council, could be made available for public inspection at some future date.

I wish to continue with your preliminary enquiry on this basis.

Name:

Signature:

Date:

Contact address:

Contact phone number:

Email:

Site address:

If there are reasons why you consider that the information should not be made public in accordance with the exceptions set out in the Regulations, for example where there are issues of commercial sensitivity, please outline them below. We reserve the right to release the information, where appropriate, in accordance with the requirements of the legislation.

PENQ Application Requirements – Checklist for Written Advice Only

As a minimum (based on the requirements for an outline planning application):

1. An appropriately detailed location plan identifying the site and its boundaries.
2. A description of the proposed development. Unless plans are included to clearly show them, a written description shall include details of:
 - the use or uses proposed for the development with any distinct development zones within the site identified
 - the amount of development proposed for each use (such as the number of dwellings for residential development, and the proposed floor space for other developments) and
 - an indication of the upper and lower limits for height, width and length of each building within the site boundary.
3. An indicative layout plan showing any separate development zones proposed within the site boundary and access points.
4. An assessment of the site's surroundings and commentary on how the proposal has had regard to them.
5. The appropriate fee or evidence of exemption from charging – see [Pre-Application Advice Charging Schedule](#).
6. A completed Environmental Information Regulations (EIR) form.

PENQ Application Requirements – Checklist for Meeting Followed by Written Advice

As a minimum (based on the requirements for an outline planning application):

1. Clarification of the purpose of the meeting including a draft proposed agenda, confirmation of the level of officer you would like to meet and why, and suggested length of and venue for the meeting.
2. An appropriately detailed location plan identifying the site and its boundaries.
3. A description of the proposed development. Unless plans are included to clearly show them, a written description shall include details of:
 - the use or uses proposed for the development with any distinct development zones within the site identified
 - the amount of development proposed for each use (such as the number of dwellings for residential development, and the proposed floor space for other developments) and
 - an indication of the upper and lower limits for height, width and length of each building within the site boundary.
4. An indicative layout plan showing any separate development zones proposed within the site boundary and access points.
5. An assessment of the site's surroundings and commentary on how the proposal has had regard to them.

6. The appropriate fee or evidence of exemption from charging – see [Pre-Application Advice Charging Schedule](#).
7. A completed Environmental Information Regulations (EIR) form.
8. In addition, and only where the proposal involves works to, or within the curtilage of, a listed building:
 - a description of the significance of the heritage assets affected and the contribution of their setting to that significance
 - full details of the works proposed including existing and proposed floor plans and elevations where they are affected by the proposal
 - an explanation of the rationale for the design, including details of its evolution through the design process and
 - an assessment of the impact of the proposals upon the significance of the heritage assets and their setting.

PENQ Application Requirements – Checklist for Meeting Only (for initial meetings for major developments* only)

For major developments in particular, there are often benefits to all parties in meeting in the very early stages of the evolution of the development scheme. We will consider each request for such a meeting on its merits, weighing up the benefits of the meeting with the additional officer time involved/staff time available.

After the initial meeting(s), it is expected that firm plans would be submitted as requests for 'Written advice only' or 'Meeting followed by written advice'.

What we expect in support of a request for a meeting

As a minimum:

1. Clarification of the purpose of the meeting including a draft proposed agenda, confirmation of the level of officer you would like to meet and why, and suggested length of and venue for the meeting;
2. An appropriately detailed location plan identifying the site and its boundaries.
3. A description of the proposed development. Unless plans are included to clearly show them, a written description shall include details of:
 - the use or uses proposed for the development with any distinct development zones within the site identified;
 - the amount of development proposed for each use (e.g. the number of dwellings for residential development, and the proposed floor space for other developments).
4. The appropriate fee or evidence of exemption from charging – see Pre-Application Advice Charging Schedule.
5. A completed Environmental Information Regulations (EIR) form.

The more information that is provided, the fuller and more detailed the meeting can be.

What we will do in response to a request for a meeting

We will only:

- confirm whether the Local Planning Authority (LPA) agrees to a meeting and, if so, what level of officer the meeting would be with
- if a meeting is agreed by the LPA and still requested by the enquirer, agree a date, time, venue and agenda for, as well as the length of, the meeting
- research the planning history of the site
- seek to confirm whether the LPA agrees to a meeting within seven days of the receipt of the request for a meeting and all the minimum information outlined above. If a meeting is agreed, we will agree a time, date, venue and agenda for, and length of, the meeting within ten days of the receipt of the request and minimum information with the aim of the meeting taking place within three weeks of the receipt of the request and minimum information. The person submitting the request can request a refund of the fee if the meeting does not take place within six weeks of the receipt of the request for a meeting and all the minimum information (provided the delay is through no fault of that person).

Major developments are as defined for DCLG PS2 return purposes and include developments of 10 or more dwellings and developments where the floor space to be built is 1000m² or more.