Conservation pre application advice **form**

Once you submit an application we will send you a response within 42 days.

There is a fee for this service - £69.00 for up to three separate matters, £16 per additional matter.

This form must be completed in full and submitted along with the required documents and fee in order for us to validate and process your pre application request.

The Planning Portal has some information that you may find useful:

<https://www.planningportal.co.uk/permission/responsibilities/other-permissions-you-may-require/listed-buildings>

Consent for storing submitted data;

[ ] Yes, I give permission to store and process my data

Applicant’s name

Address

Telephone number

Email address

Agent’s name (if applicable)

Agent’s address

Agent’s telephone number

Agent’s email address

Site address details

Details of proposed works

Total floor space to be created? (please enter in m2)

Does your proposal include the creation of residential units?

If yes, how many?

Details of current use

Please provide background to the site if known.

Which of the following apply to your proposal? (please select all that apply)

[ ] Conservation area

[ ] Locally listed building

[ ] Listed building

[ ] Don’t know

Will any tree/s be affected?

[ ] Yes

[ ] No

Will existing parking arrangements be affected? #

[ ] Yes

[ ] No

**If you have answered yes to either of the above, you may be required to submit further details before a decision is made.**

Is the applicant or agent related to any member of Wyre Forest District Council?

[ ] Yes

[ ] No

If yes, please provide details

Any additional information

## Checklist for supporting documents

Essential supporting documents

* Location Plan - Scale annotated on the plan, site outlined in red, showing the direction of North
* Site Plan - Scale annotated on the plan, show the direction of North and show the adjoining properties and roads in relation to proposed development

Optional application information

* Sketch plans: Showing details of the proposed development - please ensure the scale of the drawings is annotated on the plans
* Tree Survey Plan: Showing details of all trees affected by the development
* Parking Layout: Showing details of any proposed alterations to existing parking arrangements

**Please attach your plan documents and fee for us to be able to process your application.**