

Pre-Application Enquiry Form – Guidance Notes

If you are considering any proposed development, that requires the submission of a planning application, you may complete the pre-application enquiry form in order to have an informal view as to whether the proposal is acceptable or not in planning terms.

The purpose of the form

The purpose of pre-application advice is: -

- For you to obtain advice, at an early stage, of any key issues arising from potential development proposals;
- To encourage discussion prior to submission of a planning application;
- To speed up and make easier the application process;
- For you to obtain an officer's opinion on the merits of a scheme

What to send with the form

Provide as much detailed information as you can. This may include a site location plan to identify the site, sketches or detailed drawings or photographs. The Case Officer will contact you if further information is required to proceed with your enquiry.

If you are submitting online please indicate on the form if any information is to follow. You can email any documents or illustrations to DC@carlisle.gov.uk Alternatively you can post to Carlisle City Council, Economic Development , Planning Services, Development Control, 6th Floor, Civic Centre, Carlisle, CA3 8QG or hand in to The Customer Contact Centre in the Civic Centre.

Completing the online form

1 Your details

You can seek pre-application yourself or employ an agent. If an agent is used all correspondence will be sent to them. A telephone number where the application or agent may be contacted during office hours would be helpful

2 Location of proposed development

Please indicate the location or address of the development site or building. If there is no postal address, please give a clear and accurate description of the site location.

3 Description of proposal

Please describe what you propose as fully as possible. Please state the number of storeys if a new building/extension is proposed and the number of flats/houses if residential development is proposed. If the development includes a change of use of the property, please state the existing use in the description. For example, 'Erection of 3 two story dwelling houses or 'Change of use from house to shop on ground floor with 1 two bed flat above'.

4 Plans and supporting information

Additional information to be submitted may include: -

- A site location plan, clearly identifying the site or building in question, with the development site edged in red. The plan must show adjoining streets, land and properties including street names and numbers
- A sketch plan, illustration or photograph as appropriate

When the proposed development is of a large scale you may also wish to submit: -

- An annotated block plan, to an appropriate scale, showing the relationship of the development site and proposal to existing buildings and adjoining properties/boundaries;
- Good quality photographs of the site and adjoining buildings to show the site and its immediate context;
- A planning/design statement describing the proposals

5 Local Plan Policies/Guidance taken into account

Please state the guidance you have referred to in preparing your scheme, e.g. Carlisle District Plan Policies, Supplementary Planning Documents etc.

6 Viewing the site

The Case Officer may need to view the site. Please confirm whether the whole site may be viewed from the road or other public land and whether it is accessible.

7 Freedom of Information Act

Please state if you consider your enquiry to be confidential. Include the reasons why, and for what period any information relating to the enquiry, needs to remain confidential.