



# Non-Householder Pre-Application Form for Planning

Application Number:

**Hyndburn Borough Council, Planning,**  
Scaitcliffe House, Ormerod Street, Accrington, BB5 0PF  
Tel: 01254 380155 E-mail: [planning@hyndburnbc.gov.uk](mailto:planning@hyndburnbc.gov.uk)

Received:

FOR  
OFFICE  
USE  
ONLY:

Receipt No:  
Amount Paid:  
Date Fee Paid:

Code:  
Paid By:  
Payment Type:

Please complete all sections of the form using block capital letters and return by email or post (see details above). To see more about how we record and store your information please see the [Council's privacy notice](#).

## 1. Applicant Details:

Title: First Name: Surname:

Address: Tel:  
Mobile:  
Postcode: E-mail:

## 2. Agent Details:

Title: First Name: Surname:

Address: Tel:  
Mobile:  
Postcode: E-mail:

## 3. Address / Location of Proposed Development:

Postcode:

## 4. Description of Proposed Development:

5. This is a Request for Planning Pre-Application Advice for: Minor  Intermediate  Major   
Significant Major  Other

## 6. Attached information required (please tick where details are provided):

Site location plan (1:1250 or 1:2500)   
Draft/sketch plans (Height and Scale)   
Draft Design and Access Statement   
Photos/Sketches of Site and Surroundings   
Draft/Sketch Plans (Layout)

7. Pre-App Fee Inc. VAT at 20%:
TOTAL: £

Follow up Meeting / Further Written Advice Inc. VAT at 20% (if applicable):
TOTAL: £

Total Payable Inc. VAT at 20% (Including Pre-App Fee & Follow up Meeting / Further Written Advice):
GRAND TOTAL: £

**Fees are payable by cash, cheque or card.  
Please make cheques payable to Hyndburn Borough Council.  
Please ring 01254 380155 to pay by card.**

8. **STATEMENT** (please tick as appropriate)

I (the undersigned) confirm that a **pre application meeting** is requested.

**OR**

I (the undersigned) confirm that **pre application written advice** is requested.

**AND**

The fee will be paid by card over the phone.

**OR**

I will pay the fee by cash or cheque.

<b>Print Name:</b>	
<b>Signed:</b>	<b>Date:</b>

**Please note:**

- We cannot proceed with your request for pre-application advice until we have received payment.
- Pre-application advice is subject to VAT.

**Disclaimer regarding confidentiality:**

Although the Council does not routinely publish the details of pre-application discussions, we can be required to disclose this information pursuant to the Freedom of Information Act 2000 or the Environmental Information Regulations 2004, unless a statutory exemption is applicable.

Exemptions can be applied for information which is legally confidential or commercially sensitive. If you believe that information may fall into one of these categories during pre-application discussions, you must notify the Council in writing and explain why you object to its disclosure and for how long this objection will last.

Even if you lodge an objection to the disclosure of information the final decision as to whether an exemption can be applied lies with the Council.