



# West Berkshire Council Pre-Application Form

**Office Use Only** Ref No:  
Acknowledged:  
Date Registered:

### 1. Your Details

Name:

Address:

Postcode:

Tel:

Email:

### 2. Agent (if any)

Name:

Address:

Postcode:

Tel:

Email:

### 3. Location of proposed development

Site Address:

Postcode:

### 4. WBC policies (Development Plan / Core Strategy) and other guidance

Please provide details of the WBC policies/guidance that you have referred to when preparing your scheme:

### 5. Pre-application Required – please select one option

- Advice in Principle
- Option A - (Written Advice Only)
- Option B – (Written Advice after a Site Visit)
- Option C – (Written Advice after a Site Visit & Follow up Meeting)

## 6. Description of Proposal

Please provide an accurate, detailed description of the proposed development:

## 7. Plans and Supporting Information

A site location plan clearly identifying the site or building in question must be submitted. The level of further detail required will be dictated by the complexity of the proposal. If you are unsure about the level of detail to be submitted, please contact us for further advice. Please specify plans/details that have been submitted.

- Site Location Plan
- Block Plan
- Elevation Sketch Plan
- Photographs

Other Supporting Material (please specify)

Fee Enclosed £

**Declaration:**

*I confirm that I have noted that any advice provided under this service will be given on the basis of the professional opinion of the officer(s) concerned, based on the information provided and the planning policies/guidance prevailing at the time, and any views expressed are not intended to prejudice the Council's determination of any subsequently submitted formal application.*

Signed: ..... \*On Behalf: ..... Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\*delete as appropriate

Once you have completed this application please email the completed form, fee receipt and the documents to [planapps@westberks.gov.uk](mailto:planapps@westberks.gov.uk)

Alternatively, please print and post your documents to:

**Development and Regulation  
West Berkshire Council  
Council Offices  
Market Street  
NEWBURY  
RG14 5LD**

For more information about Planning in West Berkshire please visit our website:  
[www.info.westberks.gov.uk/planning](http://www.info.westberks.gov.uk/planning) or email us at  
[planapps@westberks.gov.uk](mailto:planapps@westberks.gov.uk) or telephone the Contact Centre on 01635  
551111.