

PLANNING ADVICE  
REQUEST FORM



Before completing this form please read our advice note "Will permission be granted?" which is available on our website at [www.n-somerset.gov.uk](http://www.n-somerset.gov.uk)

Please use a black pen to complete this form

**1) Your details**

Please use a black pen to complete this form
<b>1) Your details</b>
Your name
Your address:
Your telephone number
Your email

**2) Site address**

Address of proposed works or development
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**3) Current use**

Describe the current use of the land or buildings
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**4) Proposed development**

Please describe what you propose to do
<i>Please continue on a separate sheet</i>

**5) Fees** (your request will not be considered without the required fee)

Please tick as appropriate

I have enclosed the required fee of £ .....

I have not enclosed a fee since the proposed works are for:

Listed building consent

Works for a disabled person (this concessions only applies in the circumstances set out in Regulation 4 of the Town & Country Planning (Fees for Applications and Deemed Applications) Regulations 1989)

**6) Submit sufficient information** (see “Will permission be granted?” for more information which is available on our website)

Please tick as appropriate. I have enclosed the following:

A location plan with the site shown outlined in red at an appropriate scale (normally 1:1250 for urban areas or 1:2500 for rural areas)

Photographs of the site and neighbouring properties.

A plan showing where the photographs were taken from.

A sketch of the proposal with key dimensions shown.

Other information, including:  
.....

**7) Additional comments**

Please include any additional comments that you would like us to take into account when considering your proposal

*Please continue on a separate sheet*