# **Tower Hamlets Pre-application advice form**

## **Applicant details:**

### Name:

Address:

Post Code:   
Contact Number:   
Email Address:

## **Agent details:**

### Name:

Address:

Post Code:   
Contact Number:   
Email Address:

## **Site details:**

### Site Address

Current Use: (If vacant please list last known use)

## **Proposal Description:**

## **Development Information:**

## **Floor space:** How much floor space (Sqm.) is involved in the proposed development? **Residential Dwellings:** How many residential dwellings are involved in the development? **Additional considerations:** Are there any specific issues that you think would be necessary to have specialist advice on e.g. conservation, highways, affordable housing etc.?

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## **Supporting Documentation Compulsory submission documents:** Application Form 1:1250 site location plan

Optional submission documents:   
Please state whether optional documents are included, not applicable (N/A)) or are to follow

* Proposed Drawings:
* Existing Plans: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Supporting Statements\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## **Application submission and next steps**

This form should be sent in to [planning@towerhamlets.gov.uk](mailto:planning@towerhamlets.gov.uk). The council will screen your request to ensure the level of service you have requested is appropriate to the development proposed. The council will then confirm the level of service it can offer, any required fees and advice as to who can attend a future meetingPayment is required prior to the full registration of the pre-application request and payment for subsequent meetings (if required) will also need to be made prior to any meeting.

1. Confidentiality

Under the Freedom of Information Act 2000, pre-application material may only be withheld from the public if its disclosure could prejudice commercial interests, inhibit the free and frank provision of advice or exchange of views during the planning process, or could prejudice the effective conduct of public affairs. Generally, once a planning application has been submitted and is in the public domain, information submitted and advice given can no longer be treated as confidential. The council retains absolute discretion on the disclosure of any information it holds. If you wish the Council to treat pre-application material as confidential, then you will need to set out in the space below the reasons why and for how long, any information relating to the advice needs to remain.   
Personal data will only be retained in accordance with all applicable GDPR legislation.

Do you wish the Council to treat pre-application information relating to the advice as confidential Yes/No? \_\_\_\_

Please detail any reasons as to why any information needs to be treated as confidential.

1. Declaration

I hereby request the service indicated above and agree to pay the fees for the service.

Signed (Applicant)

Signed (Agent) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_