

**Pre-application Advice Form**

This form should be used if you are seeking pre-application advice for all residential and commercial enquires.

Pre- application advice is a discretionary service offered by the Council. So that we can provide the service to a consistent and high standard, the Council has decided that some of the cost of providing the service should be recovered from those who directly benefit.

The fee is based on the type of development that is proposed.

We will aim to reply to your enquiry within 35 days from the date your request is accepted as complete or 10 days from the date of a meeting. However more complex enquiries take longer than this. If we are going to take longer than 10 days we will aim to let you know.

**1. Your name and contact address.**

Name: .....

Address:  
.....  
.....  
.....  
.....  
.....

Post code:  
.....

Daytime telephone number:  
.....

Email: .....  
(Please provide a suitable e-mail address, if available, as all correspondence will then be sent electronically).

**2. Site address.**

Address :  
.....  
.....  
.....  
.....  
.....

Postcode:  
.....

**3. Description of proposed works.**

.....  
.....  
.....  
.....  
.....  
.....

We require the following information as a minimum. You must tick each box to confirm that you have included each part. For a minor, major or large major, including erecting new houses and change of use

- Site survey and Analysis
- A location plan at a scale 1: 1250 or 1: 2500
- An accurate survey of the site
- Plans of the Proposed Development
- Supporting Statement

**4. Confirmation of details**

I have included the correct fee

Signed: ..... Date: .....

Once you have completed the form you can either, post it, email it or hand in at our reception.

Rossendale Borough Council

The Business Centre

Futures Park

Bacup OL13 0BB

Email: [planning@rossendalebc.gov.uk](mailto:planning@rossendalebc.gov.uk)

Telephone: 01706 217 777

*In dealing with enquiries such as this we assess proposals against local and national policy and guidance. However, since we cannot pre – judge a possible future planning application, our comments should be read as informal officer advice.*

*Your information will be processed in accordance with the law, in particular the Data Protection Act 1998. The information that you provide will only be used for Council purposes unless there is a legal authority to do otherwise.*