

# REQUEST FOR PRE-APPLICATION ADVICE

Please complete all sections of the form and use **BLOCK LETTERS**.

## 1) ADDRESS OF APPLICATION SITE

Postcode:	

## SUPPORTING INFORMATION

Please tick or complete boxes as necessary:

Current use(s)	
Supporting documents attached:	<input type="checkbox"/>
Schedule of current uses	<input type="checkbox"/>
1:1250 Site Location Plan	<input type="checkbox"/>
Photographs and sketch drawings of site and Surroundings	<input type="checkbox"/>
Outline of proposal (plans scale 1:200)	<input type="checkbox"/>
Sketch drawings showing height and scale of Development	<input type="checkbox"/>
Design and Access Statement	<input type="checkbox"/>
Other	

## 2) NAME/ADDRESS OF AGENT

Postcode:	
Telephone:	

## 3) NAME/ADDRESS OF APPLICANT

Postcode:	
Telephone:	

I (the undersigned) confirm that pre-application advice is requested and enclose fee as payment appropriate for the service. *(Please make cheques payable to "London Borough of Merton". If paying at the cash office please use income code H01130RB03.)*

I also agree to pay any additional sums arising from the provision of the pre-application advice service as required or if I amend the proposal prior to advice being finalised, as well as an Administrative Fee if a refund is required, as outlined in the Pre-Application Advice Note; and acknowledge the caveat about advice being non-binding upon the Local Planning Authority.

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

## 4) DESCRIPTION OF PROPOSED DEVELOPMENT

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## 5) CATEGORY D ONLY PREFERRED DAY / TIME (Monday to Friday, 9am to 11am, 20-minute intervals)

(Note that we cannot guarantee to fulfill your preference)

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