



North Warwickshire
Borough Council

Development Control
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Town and Country Planning Act

General Developments Preliminary Enquiry Forms

If you are thinking about developing a site, making alterations to existing non-domestic property, erecting signage or changing the use of a building/land, then we need some information from you to help us advise you as to whether or not you will need a planning application for what you want to do. You can use this form to set out your ideas. Then send it to the address above, or drop it into our One Stop Shop at the above address. We will try and get back to you as soon as possible.

Please note: this form should not be used for householder developments (e.g. extensions, outbuildings, etc).

Although you may not need a planning application, you may need to apply under the Building Regulations. You are advised to seek further information from the Building Control team on 01827 715283.

1. Your Name & Address	2. Your Daytime Telephone Number or an E-mail address
3. Address of the Site (If different from 1 above)	
4. Current use of the site	
5. Description of Work/Change of Use Please give a brief written description of what you want to do, providing as much detail as possible:	
6. Number of housing units/employment floorspace If known &/or relevant, please provide proposed number of houses/flats/units or increase in floorspace	
Housing	Floorspace

7. Proposed Hours of Operation			
If relevant, please provide as much detail as possible			
Monday to Friday	Saturday	Sunday/Bank Holidays	Not known
8. Proposed Number of Employees			
If relevant, please provide as much detail as possible			
Full time		Part time	

9. Sketch of Your Proposals

Please use the space below to draw a simple sketch plan, and some elevations of what you have in mind (if relevant). It should:

- *show all external measurements – width, depth, height etc*
- *show the distance of the works from boundaries*
- *show all existing buildings*
- *mark the front, side and rear of the property and whether any roads or public footpaths follow these boundaries*
- *In the case of advertisements, or elevational changes only, it should show existing windows & doors*

10. If the property/land has been added to or altered since it was first built, or you know of any previous planning applications, please provide details if possible:

Office Use Only	PC		BC	
	LB		CA	
	PD			