Address: Development Management
Cheshire West and Chester Council, Civic Way
Ellesmere Port, CH65 0BE
Tel: 0300 123 7027
Email: planning@cheshirewestandchester.gov.uk
Web: www.cheshirewestandchester.gov.uk

Cheshire West and Chester

Pre-application advice service form

Please return this form, fee and the necessary documentation to the Development Management Team, by email to planning@cheshirewestandchester.gov.uk or post it to Development Management, Cheshire West and Chester Council, Civic Way, Ellesmere Port, CH65 0BE

Please read the guidance notes before completing this form
Please use black ink to complete this form if not completing it electronically

1. Enquirer Name and Address	2. Agent (if applicable) (all communication will take place with Agent if you complete these details)
Name:	Name:
Address:	Address:
Postcode:	Postcode:
Contact Details	**Contact Details**
Telephone no:	Telephone no:
Email:	Email:

3. Location of development site and ownership

Full address of site (please give postcode if applicable):

The enquirer is the : ☐ owner ☐ occupier ☐ lessee ☐ prospective purchaser

Name and address of owner:

4. Description of the proposed development

5. Enclosures

I attach the following information (please tick ☑ as appropriate) **Those marked with an * are mandatory**

* ☐ Site location plan

* ☐ Initial Fee

Payments can be made online at www.cheshirewestandchester.gov.uk
Once we receive the completed form we will contact you and provide you with an application number to use

☐ Description of existing uses/buildings on the site

☐ Photographs of site and immediate surroundings

* ☐ Description of the range of development envisaged in terms of scale and uses

☐ A list of any key issues for which you require a specific response

* ☐ Sketches or plans of the proposal

☐ Other information – please list below

Please indicate if you wish an officer to facilitate a meeting with Local Member(s) (Please note this cannot be guaranteed and will depend on the individual circumstances)

YES   NO

Please sign and date where indicated below to confirm your pre-application enquiry.

I the undersigned confirm that I am seeking pre-application advice on the proposed development described in the attached documentation:

Signed …………………………….   On behalf of …………………………….   Date …………………………