

# Pre-application Form (Concept Meeting)

FOR THE COUNCIL'S USE ONLY  
Application No:

## Pre-application inquiry

To obtain pre-application advice, please complete this form in full. Please note that a fee is payable for this advice – full details of charges can be found on our website.

<p>Please complete all 7 sections of this form. Failure to do so could delay your inquiry. You can continue your answers on a separate sheet if there is not enough space on this form.</p>	
<b>1 APPLICANT</b>	
Name _____	Phone _____
Address _____	
_____	Postcode _____
Email _____	Mobile _____
<b>2 AGENT (IF ANY)</b>	
Name _____	Phone _____
Address _____	
_____	Postcode _____
Email _____	Mobile _____
<b>3 ADDRESS OF THE SITE</b> Please give the full postal address of the land to which this inquiry relates.	
If the same as section 1 – tick box <input type="checkbox"/> If not fill out the following:	
Name _____	Phone _____
Address _____	
_____	Postcode _____
Email _____	Mobile _____
<b>4 DESCRIPTION OF PROPOSED WORKS</b> Please describe clearly the proposed works.	
<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p style="text-align: right;"><i>Please tick if continued on a separate sheet</i> <input type="checkbox"/></p>	

***For details of the pre-application type categories please refer the Councils Pre-Application Charging Schedule that can be found on the Council's following Pre-Application Web Page.***

<https://www.walthamforest.gov.uk/content/get-planning-pre-application-advice>

<b>5 CURRENT USE OF SITE</b> Please give details of any existing uses at the site, or attach schedule of uses	
Schedule of Uses attached	<input type="checkbox"/>
<b>6 ATTACHED INFORMATION</b> Please complete as appropriate.	
1:1250 site location plan Photographs	<input type="checkbox"/> <input type="checkbox"/>
<b>7 DECLARATION AND SIGNATURE</b> Please make sure you sign and date your application.	
<p>I (the undersigned) confirm that a pre-application meeting is requested and confirm that the relevant fee is enclosed/has been paid online as payment for the service.</p> <p>Signed _____ (on behalf of _____)</p> <p>Print Name _____ Date _____</p>	
<p>PLEASE SEND YOUR COMPLETED PRE-APPLICATION INQUIRY TO THE FOLLOWING EMAIL:  <a href="mailto:planningvalidation@walthamforest.gov.uk">planningvalidation@walthamforest.gov.uk</a></p>	

***Please note, a concept meeting is to discuss only the key strategic and planning policy matters. No other plans regarding layouts, building heights will be considered. If you require further detailed assessment, please request a pre-application meeting for a major proposal.***