

Please email this form and any supporting documents to either:  
[planning.northern@shropshire.gov.uk](mailto:planning.northern@shropshire.gov.uk) (North Shropshire, including Shrewsbury) [planning.southern@shropshire.gov.uk](mailto:planning.southern@shropshire.gov.uk) (South Shropshire)

All meetings will be held on Microsoft Teams, excluding site visits.

Please read the guidance on the webpage before completing this form. [Pre-application advice request form | Shropshire Council](#) Your request will not be processed until all requirements including the fee have been submitted.

### 1. Applicant

Name:

Address:

Postcode:

Telephone no:

Email:

### 2. Agent (if applicable)

Name:

Address:

Postcode:

Telephone no:

Email:

### 3. Location of development site and ownership \*

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

The applicant is the:  owner  occupier  lessee  prospective purchaser

Name and address of owner (if different to that of the applicant):

### 4. Description of the proposed development \*

### 5. Is this for Discharge of Conditions:

Yes No

Reference number of permission, and the condition number(s) for which advice is being sought:

### 6. Please indicate if advice is being sought on Listed Buildings?

Yes No



## 7. Enclosures

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

- Site location map (1:1250 scale)\*
- Fee £ - pay online\* [Pay | Shropshire Council](#)
- Description of the range of development envisaged in terms of scale and uses\*
- Description/schedule of existing uses on the site\*
- Existing floor plans, elevations, sections (to scale)
- Photographs of site and immediate surroundings (\*for listed building, include both internal and external photographs) \*
- Site layout plan including parking and access arrangements, landscaping and trees (preferably 1:200 scale)
- Proposed floor plans, elevations, sections (to scale)
- Design statement, urban design analysis, materials, photomontages, computer images, street scene appraisals etc. (where appropriate)
- Other information – please list

PPA (Planning Performance Agreement) Agreed? **Yes** - Ref Number: **No**

Has assistance or prior advice been sought from the local authority about this proposal? **No**

**Yes** - please complete the following regarding the advice you were given

Officer name:

Reference:

Please indicate if you wish this proposed application to remain **CONFIDENTIAL** at this stage. If you do not indicate a preference officers may discuss with interested parties.  
**Please note if a subsequent formal application is submitted pre-application advice will be made public at that stage.**

**Yes**      **No**

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

**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\*