

Planning Pre-application Advice

Application Form for Charged enquiries

Please read the [Guidance Note](#) before completing this form to find more about the pre-application process and our service offer.

Only complete this form if your enquiry is under a chargeable category according to the Charging Schedule and Exemptions for pre-application advice.

You will need to submit this form to Development.Control@crawley.gov.uk with the supporting information specified in Part E and quoting the site address and the applicant or agent's name mentioned on the form. If you have more than 10 MB in attachments please send them in separate emails, each clearly labelled as the original request.

We will cross-check your enquiry form first and then send you an invoice for the appropriate fee. Your enquiry will only be processed and considered after enough information and payment is received.

Disclaimer

Note:

Any pre-application advice provided is the Planning Officer's informal opinion only and does not represent a legal determination by Crawley Borough Council on whether the proposed development would be acceptable. Any planning application subsequently submitted would be subject to public consultation in accordance with statutory requirements and the Council's procedures.

Pre-Application Advice and Freedom of Information Requests:

All pre-application discussions will be treated in confidence although some information may need to be shared with others to process your request.

Please Note: that if requests for information about pre-application discussions are received under the Freedom of Information Act (FOIA) and/or the Environmental Information Regulations (EIR), we will contact you regarding possible disclosure. For more information please read the [Privacy Notice](#), [Access to Information](#) or [Freedom of information](#).

I agree to the Council's terms and conditions mentioned on the Disclaimer section, Guidance Note and webpages provided:

PART A: Contact details

1. Are you the applicant or agent?

Applicant

Agent

Title

Full name

Address

(including first line and post code)

Email

Mobile Phone

Daytime Phone

PART B: About the Site

2. Can the site and the proposed development be seen from a public road, public footpath, bridleway or byway?

Yes

No

3. Where is the development site located?

**Address in
Crawley**

(including first line and post code)

PART C: About the Pre-application Enquiry

4. What is the type of development proposed?

Non-residential

- Minor changes of use (100 sq m or more floorspace or 0.1 ha site area)
- Minor non-residential (creation of 100 – 999 sq m floorspace)
- Major non-residential (creation of 1000 sq m or more floorspace)

Residential

- Creation of a single dwelling (including replacements and conversions/subdivisions)
- House in Multiple Occupation (for seven or more occupants)
- Minor residential (creation of 2 – 9 dwellings, including conversions)
- Major residential (creation of 10 or more dwellings, including conversions)

Other

- Mixed-use development

Please specify

5. Please briefly describe the proposed development E.g. Construction of 2 new dwellings. Please provide more information on a cover letter.

6. What is the type of service that you require? Please note a meeting or follow up is not available for proposals relating to House in Multiple Occupation (7+ occupants) or Minor change of use.

- Letter
- Meeting (includes letter response post-meeting)

7. Is this an initial or a follow-up enquiry?

- First time asking for advice about this proposal
- Follow up after advice given about this proposal

8. If you have previously spoken to an Officer in the council about this proposal please add their name or the Council's reference number:

PART D: Payment Details

9. We need to send you an invoice before we can process your payment. Who would you like us to send the invoice to?

Company/ Payee Name:

Address (full, including first line and post code):

Email:

PART E: Supporting Information

Note:

The more information you provide, the more detailed our response will be.

We will not be able to provide comments on design issues without detailed elevations and floorplans.

Please see the Guidance Note section: “what you need to submit” for other recommendations on relevant supporting information.

Minimum:

- Current Site Layout Plan (preferred scale 1:1250, showing access to the public highway)*
- Proposed Site Layout Plan (preferred scale 1:500, showing access to the public highway)*
- A brief cover letter/ statement with any other background information to help explain your proposal and current use of the site

Others, if possible or to get the most of your enquiry:

- Floorplans of the proposed development*
- Elevations if you are making changes to a building or a new build*
- Photographs of the site and surroundings
- Any key issues for which you require a specific response in your cover letter (depending in the enquiry and if advice is available, please see the Guidance Note section: “what the advice will cover”).

* Details of trees should be provided wherever possible.

* All plans must be submitted to a metric scale.

* There is no need to provide paper copies.