

**Request for pre-application highways advice**

Please complete **ALL** sections of the form

1. **Development Description** For complex developments please state the Gross Floor Area (GFA) of each building, indicating the number of storeys and intended purpose, e.g.  office/storage).

**Description:**  Click here to enter text.

**GFA:** Click here to enter text.

**No. of Storeys:** Click here to enter text.

**Type of development:** Click here to enter text.

**2) Application address**

**Please include house name (if applicable), number, street and town.**

Click here to enter text.

**Postcode****:**  Click here to enter text.

**Grid Ref: Easting:**  Click here to enter text. **Northing:** Click here to enter text.

**3) Local Planning Authority –**

Please tick relevant box.

Burnley Borough Council  Preston City Council

Chorley Borough Council  Ribble Valley Borough Council

Fylde Borough Council  Rossendale Borough Council

Hyndburn Borough Council  South Ribble Borough Council

Lancaster City Council  West Lancs Borough Council

Pendle Borough Council  Wyre Borough Council

**4) Applicant's/Agent's name & address**

**Please complete all sections**.

**Name (must include title and first name):** Click here to enter text.

**Address**: Click here to enter text.

**Postcode:** Click here to enter text.

**Telephone:** Click here to enter text.

**Mobile:**  Click here to enter text.

**E-mail:** Click here to enter text.

**5) Invoice address if different from question 4**

Please complete all sections.

**Name :** must include title and first name – click here to enter text

**Address**: Click here to enter text.

**Postcode:** Click here to enter text.

**Telephone:** Click here to enter text. **Mobile:** Click here to enter text.

**6) Attached information**

**Please tick the boxes**

**Please provide all the following information**

Location Plan to Scale (1:1250) or as appropriate

Site Plan to Scale (1:200) or as appropriate showing red edge

(site development) and blue edge (extent of ownership)

Brief description of development

Any relevant planning history

Any additional information (described below)

Please note – The requested information is required in order to assist your application.

Any omissions may result in delays to your advice.

Click here to enter text.

**7) Commercially Sensitive Application**

Do you consider any part of your application to be commercially sensitive?

Yes   No

*(if 'Yes', please complete "Commercially Sensitive Material Checklist" on page 3 below. If no proceed to Section 8 final steps on page 4)*

**Commercially Sensitive Material Checklist**

**This form should be submitted with all applications, and completed in conjunction with the guidance document, to indicate areas of your submission that you consider to be commercially sensitive.**

**Commercially sensitive documents not for disclosure to third parties under the Freedom of Information Act 2000 or Environmental Information Regulations 2004.**

The authority may be obliged to disclose information in or relating to this highway pre-application advice enquiry following a request for information under the Freedom of Information Act 2000 or Environmental Information Regulations 2004. Therefore, please outline in the table below items which you consider are confidential and genuinely commercially sensitive and which are not for disclosure in respect of your application:

|  |  |  |  |
| --- | --- | --- | --- |
| **Information / Document** | **Reference / Page No.** | **Reasons for non-disclosure (cite exemption(s) to be considered)** | **Duration of confidentiality** |
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The applicant acknowledges that the commercially sensitive information listed in this schedule is of indicative value only and the authority may be obliged to disclose it pursuant to a request under the Freedom of Information Act 2000 or Environmental Information Regulations 2004.

The authority shall act reasonably and use its discretion when making a decision to release or withhold information pertaining to the above if it is requested. By indicating what information you believe to be commercially sensitive, the Council will consider your views. However, the authority will make the final decision whether to disclose information or not.

***Note:*** *This document is to be kept with the application correspondence for consideration should a request for information under the Freedom of Information Act 2000 or Environmental Information Regulations 2004 be received.*

**8) Final Steps**

**DECLARATION**

**Please tick**

I (the undersigned) hereby request the views of Lancashire County Council on the pre-application proposal and agree to pay the fee (where applicable) for this service. Details of the latest fees are available on our website [www.lancashire.gov.uk](http://www.lancashire.gov.uk) .

I (the undersigned) have read and understood the terms of guidance and agree to those terms.

Signed\* Click here to enter text.

Print name Click here to enter text.

Date Click here to enter text.

\*if completing this form electronically, typing your name in this field will be accepted as your signature

Please note -Your application cannot be progressed without signed and printed confirmation of declaration

**IMPORTANT**

**Please email your completed form to** [developeras@lancashire.gov.uk](mailto:developeras@lancashire.gov.uk)