



Planning, Development and Policy, 2nd Floor,
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Email: planning@torbay.gov.uk Web: www.torbay.gov.uk/planning

Planning Pre-Application Enquiry

APPLICANT DETAILS:

Name: _____
 Address: _____

 Postcode: _____
 Telephone: _____
 Fax: _____
 Email: _____

AGENT DETAILS:

Name: _____
 Address: _____

 Postcode: _____
 Telephone: _____
 Fax: _____
 Email: _____

Location or Address Of Site: (Please provide site location plans with the site boundary shown in red)

Description Of Proposal: (Please provide as much detail as possible, clearly indicating all works)

OFFICE USE:

Reference:	ZP/
Officer Dealing:	
Date Received:	
Date Reply Due:	
Date Replied:	

All Applications:

(You must supply this information to enable us to process your enquiry)

	2 copies of a site location plan, at a scale of 1:1250, with the site outlined in red.
	2 copies of a larger scale plan i.e. 1:500 or 1:200 showing proposals in relation to site boundaries, other buildings within the site and adjoining buildings .

Development Involving New Building Or Access

	Your drawings should show existing vehicular and pedestrian access points, proposed access points, visibility splays and gradients and details of proposed vehicle and cycle parking and service areas.
	Your drawings should accurately show changes in existing and proposed site levels and adjoining land.
	Your drawings should show trees and shrubs that will be lost or retained within or adjacent to the site.

Major Developments

	If you are proposing a major development **, please check whether you need to supply
	<ul style="list-style-type: none">- a transport assessment;- any relevant environmental assessments;- a retail or leisure impact study;- information about the economic and/or regeneration impact of the scheme;- additional copies of the drawings;

Conservation

	Do your proposals have a significant impact upon a conservation area, or on nearby listed buildings? If so have you:
	<ul style="list-style-type: none">- supplied a statement as required by PPG15 (Planning and the Historic Environment).

This list is not necessarily exhaustive, and other points may be identified as part of the discussions and/or negotiations

If you need advice on any of these points, please contact us.

** Major developments have been classed by the Department for Communities and Local Government as 10 dwellings or more or sites of more than 0.5 ha for residential development or for other uses 1000 sq m or more than 1 ha in area.

Signature: _____

Date: _____