

**PLANNING SERVICE
REQUEST FOR PRE-APPLICATION ADVICE**

Please complete all sections of the form using block capital letters

The opinion you receive will be based on the information provided and the facts as they appear at the time. It will not prejudice the formal submission and determination of any future planning application.

Please note the information provided may be shared with other departments/external agencies in order to provide a more detailed response. If you wish to withdraw your application please do so in writing via the below methods.

<p>PROPOSED APPLICANT</p> <p>Name</p> <p>Address</p> <p>.....</p> <p>Telephone</p> <p>Email</p>	<p>AGENT</p> <p>Name</p> <p>Address</p> <p>.....</p> <p>Telephone</p> <p>Email</p>
<p>ADDRESS OF PROPOSED DEVELOPMENT</p> <p>.....</p> <p>.....</p> <p>.....</p>	
<p>DESCRIPTION OF PROPOSED DEVELOPMENT</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	

<p>INFORMATION REQUIRED:</p> <p><i>Please note we will always require a location plan and draft / sketch plans. If these are not provided we will not be able to process your enquiry and it will be returned to you. Please indicate the information enclosed:</i></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 70%;">1. Site Location plan</td> <td style="width: 30%;"></td> </tr> <tr> <td>2. Draft/sketch plans (height, scale & layout)</td> <td></td> </tr> <tr> <td>3. Photo's/sketches of site and surroundings</td> <td></td> </tr> <tr> <td>4. Other information</td> <td></td> </tr> </table>	1. Site Location plan		2. Draft/sketch plans (height, scale & layout)		3. Photo's/sketches of site and surroundings		4. Other information	
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2. Draft/sketch plans (height, scale & layout)								
3. Photo's/sketches of site and surroundings								
4. Other information								

<p>SIGNED</p>

<p>Please send your completed form to : planning@blackburn.gov.uk or post to Planning Growth and Development Department Town Hall Blackburn Lancs BB1 7DY</p>	<p>HOW TO PAY</p> <ul style="list-style-type: none"> We accept payment by cheque or card. Cheques should be made payable to Blackburn with Darwen Borough Council. If you are sending this in separately please provide details of the enquiry. For Card Payments please Telephone 01254 585960 after 1pm If you require advice from Capita Ecology, please contact Tabatha Boniface on 01254 273261 for confirmation of their charges and to arrange payment. Please attach a copy of your receipt to this form
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PLEASE NOTE THAT IF PAYMENT IS NOT RECEIVED WITHIN 7 WORKING DAYS OF RECEIPT OF THE ENQUIRY IT WILL BE DELETED FROM THE SYSTEM

