



Request for Minor Pre or Post Planning Application Advice

For office use only
Ref No.

This service should be used for householder proposals, 1-9 new dwellings (including conversions), commercial proposals with new floor area or change of use (1-999sqm), commercial proposals not involving change or use or increase in floor space, advertisements and telecommunications proposals.

The pre application service cannot be used to find out if you need planning permission – If you would like confirmation of 'permitted development' (building operations or change of use), you will need to make an application for a Lawful Development Certificate.

Please note that the form must be submitted with the correct fee, details of which can be found on our website. It is also possible to pay the fee online www.bromley.gov.uk/planningpreapplication.

The non-major service does not include a meeting or negotiation but will include a full written response. Non-major pre-application responses will be provided in writing and a site visit carried out as required.

Applicant Name:	Agent Name:
Address:	Company Name:
Postcode:	Address:
Email:	Postcode:
Tel No:	Email:
Mobile:	Tel No.
	Mobile:

Description of Proposal (Please make sure that this accurately describes all elements of the proposed development. If the description isn't clear, then the application will be considered invalid):

DRAFT COPY

Existing Site Area:	Proposed Site Area:
Existing Floorspace:	Proposed New Floorspace:

Site address (if different from above):

Postcode:

Fee paid: <https://www.bromley.gov.uk/PrePlanningPayment>

(please tick the appropriate boxes)

<input type="checkbox"/>	Yes	<input type="checkbox"/>	Online payment
<input type="checkbox"/>	No	<input type="checkbox"/>	By cheque
		<input type="checkbox"/>	Telephone payment

Included <input checked="" type="checkbox"/>	Plans and Documents:	Not included <input checked="" type="checkbox"/>
<input type="checkbox"/>	Essential Site Plan 1:1250 scale	<input type="checkbox"/>
<input type="checkbox"/>	Essential Site photographs	<input type="checkbox"/>
<input type="checkbox"/>	Highly Recommended Existing and proposed plans	<input type="checkbox"/>
<input type="checkbox"/>	Design & Access Statement	<input type="checkbox"/>
<input type="checkbox"/>	Sunlight Statement	<input type="checkbox"/>

Please note that the more information you are able to provide the more informative the written response will be

Included <input checked="" type="checkbox"/>	Additional important information that you would like to share – stating which documents you are submitting.
<input type="checkbox"/>	1. -
<input type="checkbox"/>	2. -
<input type="checkbox"/>	3. -
<input type="checkbox"/>	4. -
<input type="checkbox"/>	5. -
<input type="checkbox"/>	6. -
<input type="checkbox"/>	7. -
<input type="checkbox"/>	8. -
<input type="checkbox"/>	9. -
<input type="checkbox"/>	10. -

Please return your application and supporting details to:

planning@bromley.gov.uk

or by post to

Development Control
 London Borough of Bromley
 Bromley Civic Centre
 Stockwell Close
 Bromley
 BR1 3UH.

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