

PRE APPLICATION ENQUIRY

All advice given in response to this form is entirely without prejudice to the consideration of a formal application under The Land Planning and Development (Guernsey) Law 2005 (as amended)

1. Name and Address of person making the enquiry (not the agent) - i

Name	Telephone
Address	Mobile
	E-mail
	Post code

2. Address of land or property to which this enquiry relates (if different from above) - i

Post code

3. Agent's details (if applicable) - i

E-mail	Telephone
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4. Description of proposal - (may require a covering letter if appropriate) i

5. Preferred method of response - i (please note this will be at the discretion of the Planning Service)

Meeting Letter E-mail Telephone conversation (Please tick only one)

6a. Are you the sole owner of the site? - i Yes No 6b. If not please tick one of the following.

I have the written consent of the owners(s) of any part of the land to make this enquiry

I have made all reasonable enquiries to identify the owner and obtain consent (Please provide evidence)

7. Please provide the following information- i (all information needs to be provided or your enquiry may be returned)

1	Pre-application enquiry form (this form)	
2	Site location plan (usually 1:1250 scale)	
3	Block location plan, with location of development clearly shown (usually 1:500 scale)	
4	Photographs (colour) / or estate agents details if property not yet purchased	
5	Drawings/sketches of the proposal (including principal measurements of all dimensions in metric)	
6	Proposed materials (including any finishes to be applied)	

8. Data Protection - When processing your personal data, the Development & Planning Authority complies with the Data Protection (Bailiwick of Guernsey), Law 2017. If you would like to see further information about how we process your personal data, please visit www.gov.gg/dp

9. Sign:

10. Date:

The following explanation notes will help you to complete the pre-application form and ensure that the necessary information is provided to enable your enquiry to be dealt with expediently.

3: Agent's details (if appropriate) - *If you are an Agent acting on behalf of a client interested in the site, please complete this section. Please note if this section is completed all correspondence will be directed to the Agent.*

4: Description of Proposal:- *Please provide as much information as possible about your intended scheme/enquiry. This should include the type of development proposed (e.g. householder extension, change of use, residential redevelopment), where it will be located in relation to the existing building or on the site (e.g. attached to the northeast elevation, to the rear of the building), it's scale and form (i.e. single storey/ two storey). Examples include: two storey pitched roof side extension attached to the east elevation of the property to create an additional bedroom and bathroom; Change of use of the existing building from office accommodation to retail; Residential development to create 3 x 2 bedroom dwellings, 2 x 1 bedroom flats and associated car parking.*

5: Preferred method of response: *A response to a pre-application query can be given in 4 ways: (1) meeting, (2) letter, (3) email and (4) telephone discussion. The Planning Service will assess your enquiry and determine the most appropriate way to respond. This is to ensure that the Planning Service continues to deliver a high quality efficient and effective response to all queries received. Please note this may differ from your preferred method of response (see advice note for further details).*

6(a) & 6(b): Are you the sole owner of the site: *If you tick 'yes' to question 6(a), you are confirming that you are the legal owner of the land / property to which the enquiry relates. If you tick 'no' to this question, then you must have the authority from the legal owner(s) of the site to make this enquiry before any advice or information is given by us. In the event that the legal owner is not known then written confirmation must be submitted that all reasonable enquiries have been made, to identify any such owner and obtain their consent. N.B The States of Guernsey cannot be held responsible for any legal proceedings arising from any challenges regarding ownership of the indicated site.*

7: Documents to be provided: *In order for your proposal to be fully assessed by a Planning Officer and to receive the best advice, please provide as much information as possible. As a minimum the following information will be required:*

- *A completed Pre-application enquiry form;*
- *A site location plan which shows the site clearly outlined (normally scale 1:1250);*
- *A block location plan clearly showing the siting of the proposed development (normally scale 1:500);*
- *Colour photographs of the site and its surroundings or estate agent's brochure details (if the site has yet to be purchased);*
- *Drawings/sketches of the proposal with measurements of all dimensions in metres (to scale if possible);*
- *Proposed materials (including any finishes to be applied);*

N.B *The Planning Service reserves the right to request any further information thought necessary in order to assist in the consideration of the enquiry. Location/Block Plans are available on request from the Planning Service for members of the public (excluding Agents).*

Agents *must submit the form electronically via email to planning@gov.gg All drawings, location plans and supporting information will be required to be attached. Please note Agents must also submit one identical hard copy of all information required at this stage.*

If you are not using an agent, *please print a copy of the form and attach it to the supporting documents and send your enquiry to The Planning Service, Sir Charles Frossard House, La Charroterie, St. Peter Port, GY1 1FH*

Building Regulations: *Planning permission is separate to licenses issued under Building Regulations. If permission is required, a separate application complete with full construction details and specification must be made to Building Control either concurrently, or more likely, after planning permission has been granted. Requirements under the Building Regulations are outlined in PN1 "Do I need permission for my development?" available on the website www.gov.gg/planning . (Pre Application Form_v8_April 2021)*