



# London Borough of Hounslow

Development Management  
London Borough of Hounslow  
The Civic Centre  
Lampton Road  
Hounslow  
TW3 4DN

[www.hounslow.gov.uk](http://www.hounslow.gov.uk)

## PRE-APPLICATION ADVICE REQUEST FORM

Town and Country Planning Act 1990  
The Local Government Act 2003  
FORM PRE1

Email: [planningcomments@hounslow.gov.uk](mailto:planningcomments@hounslow.gov.uk)

### 1. PERSON RESPONSIBLE

#### APPLICANT

Name: .....  
Address.....  
.....  
.....  
Tel.No. ....  
Mobile No.....  
Email.....

#### AGENT (IF ANY) FOR CORRESPONDENCE

Name: .....  
Address.....  
.....  
.....  
Tel.No. ....  
Mobile No.....  
Email.....

### 2. THE SITE

- a) Site Address .....  
.....  
b) The Site Area is ..... m<sup>2</sup>  
c) The present use, or if vacant the last know use, of the building/land is.....  
.....  
.....

### 3. THE PROPOSAL

The proposal is for *(please give a full description including number and types of units if residential)*

.....  
.....  
.....

### PLANNING PERFORMANCE AGREEMENT ☐

#### ATTACHED INFORMATION

- ☐ A description of the proposed development and schedule of uses and floor spaces
- ☐ Information about the existing uses, floor space, parking, jobs etc
- ☐ A site location plan (1:1250)
- ☐ Drawings and photographs of existing site and sketches of proposal (not necessarily to scale)
- ☐ Outline of proposals (1:200)
- ☐ Sketch layouts/elevations to show scale of developments/heights at appropriate scale 1:100/1:200
- ☐ Information of affordable housing where appropriate
- ☐ Information on the approach to sustainability measures
- ☐ Supporting information on traffic generation, servicing, access arrangements, parking and public transport
- ☐ Information on existing site conditions including levels, trees and ecology
- ☐ Draft design and access statement

#### FOR SINGLE HOUSEHOLDER APPLICATIONS ONLY

- ☐ Written advice only (Fee £160)
- ☐ Meet with a Planning officer and receive written advice (Fee £200)

I (the undersigned) hereby request the views of the Council on the pre-application proposal and enclose a cheque/ or shall pay by debit/credit card the fee of:

£ ..... as payment\* for this service.

Signed ..... on behalf of .....  
..... Date

\*Pay by cheque or debit/credit card. Cheques should be made payable to London Borough of Hounslow and include the site address on the back. For card payments call **020 8583 4998** between 9am and 5pm.

Please tick if application contains commercially sensitive or confidential information and should not be disclosed under the Freedom of Information Act. ☐

## Freedom of Information Act/ Environmental Information Regulations

*Where LBH receives any requests under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004 for any information concerning the Development, prior to the submission of a planning application, it shall consult the Developer prior to release of any requested information. The Developer shall clearly identify, with reasons, information that it considers should not be disclosed by LBH pursuant to any requests under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004.*

*Once a valid planning application for the development has been submitted, any written pre-application responses shall be published on the Council's website and released to the public by LBH upon a request being received.*

## Disclaimer

*We cannot offer advice that can bind the Council but we will give you the best advice possible on the information and proposals that you provide. Any views or opinions expressed are given in good faith and to the best of ability without prejudice to formal consideration of any planning application, which will be subject to public consultation and ultimately decided by the Council. We cannot guarantee that any subsequent application you make will be valid or will get approval. However, the pre-application advice we give you will aid this process significantly. It should be noted that if there is a material change in circumstances or new information comes to light after the date of the advice being issued then less weight may be given to the content of the Council's pre-application advice of schemes.*

---

### For internal use only

Reference No	Received Date	Fee