



For office use only

Ref Number.....

Fee received £

Date received.....

Meeting Y/N.....

Date of meeting.....

Target Date.....

**Request for Pre-application Advice (non-householder)**

For more information, please visit [www.southdowns.gov.uk/planning/pre-application](http://www.southdowns.gov.uk/planning/pre-application)  
We aim to provide a response within **25 working days** from receipt of a valid request.

**1. Applicant**

Name Mrs R Moser

Email (the preferred method of contact)

Address  
C.O. Agent

Postcode

Telephone

**2. Agent** (if appropriate)

Name Mr Michael Papps

Email (the preferred method of contact)

Address  
BCM, The Old Dairy, Winchester Hill,  
Sutton Scotney, Nr Winchester  
Hampshire  
Postcode SO21 3NZ  
Telephone

**3. Location of site**  
(if different from box 1 above)

Full address of site  
No.1 Windmill Cottages  
Shell Lane  
Colemore  
Petersfield, Nr Hampshire  
Postcode GU34 3RX

Ownership  
The applicant is the (please tick)

Owner  Occupier   
Lessee  Prospective purchaser

**5. Meeting request\***

Would you like a meeting?  
Yes\*  No

\*(Please note an additional fee will be payable prior to this meeting. Please see website for charging schedule).

**6. Site accessibility\***

Is the entire site accessible?  
Yes  No

\*The Officer will visit the site unaccompanied and will only contact you if he/she cannot gain access and an appointment needs to be made

**6. Description of the proposed development**

Replacement dwelling within adjacent paddock, landscaping, garage and associated works.

## 7. Supporting information

I also attach one copy of the following information: (please tick as appropriate)

To consider your proposal we require as a minimum.

- Appropriate fee (see website for current fees) Amount paid
- A site location plan, which includes an indication of where the proposed development will be sited. Please include details of all site boundaries, neighbours and adjacent roads shown.

We also advise that you also submit the following as the quality of the advice we can give depends on the quality of the information we receive.

- Existing drawings – site layout plan, floor plans and elevations
- Proposed drawings – site layout plan, floor plans and all elevations
- Photographs of the existing site/buildings are also useful
- Draft Design and Access Statement
- Draft Landscape and Visual Impact Assessment

**Please note:**

- This list is not comprehensive and you may be asked for additional information.
- The SDNPA operate a transparent service, whereby pre-application details and responses, although not actively publicised will be placed on the online planning register. This is unless the applicant gives reasons why the enquiry is commercially sensitive.
- We are unable to return any plans that are submitted.

## 8. Declaration

I/we the undersigned, confirm that I/we are seeking pre-application advice on the proposed development described in the attached documentation.

**Please note:**

Any advice given represents the officers' informal opinion based upon the information you have provided. It is given without prejudice to any decision the SDNPA may make on any subsequent formal planning application. A planning application will be the subject of publicity and consultation in accordance with the SDNPA's procedures. These, and other matters which may subsequently come to light, may result in additional issues being raised that are pertinent to the determination of the application.

Name (please print) Mr Michael Papps

On behalf of Mrs R Moser

Date 23.04.2021

Please email/send the completed form and supporting information directly to:

- the SDNPA for sites within Arun, Brighton & Hove, Eastbourne or Wealden,
- or the relevant partner Local Authority – Adur and Worthing, Chichester, East Hants, Horsham, Lewes, Mid-Sussex or Winchester for sites within these Authorities.