

# Planning Advice Request Form



Office use only: ..... / ..... /ENQ  
(Code: 01020/8498)

## 1. Enquirer

Name .....

Address .....

..... Postcode .....

Tel Number ..... E-mail .....@.....

## 2. Full address of enquiry site

.....

Enquiry type

Adverts     Alterations/Extensions to existing building     Change of use     New Build

Other, please give details .....

## 3. Description of the proposed development

.....

## 4. What is the land/building currently used for?

.....

## 5. Have you already had planning advice on this site?

No     Yes    If yes, please provide the reference number or letter date: .....

## 6. Enclosures

Unless exempt no enquiry will be considered without the required fee.

Fee £.....(Cheques payable to Broxtowe Borough Council, or pay by phone, or at the Offices)

**Optional enclosures** It would be helpful to provide as much information as possible.

- |  |  |
|--|--|
| <input type="checkbox"/> Plan indicating site location   | <input type="checkbox"/> Description of the range of development envisaged in terms of scale and uses        |
| <input type="checkbox"/> Existing floor plans, elevations, sections (preferably to scale) or with dimensions                     | <input type="checkbox"/> Proposed floor plans, elevations, sections (preferably to scale) or with dimensions |
| <input type="checkbox"/> Photographs of site and immediate surroundings  | <input type="checkbox"/> Other information please give details below   |
| <input type="checkbox"/> Site layout plan including parking and access arrangements, landscaping and trees (preferably to scale) | .....  |
|  | .....  |

### Please return this form to:

Broxtowe Borough Council, Neighbourhoods and Prosperity, Council Offices,  
Foster Avenue, Beeston, Nottingham NG9 1AB

Tel: 0115 917 7777 e-mail: [pabc@broxtowe.gov.uk](mailto:pabc@broxtowe.gov.uk)