

# 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)

It would be helpful to provide as much information as possible. The more information we receive the more informed our response will be.

- |  |  |
|--|--|
| <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, Planning and Economic Development, Council Offices,  
Foster Avenue, Beeston, Nottingham NG9 1AB

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