**Pre-Application Advice Request Form**

Please complete all relevant sections of the form and use block letters. Upon completion submit this form, plans and supporting information to Ebbsfleet Development Corporation, North Kent Police Station, Thames Way, Northfleet, Gravesend, Kent DA11 8BD or by email to [EDCplanning@ebbsfleetdc.org.uk.](mailto:EDCplanning@ebbsfleetdc.org.uk.)

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| 1. **Your Details** | |
| Applicant Name and Address: | Agent Name and Address: |
| 1. **Contact Details** | |
| Name: | Email: |
| Daytime Tel No: | Mobile No: |

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| 1. **Site Address (including Postcode)** |
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| 1. **Site Area in Sq.m/ Ha (if known)** |
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| 1. **Current Use of the Site**   (list all uses that apply and if vacant please list last known use and date vacated) |
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| 1. **Interest in the Property/Land** *e.g. owner, developer, prospective purchaser* |
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| 1. **Viewing the Site** |
| Can the whole site be seen from the road or public land? Yes/No |

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| 1. **Brief Description of Proposed Development for Building Works** |
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| 1. **Brief Description of Proposed Development for Change of Use** |
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| 1. **Brief Description of Proposed Development for Advertisement/ Signage** |
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| 1. **Compulsory Documents (please indicate as appropriate)** |
| **Yes / No:** Completed Request Form (this form)  **Yes / No:** SiteLocation Plan (preferably at 1:1250)  **Yes / No:** Proposed Plans and Elevations  **Yes / No:** Existing Plans and Elevations  **Yes / No:** Signage Drawings (if advertisement) |

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| 1. **Optional Documents (please indicate as appropriate)** |
| **Yes / No:** Supporting Statement  **Yes / No:** Building For Life Self-Assessment (requested for all Major Residential enquiries)  **Yes / No:** Supporting Photographs |

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| 1. **Other Relevant Information** |
| Please provide any further information that you consider relevant to the site or proposed development which may assist officers. |

**Declaration**

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| **Please Complete and Sign this Section** | |
| I/we hereby apply for pre-application advice as described in this form and the accompanying plans/drawings and additional information. I/we confirm that, to the best of my/our knowledge, any facts stated are true and accurate. I/we confirm that I/we have noted that any advice provided under this service will be given on the basis of the professional opinion of the officer(s) concerned, based on the information provided and the planning policies/guidance prevailing at the time, and any views expressed are not intended to prejudice the local planning authorities determination of any subsequently submitted formal application. | |
| **Signature** | **Date** |
| **Print Name** |  |