

Conservation pre-application advice form

****Please note this service is generally for works/alterations to a listed building – if you are unsure which service is best for your project please contact us to discuss.**

Please return this form and relevant details/plans by email to planning@cheltenham.gov.uk.

Please tick the service you would like:

- Advice letter only
- Meeting and follow-up letter
- Site visit and follow-up letter
- Surgery telephone appointment

Applicant details

Name

Address

Postcode

Telephone

Email

Agent details (if applicable)

Name

Address

Postcode

Telephone

Email

Development details

Full address of site

Description of development

Attached information checklist

Important note: Please ensure you provide the necessary plans and additional information. Failure to do so may delay your application.

- Appropriate fee (see fee schedule)
- Site location map (scale 1:1250) or similar map to identify site location
- Drawings/sketches – existing floor plans and elevations where possible including relevant dimensions
- Drawings/sketches – proposed floor plans and elevations where possible including relevant dimensions
- Photographs of the building or parts of the building/site to which it relates

Please note this checklist is the minimum requirements for your pre-application. Please include any additional information or drawings you feel will assist your submission. The quality of the advice we provide depends on the level of information that you submit.

Fees

Payment for pre-application advice must be made before the meeting and/or site visit and should be made via the [payments page](#) on our website.

Freedom of information, environmental information regulations and data protection

Although the council does not automatically publicise the details of pre-application discussions with potential developers, we may receive requests to provide information on pre-application advice and any information received. This is under the Freedom of Information Act 2000 / Environmental Information Regulations 2004.

Subject to certain exemptions, we must provide this information, although personal contact details are protected under the Data Protection Act 1998. We will disclose information unless we consider the information to be exempt under one of the exemptions within the above legislation.

There are numerous exemptions, but the most relevant ones relate to commercially sensitive information and information provided in confidence, which is also confidential in nature. It is therefore important that you bring to our attention at the outset in writing any information which you consider, if disclosed, would prejudice your commercial interests or which you consider would breach confidentiality. You should also set out the reasons why and for what period you consider the information falls into these categories. The final decision on whether information is released lies with the council.

We may also treat as exempt from disclosure, information, which, if disclosed, may prejudice the effective conduct of public affairs. This can be particularly relevant at the outset of major developments where a lot of exploratory discussion takes place, which if disclosed may prejudice the process of leading to the proper determination of any subsequent planning application.

Your privacy

Cheltenham Borough Council is a controller of the personal data we collect. We are collecting personal data in to provide planning pre-application services to you under the Town and Country Planning (Development Management Procedure) (England) Order 2015 and Town and County Planning (Conservation Areas and Listed Buildings) Act 1990. You will find further information about our Data Protection Policies and how the council uses information it holds about you on our website. Please visit our pages on [how we use your data](#).

Declaration

I/we hereby agree to the terms and conditions included in the council's adopted scheme for the provision of pre-application advice. Furthermore, I accept that the advice given does not prejudice the Council's future consideration of a formal planning application.

I/we agree

Signed	Date	On behalf of (if applicable)

You can also return this form and relevant information to: Development Management, Cheltenham Borough Council, Municipal Offices, Promenade, Cheltenham GL50 9SA