

## Request for Pre-application and Post Decision Planning Advice (from **OCTOBER 2025**)

**Please complete all sections of the form**

### 1. Address of proposed development site

Address:

Postcode:

### 2. Agents Details:

Name:

Address:

Postcode:

Tel:

\*Email:

### 3. Applicant/Developer Details:

Name:

Address:

Postcode:

Tel:

\*Email:

### 4. What type of advice are you seeking?

Pre-application advice

Post Decision advice

Follow-up pre-application / post-decision advice

### 5. Description of Proposed Development

6. **Attached Information** –please complete or tick boxes as necessary to confirm that all this information is provided:

Current use(s) of the site:

1:1250 site plan with the site layout clearly outlined and other land in your ownership identified preferably at a scale of 1:1250 or 1:2500

For a more informed response, you can also provide:

a block plan showing the proposed layout of the site at 1:200 or 1:500

a sketch showing scaled floor plans and elevations

any other helpful information such as a draft design and access statement, photographs.

7. **Declaration:**

I confirm that pre-application advice is requested for the above proposal by:

Payment can also be made on line via [www.swale.gov.uk/planning-payment](http://www.swale.gov.uk/planning-payment) quoting site address

I enclose a cheque (payable to Swale Borough Council) for £ .....as payment for the Pre-Application Service

Please see Scale of Charges on our website for the appropriate amount.

I understand that additional charges will apply for subsequent meetings beyond the initial response from the Council.

Name (please print):

Signed

Date:

\* all correspondence will be by email unless you indicate otherwise

e-mail	YES / NO
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## **Pre-application and Post Decision Planning Advice - Guidance Notes**

### **How do I arrange a meeting or written advice?**

Requests for pre-application advice must be made on this form and sent to [planningapplications@swale.gov.uk](mailto:planningapplications@swale.gov.uk) or to Planning Services, Swale Borough Council, Swale House, East Street, Sittingbourne, Kent ME10 3HT. If a request for a meeting is accepted, the case will be allocated to an Officer to arrange a mutually convenient time to meet with you; no discussion will be entered into regarding which Officer will deal with a specific request. The Council reserves the right to decline a meeting if it considers that the request could be adequately dealt with by letter.

Please note that no meeting will be arranged, or letter responded to, unless the information required by this form and the relevant fee have been received.

Meetings will be arranged for the number of hours considered necessary to discuss the proposal. Due to other work commitments, it will not be possible to extend the meeting beyond the agreed time, nor will it be possible to discuss development proposals other than the one for which the meeting has been arranged.

### **What happens after the meeting?**

Following the meeting, the Officer you met will provide a written summary of the issues discussed and their advice on those issues.

### **What if a subsequent decision does not follow the advice I received?**

Pre-application advice is given in good faith and is provided by an individual officer in liaison with appropriate colleagues. The advice will be as accurate as possible, based only on the information provided, or discussed at the meeting, and will reflect the Officer's professional opinion rather than necessarily that of the Authority. Please be aware that advice given at the pre-application stage is given without prejudice to the formal consideration of any planning application. The final decision on any application that you may subsequently make can only be taken after the Council has consulted local people, statutory consultees and any other interested parties. The final decision on an application will then be made by senior officers or by the Council's Planning Committee and will be based on all of the information available at that time.

### **What if I disagree with the advice received?**

We cannot guarantee that you will like the advice you receive. In most cases, it is differences of opinion rather than factual errors that give rise to disagreement, and these can only be resolved through the formal planning process. However, if you feel that something has gone wrong, please explain to the Officer involved, as they may be able to clarify the situation further.

If you are still dissatisfied with the service provided, it is open to you to make a formal complaint. Further information explaining the procedure is available from the Planning Service.