# This form must be completed in full and submitted along with the required documents in order for us to validate and process your Pre Application Request.

Save and complete the form and email it to: [planning.registration@birmingham.gov.uk](mailto:planning.registration@birmingham.gov.uk" \o "Link to return form)

**Essential Application Requirements.**

Name

Address

Telephone Number

Email Address

Agents Name (if applicable)

Agents Address

Agents Telephone Number

Agents Email Address

Site Address Details

Does the site fall within a Sutton Coldfield ward? Yes No

If yes, would you like us to consult the Royal Sutton Coldfield Town Council (RSTC)?

Yes No

Please note if you have selected “Yes” to the above question, RSTC will directly respond to the applicant/ agent and their response will not be incorporated into our response.

Details of proposed works

What is the total floor space to be created?

m2

Does your proposal include creation of residential units? Yes No

If yes, please provide number of residential units:

Details of current use

Please provide background to the site if known

Will any tree be affected Yes No

Will existing parking arrangements be affected Yes No

If you have answered yes to either of the above, you may be required to submit further details before a decision is made

Is the applicant or agent related to any member of Birmingham City Council Yes No

If yes, please provide details

## Essential Application Requirements.

**Location Plan -** Scale annotated on the plan, site outlined in red, showing the direction of North

And or

**Site Plan -** Scale annotated on the plan, show the direction of North and show the adjoining properties and roads in relation to proposed development

## Optional Application Requirements

**IMPORTANT NOTICE The more information you give us, the more comprehensive the response will be.**

**Sketch plans** showing details of the proposed development - please ensure the scale of the drawings is annotated on the plans

**Tree Survey Plan** showing details of all trees affected by the development

**Parking Layout** showing details of any proposed alterations to existing parking arrangements

## Any additional information

I (the undersigned) have read the pre-application guidance note and confirm that pre- application advice is requested.

Signed Dated

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