



Pre-application Advice Service Form

Please return this form to:
Planning Applications Team
Thanet District Council
P.O. Box 9
Cecil Street
Margate
Kent CT9 1XZ

Email: planning.services@thanet.gov.uk
Tel. 01843 577634

Please read the guidance before completing this form

1. Applicant

Name:
Address:
Telephone no:
Email:

2. Agent

Name:
Address:
Telephone no:
Email:

3. Location of Application Site

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4. Description of the Proposed Development

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5. Enclosures

Please identify what information you are submitting as part of your enquiry:

- site location plan with the site clearly marked (to a recognised scale, north point etc)
- description of existing uses/buildings on site
- photographs of the site/surroundings
- description of proposal
- site layout plan, including access
- sketch drawings providing details of the proposal (to a recognised scale)
- a draft Design and Access Statement (appraising the site and explaining the rationale behind the proposal.
Further advice is available at www.cabe.org.uk/files/design-and-access-statements.pdf)
- the appropriate fee (please see guidance for correct fee)

6. Pre-application Advice Request

- Are you requesting a:
- meeting and letter (please provide us with some convenient meeting dates)
 - written response only

Please sign and date where indicated below to confirm your pre-application enquiry.

Signed On behalf of Date