

## Planning pre-application advice form

This form must be completed in full and submitted along with the required documents in order for us to process your pre-application query.

Your pre-application query can be submitted electronically at [planning@sandwell.gov.uk](mailto:planning@sandwell.gov.uk) or by post to: Sandwell Metropolitan Borough Council, Development Management Section, P.O. Box 2374, Council House, Freeth Street, Oldbury, West Midlands B69 3DE

Applicant's name

Address

Contact number

Email address

Agent's name  
(if applicable)

Agent's address

Agent's contact number

Agent's email address

Site address details

Details of proposal

If commercial works please provide the floor area as sqm

Details of current use

Details of relevant  
background to the site  
(if known)

**IMPORTANT NOTE: The more information you provide the more comprehensive the response will be.**

**Essential documents to be included with the submission:**

- **Sketch Plans**

Depending on the nature of your proposal the amount of information required may differ. For example, a house extension would require less information than a housing development. As an absolute minimum, an indicative sketch of the proposal must be submitted (i.e. floor plans and elevations). A location plan or title deed plan is also encouraged but not essential if the property/site can be easily identified.

**Additional documents to be included with the submission**

- **Site Plan**

Again, depending on the nature of your scheme, a scaled plan (preferably 1:500) showing adjoining properties and roads in relation to the development, and highlighting the extent of the development within the site must be submitted (i.e. proposed buildings/road layouts/parking layout etc.).

Any additional information

Information provided in 1), 2) and 5) and 6) will be used for the processing of your pre-application enquiry, telephone numbers and email details in sections 3), 4), 7) and 8) are not required but will assist us in dealing with your enquiry. This information may be shared with other Council and Government Departments to assist us in making a decision on your application and to check whether other consents are required.

This pre-planning enquiry record will be retained for three years from the issue of the response in accordance with time limits for the grant of a formal planning permission.

For further information in relation to how we will use your personal information for this purpose please see the Council's relevant privacy notice at <http://www.sandwell.gov.uk/privacy>.

[https://www.sandwell.gov.uk/downloads/file/22858/planning\\_pre-application\\_advice\\_form](https://www.sandwell.gov.uk/downloads/file/22858/planning_pre-application_advice_form)