



Pre-Application Advice Form

You can submit your completed form by email with any plans and details as an attachment to planningandgrowth@rushcliffe.gov.uk or post to Planning & Growth, Rushcliffe Borough Council, Rushcliffe Arena, Rugby Road, West Bridgford, Nottingham, NG2 7YG.

A fee is required for this service. To find out which fee applies, please see our pre-planning fee guidance. Payment can be made by debit or credit card using either our on-line service at <https://www.rushcliffe.gov.uk/planningandgrowth/> or by telephoning us on 0115 981 9911.

All applicants must complete all sections of this form. If categories are not filled out, this will create delays with the application.

I certify that the below information is accurate and the application fee has been paid in full:

Signed: _____

Name: _____

Section 1 - Contact Details

A Applicant Details:

Name:	
Address:	
Postcode:	Daytime telephone:
Email*:	

B Agent Details: *if you provide your email address, you agree to us using this as a primary form of communication

Name:	
Address:	
Postcode:	Daytime telephone:
Email*:	

Section 2 - The Proposal

A	Address of the proposed development:
	Description of development:

Section 3 – Attached Information

A In addition to one copy of this form, the following minimum level of information must be provided (please tick box to indicate it has been submitted):

- One copy of a 1:1250 site location plan which clearly indicates the site upon which development is proposed.
- One copy of a written statement setting out the current use of the site/building(s) and the details of the proposed development.
- The correct fee (including VAT)

It is also recommended that the additional information is provided:

- Photographs and/or sketch of the site and surroundings
- Elevation drawings of proposal development (preferably to scale)
- Site layout and floor plan drawings of the proposed development (preferably to scale)

Section 4 - General Data Protection Regulations (GDPR) 2016 Privacy Notice

The personal information you provide will only be used by Rushcliffe Borough Council, the Data Controller, in accordance with General Data Protection Regulation 2016 / Data Protection Act 2018 to progress your request. We can only do this with your explicit consent.

I do give my consent

I do not give my consent

Additionally, the personal information you provide will be shared with the **East Midlands Building Consultancy** in connection with the above purpose, who will advise regarding Building Regulations.

Your personal data will be kept in accordance with the Council's retention policy and schedule, details of which can be found on the Council's website at http://www.rushcliffe.gov.uk/retention_schedule/

In accordance with GDPR you have a right to:

- have a copy of the personal information that we hold about you. Details of how to obtain this are available at <http://www.rushcliffe.gov.uk/foi>.
- request that your personal data be corrected or completed.
- complain to the Information Commissioner if you feel that your information is not being handled appropriately (<https://ico.org.uk/>).

You may also have a right to:

- have your personal data transferred (data portability).
- prevent automated processing and profiling.
- erasure (also known as the right to be forgotten).
- restrict processing.
- object to processing.

Your data protection rights are not absolute and in most cases are subject to the Council demonstrating compliance with other statutory legislation, for further information see <http://www.rushcliffe.gov.uk/privacy/>

For further details about how your personal information may be used or about your rights under data protection legislation, please contact the Council's Data Protection Officer at:

- By post: Data Protection Officer, Rushcliffe Borough Council, Rushcliffe Arena, Rugby Road, West Bridgford, Nottingham, NG2 7YG.
- By email: customerservices@rushcliffe.gov.uk
- By Telephone: 0115 981 9911