



## PRE APPLICATION ENQUIRY

**All advice given in response to this form is entirely without prejudice to the consideration of a formal application under The Land Planning and Development (Guernsey) Law 2005 – as amended and The Building (Guernsey) Regulations, 2012.**

Does your enquiry relate to? (Please tick relevant boxes (see GN1) DC  BC

Exemption query  Pre application advice  EIA screening

Your Name .....

Your Address .....

.....

Postcode ..... Email .....

Telephone ..... Mobile Number .....

Address of site .....

*(if different from above)*

.....

.....

Enquiry on Behalf of :

*(if different from above)*

Postcode ..... Cadastre Ref *(if known)* .....

*N.B a location plan showing the site clearly outlined must be included, with a pre-application enquiry.*

**(Please see GN2)**

Are you the sole owner of this site? Yes  No  **(please refer to GN3)**

Details of proposal / enquiry, including where applicable any additional information you consider relevant *(if necessary continue on separate sheet)* **(see GN4):**

.....  
.....  
.....  
.....

I declare that to the best of my knowledge and belief all the particulars in this enquiry are correct.

Signed ..... Date .....

## PRE APPLICATION ENQUIRIES GUIDANCE NOTES

**This form can be used for both Planning and Building Control enquiries.**

### **GN1 What do these terms mean?**

**Exemption query** – Is planning permission or permission under Building Regulations required for the proposed development?

**Pre-application advice** – It may be possible to provide, without prejudice to formal consideration, specific information relating to your scheme prior to the submission of a formal planning application or building control application. Please note however that this is only likely to be possible for very minor proposals and in some instances a meeting with a Building and / or Planning Officer will be required to discuss specific proposals.

**EIA screening** – some development may require an Environmental Impact Assessment (see separate guidance notes). Ticking this box is asking whether your proposal is one of these projects.

*Enquiry on behalf of client or another party: If you are enquiring as an agent or representative please confirm that.*

### **GN2 Location Plans.**

A location / block plan needs to be attached with this form and it should show:

- The property or land to which the development relates and clearly outlined; and
- Where the proposed development would be on that property or land, including dimensions to boundaries where appropriate.

Location / Block plans can be obtained by a site owner for the sole purpose of this pre-application enquiry from us at Sir Charles Frossard House, La Charroterie, St. Peter Port. Location / block plans cannot be provided to agents acting professionally on behalf of the owner / applicant.

### **GN3 Owner of the site?**

If you tick 'yes' to this question, you are confirming that you are the legal owner of this land / property.

If you tick 'no' to this question, then a letter of authority from the legal owner(s) of the site will normally be required before any advice or information is given by us. In the event that the legal owner is not known then written confirmation must be submitted that all reasonable enquiries have been made, to identify any such owner and obtain consent.

*N.B The States of Guernsey can not be held responsible for any legal proceedings arising from any challenges regarding ownership of the indicated site.*

### **GN4 Details / sketches**

This is your opportunity to tell us as much information as possible about your intended scheme / enquiry. In many cases it will be useful to submit a sketch plan, photographs or brochure of your proposal, which can include dimensions, sizes, materials and the location on site. This will allow Officers to give a more thorough response, however we do reserve the right to request any further information thought necessary in order to assist in the consideration of the enquiry.