

Pre-application planning advice from the LLFA

Application form

This application form should be read in conjunction with our [guidance document](#). Please complete **ALL** sections of the form. We recommend using the online version of this form available [here](#).

Where this is not possible, please fill out the form below and return it to us via email (email address found below). Further details are listed below. Please note, this form will be returned if not completed fully.

1) Contact Details			
Contact Name		Company name	
Telephone Number(s)			
Email Address			
Is there currently a live or associated planning application(s) for this development site?	Y/N	If yes, please provide the planning reference number(s) for any previous permissions on the site relevant to this proposal.	
We cannot provide our pre-application service where there are live planning applications for a development site. This is to avoid conflict with our role as statutory consultee in the planning process.			
Which Local Planning Authority is the proposed development located under?			
2) Site Details			
Site Address (including postcode)			
Easting and northing co-ordinates (if known)	X:	Y:	
Size of development (please tick)	Minor: Less than 10 dwellings or less than 1,000m ² of commercial floor space		

	Small Major: Between 10-200 dwellings or between 1,000m ² – 10,000m ² of commercial floor space	
	Large Major or Phased: More than 200 dwellings or more than 10,000m ² of commercial floor space or multi-phased developments	
	Unsure	
For clarification on the above definitions regarding development site sizes, please refer to our guidance document here. Our guidance document also details what to do if you are unsure, or if your development is not covered by the above definitions.		
Site type (please tick)	Greenfield (undeveloped)	Brownfield (previously developed)
Total site size (Ha)		
Development proposal – please provide a description of the proposed application in as much detail as possible.		
3) Service Required: Which pre-app service do you require? (please tick) For more details, please refer to our guidance document.		
Site-specific Flood Risk Data request and summary report only (Level 2 Service)		
Document review and Written Informal Advice (Level 3 Service)		
Level 3a Service Add-on: Virtual Meeting (Please note that an in-person meeting can be arranged at an additional cost detailed within our guidance document)		
Level 3b Service Add-on: Site Visit (1hr minimum depending on site, costs include reasonable travel time and mileage)		
Level 3c Service Add on: Other, such as master-planning workshop or input to partner pre-application services (As this is a bespoke level of service, please contact us to discuss your requirements and obtain a fee before completing this application form)		
4) Supporting Documents for Level 3 Service and add-ons ONLY: Please list the documents provided as part of the requested pre-application service where applicable. Refer to our guidance document for examples of documents that may be submitted. Please email these documents to us at FRMplanning@warwickshire.gov.uk along with this application form, quoting the site address		

E.g. Location Plan
Flood Risk Assessment

5) Invoicing Details

We will send you an invoice for payment prior to any pre-app works starting. The invoice can be paid by cheque, BACS or over the phone (payment instructions will be on the issued invoice).

Please also note that services will not be provided until payment has been received. Any issues with receiving payment from the applicant may prolong the LLFA's anticipated deadlines for the services requested.

Contact name for invoice	
Company name for invoice	
Your company purchase order (if applicable)	
Company address for invoice	
Company email address for invoice	
Company phone number for invoice	
Site address for invoice	

6) Data Sharing and Protection

Although we do not normally publicise the details of pre application discussions Warwickshire County Council may be obliged to disclose this information if a formal request is made under the Freedom of Information Act 2000 (FOI) or the Environmental Information Regulations 2004 (EIR) If a request is received we can only withhold information under FOI or EIR if the information falls under one of the exemptions set out in legislation which can include information that is commercially sensitive or confidential. If you are submitting information that you do not wish to be disclosed, please complete the box below:

Document/Page Number(s):	Reason for non-disclosure:	Duration of non-disclosure:

For further details on Warwickshire County Councils Customer Privacy Notice, please visit <https://www.warwickshire.gov.uk/privacy>.

7) Declaration

- I (the undersigned) hereby request the views of Warwickshire County Council Flood Risk Management Team on the pre-application proposal and agree to pay the fee for this service.
- I (the undersigned) have read and understood the LLFA pre-application planning advice guidance document and agree to the terms on which pre-application advice is provided.

Signed	
Print Name	
Date	

As stated above, we request that this application form is filled out online and sent via Microsoft Forms [here](#).

Alternatively, please return this form to the Flood Risk Management Team at Warwickshire County Council by email: FRMplanning@warwickshire.gov.uk

We aim to acknowledge and respond to your application as soon as possible. A member of the FRM Team will be in contact following submission.

Please also note, any advice given by LLFA officers for pre-application enquiries does not and cannot bind the County Council to any particular course of action or any formal recommendation to the local planning authority on any subsequent planning application submitted for the development site. Any views or opinions are given without prejudice to the formal consideration of any planning application which will be subject to public consultation and ultimately determined by the local planning authority.