

**PRE-APPLICATION ASSISTANCE**

**REQUEST FORM**

To request a quote for pre-application advice or assistance please complete the enquiry form below providing as much information as possible.

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| **ABOUT THE PREMISES** | | |
| Trading Name: |  | |
| Address of the Site: |  | |
| Postcode: |  | |
| Current use of property: |  | |
| **DESCRIPTION OF YOUR PROPOSAL** | | |
| Please provide an accurate and detailed description of how you intend to use the premises: | | |
| Have you contacted us previously about this or a similar proposal? | |  |
| If yes, please provide details e.g. dates, reference numbers and the name(s) of the Officer(s) dealing with your case. | |  |
| Your Details: (Full Name) | |  |
| Company: (if applicable) | |  |
| Address: | |  |
| Postcode: | |  |
| Email address: | |  |
| Phone Number: | |  |
| What is your interest in the building, e.g. owner, agent or solicitor: | |  |
| **Freedom of information Act:**  Please note that the confidentiality of information held by the Council can’t be guaranteed. We may receive requests under the Freedom of Information Act to disclose information about pre-application assistance requests and the information we have provided.  More information about the Freedom of Information Act can be found from the Department of Constitutional Affairs on the following website: [www.foi.gov.uk](https://www.gov.uk/make-a-freedom-of-information-request) | | |
| **I understand that:**   1. The final decision on any application will ultimately be made by the Council or by Officers under delegated authority once an application has been submitted and following any statutory consultation period. Please be aware that Worcestershire Regulatory Services Officers are unable to give any guarantee about any decision that will be made on your application. 2. This service only applies to pre-application assistance and advice, which ceases to apply once an application has been submitted. 3. Worcestershire Regulatory Services will be unable to provide any assistance or advice until full payment is received.   Signature: ……………………………………………………………………............…  Dated: …………………………………………………………………………………..  Completed forms should be submitted by email to [wrsenquiries@worcsregservices.gov.uk](mailto:wrsenquiries@worcsregservices.gov.uk)  Or post to:  Pre-Application Assistance - Licensing Team  Worcestershire Regulatory Services  Wyre Forest House  Finepoint Way  Kidderminster  DY11 7WF.  Telephone: 01905 822799 | | |

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| **OFFICE USE ONLY** | |
| Date Received: |  |
| Case Officer: |  |
| Uniform Reference Number: |  |
| Scale of application: |  |