

# Pre-Application for Major Planning Applications



This form must be completed in full and submitted along with the required fee and other documents in order for us to validate and process your request.

Forms can be submitted in person or via post to:  
**Development Control Manager, Cannock Chase Council,  
Civic Centre, Beecroft Road, Cannock WS11 1BG**  
or via email to: [developmentcontrol@cannockchasedc.gov.uk](mailto:developmentcontrol@cannockchasedc.gov.uk)

## Essential Application Requirements

Name

Address

Telephone Number

Email Address

Agents Name  
(if applicable)

Address

Telephone Number

Email Address

# Essential Application Requirements (continued)

## Site Address Details

## Details of proposed works

What is the total floor space to be created?  m<sup>2</sup>

Does your proposal include creation of residential units?  Yes  No

If yes, please provide number of residential units:

## Details of current use

Please provide background to the site if known

# Essential Application Requirements (continued)

Please provide background to the site if known

Will any tree be affected?  Yes  No

Will existing parking arrangements be affected?  Yes  No

If you have answered yes to either of the above, you may be required to submit further details before a decision is made

Is the applicant or agent related to any member of Cannock Chase Council?

If yes, please provide details

**Location Plan** - scale annotated on the plan, site outlined in red, showing the direction of North

And or

**Site Plan** - scale annotated on the plan, show the direction of North and show the adjoining properties and roads in relation to proposed development

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# Optional Application Requirements

## IMPORTANT NOTICE

The more information you provide, the more comprehensive the response will be.

**Sketch plans** - showing details of the proposed development - please ensure the scale of the drawings is annotated on the plans

**Tree Survey Plan** - showing details of all trees affected by the development

**Parking layout** - showing details of any proposed alterations to existing parking arrangements

**Means of access** - showing how vehicular and pedestrian access is to be achieved

## Any additional information

I (the undersigned) have read the pre-application guidance note and confirm that pre-application advice is requested and the correct fee has been paid.

Signed

Dated

Payment can be made via cheque - made payable to **Cannock Chase District Council**  
or debit or credit card - by contacting the **Council's Call Centre** on **01543 462621**

Clear form