Please complete this form fully and email to [planning@befirst.london](mailto:planning@befirst.london)

|  |  |
| --- | --- |
| Site Address |  |
| Overview of proposal |  |

|  |  |
| --- | --- |
| Pre-application category: | e.g Category C ‘Small Scale Development’ |
| Pre-application product required: | e.g **C.1 & C.4**  please note for categories F & G select **PPA.1** |

|  |  |
| --- | --- |
| Applicant Details: |  |
| Name |  |
| Company |  |
| Address  (including post code) |  |
| Phone Number |  |
| Email address |  |

|  |  |
| --- | --- |
| Agent Details: |  |
| Name |  |
| Company |  |
| Address  (including post code) |  |
| Phone Number |  |
| Email address |  |

|  |  |
| --- | --- |
| Land Ownership: | Please Select: Privately Owned by the applicant / Council Owned / Other Landowner/Interest (please specify) / Owner Not Known |

|  |  |  |
| --- | --- | --- |
| Declaration: | I have read and understood the terms and conditions set out in the Pre-Application Advice Guidance Note & Charging Schedule and wish to proceed to request pre-application advice on the basis of the above. | |
| Signed: | Name of Signatory: |  |
| On behalf of: |  |
| Date: |  |

**Freedom of Information**

Your pre-application request, together with any documents or response made by Be First, will be made available for public inspection unless you confirm in writing to us that the information provided is commercially sensitive. If Be First receives a request, under the Freedom of Information Act (FOI) or Environmental Information Regulations (EIR), to disclose information relating to this pre-application enquiry, we may obliged to do so unless the information is deemed exempt under the Act. Please outline in the table below items which you consider are confidential and genuinely commercially sensitive and which are not for disclosure in respect of your application.

Commercially sensitive documents not for disclosure to third parties under the Freedom of Information Act 2000 (FOI) or Environmental Information Regulations 2004 (EIR):

|  |  |  |  |
| --- | --- | --- | --- |
| Information / Document | Reference / Page Number | Reasons for non-disclosure  (cite FOI / EIR exemption(s) to be considered) | Duration of  confidentiality |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

The applicant acknowledges that the commercially sensitive information listed above is of indicative value only and Be First may be obliged to disclose it pursuant to a request under the Freedom of Information Act (FOI) or Environmental Information Regulations (EIR).

Be First shall act reasonably and use its discretion when making a decision to release or withhold information pertaining to the above if it is requested. By indicating what information you believe to be commercially sensitive Be First will consider your views however will make the final decision to disclose information or not.