

SCARBOROUGH BOROUGH COUNCIL PRE-APPLICATION PLANNING ADVICE REQUEST FORM

USING YOUR PERSONAL INFORMATION

We will process your personal information in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. We may use your personal information in a number of ways, but only for the purposes for which it was given, for example to provide you with the information or services requested or to administer and protect public funds. We may share your information with, and obtain information about you from, other departments of the Council or other organisations where it is lawful to do so, for example to check the accuracy of information or to prevent or detect crime.

For further information on how we collect, use, share, secure and retain your personal information, and your legal rights, please see our Privacy Notice at www.scarborough.gov.uk/gdpr or by contacting Customer First. Our Data Protection Officer can be contacted at the Town Hall, St Nicholas Street, Scarborough, YO11 2HG (Tel 01723 232323 or Email dataprotection@scarborough.gov.uk)

PLEASE REFER TO THE GUIDANCE NOTES BEFORE COMPLETING THIS FORM

Address Information

Applicant	Agent
Address	Address
.....
.....
.....
Email	Email

Site Information

Site Address

.....

Site Area (in square metres or hectares)

Brief description current use of site and/or buildings

.....

The Proposal Please give a brief description of your proposal

.....

.....

.....

Gross floor area* (in square metres) **Maximum Height** (in metres)

Number of units (for residential only)

* Gross floor areas should be measured externally

Accompanying Information Tick all that apply

1:1250 or 1:2500 site location plan	<input type="checkbox"/>	Other Drawings	<input type="checkbox"/>
Indicative drawings/elevations (where relevant)	<input type="checkbox"/>	Photographs of the site and surroundings	<input type="checkbox"/>
1:200 or 1:500 layout plan	<input type="checkbox"/>	Fee of £.....	<input type="checkbox"/>

Type of advice sought (for chargeable categories ONLY) - please refer to the guidance notes

Written advice only	<input type="checkbox"/>	Meetings & written advice
		Category 1 2 3 4 (Please circle)

CONFIDENTIAL/COMMERCIALY SENSITIVE INFORMATION FORM

FREEDOM OF INFORMATION ACT 2000

ENVIRONMENTAL INFORMATION REGULATIONS 2004

From time to time the Council receives requests for information under the Freedom of Information Act 2000 (FOIA) or the Environmental Information Regulations 2004 (EIR). Both the FOIA and the EIR provide a means by which the public can request any information held by the Council. Such requests can relate to information which may be considered confidential and/or commercially sensitive. When dealing with such requests the Council must consider whether the information in question is exempt/excepted from disclosure. Completed forms outlining confidential and/or commercially sensitive information will be taken into account in this process however they are not conclusive.

The Council is responsible for determining at its absolute discretion whether the information provided is exempt/excepted from disclosure under the FOIA or the EIR.

Information submitted and considered by the applicant to be confidential and/or commercially sensitive under the FOIA 2000 or EIR 2004	
Document submitted	
Section/paragraph of document	
Specify the information/wording considered to be confidential and/or commercially sensitive	
Reasons/justifications for information being confidential and/or commercially sensitive	
Timescale which information shall remain confidential and/or commercially sensitive	
Specify exemption ie commercially sensitive and/or confidential	

Development Management, Planning Services, Scarborough Borough Council,
Town Hall, St Nicholas Street, Scarborough YO11 2HG

e-mail: planning.services@scarborough.gov.uk

tel: 01723 232323