



# Pre-Application Advice Request Form

Ref no. <i>(Office use only)</i>	
Name	
Address	
Email Address	
Contact telephone no.	
Business Name	
Business Address	

Nature of enquiry	
<p>Have you had contact with the Council previously in relation to this enquiry?</p> <p>If yes, please provide details</p>	<p>YES <input type="checkbox"/> No <input type="checkbox"/></p>
Preferred method of payment	<p>Card <input type="checkbox"/> Bank Transfer <input type="checkbox"/></p>

**Declaration**

By completing this form, I accept that:

- 1) The final decision is made by Council Members or under delegated authority after the application has been submitted and been subject to a consultation period. You should therefore be aware that the council’s officers are unable to give any guarantees about the decision that will be made in relation to applications.
- 2) This service only applies to pre-application assistance therefore ceases to apply once the application is submitted.
- 3) The council will not deal with your request for assistance until we receive payment.
- 4) A new case officer (i.e. different from the officer providing pre-application advice) will be assigned once you have submitted your licensing application.
- 5) The confidentiality of information provided to the council cannot be guaranteed because it is subject to the provisions of the Freedom of Information Act and the council may be obligated to disclose information about pre-application assistance requests and the advice that we have provided unless a statutory exemption applies.

**Please send completed forms to:-**

[ehc@breckland-sholland.gov.uk](mailto:ehc@breckland-sholland.gov.uk)

or

EHTC  
Elizabeth House  
Walpole Loke  
Dereham  
Norfolk NR19 1EE



EHTC  
Council Offices  
Priory Road  
Spalding  
Lincolnshire PE11 2XE