



B O S T O N

BOROUGH COUNCIL

Municipal Buildings, West Street, Boston, Lincolnshire, PE21 8QR

PRE-APPLICATION ADVICE FORM

The procedure to be followed for seeking formal pre-application advice and the scale of charges can be found on the Council website - [Pre-Application Advice](#)

1. Enquirer Details

Name			
Address			
Post Code		Contact no.	
E-mail			

2. Are you acting on behalf of another party?

Name			
Address			
Post Code		Contact no.	
E-mail			

3. Site Address

Address			
Post Code			

4. Description of the proposed development;

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5. What stage is your enquiry for pre-application advice at?

Tick the box(es) that are relevant.

- ☐ Stage 1 = Principle
- ☐ Stage 2 = Detailed design and layout

6. Have you included all the things we need?

- ☐ A Location Plan identifying the site
- ☐ All other details specified within the checklists on the Protocol
- ☐ Paid the requisite fee

Signed;

Dated:

Once you have completed this form you can submit it to Boston Borough Council using the following methods;

E-mail (preferred) - planning@boston.gov.uk

In writing to - Development Management –
Boston Borough Council,
Municipal Buildings,
West Street,
Boston
PE21 8QR

Our preferred method of contact is by e-mail, so please provide a relevant email address for contact if you have one.

Payment can be made by debit or credit card by telephoning 01205 314305. Alternatively, a BACS payment can be made using the details: **Account Name: Boston Borough Council General Account, Sort Code: 401230, Account Number: 91644726**. The reference number (if supplied) and proposal address need to be quoted in any payment method to allow for it to be linked to the correct application. If a BACS payment is made, it would be appreciated if you could advise when this is done to enable us to confirm receipt with our finance department.

Your information will be processed in accordance with current data privacy laws. For information regarding how we use and store your details, please refer to our [Privacy Notice](#).

The information that you provide will only be used for Council purposes unless there is a legal authority to do otherwise.

Freedom of Information Act 2000 / Environmental Information Regulations 2004

Under this legislation, there is a presumption that Councils should disclose information (including pre-application information) to the public unless its disclosure would adversely affect the interests of the person who provided the information (Regulation 12(5) EI Regulations).

Do you wish the Council to treat pre-application information relating to the advice as confidential?

Yes

No

If you have ticked yes, then you will need to set out below **the reasons why and for how long** any information needs to remain confidential – which should refer to the Regulations and specifically Regulation 12(5)

Please be aware that if the Council subsequently receives a request to disclose pre-application information, it is under a duty to consider why the information cannot be disclosed at that time. If you have ticked yes, we will contact you to see whether circumstances have changed and whether you still require for pre-application information to remain confidential before we make a decision around disclosure. The Council retains absolute discretion on the disclosure of any information it holds.

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