

Pre-application planning advice

The Isle of Wight Council is the data controller for the personal information you provide on this form. The council's Data Protection Officer can be contacted at dpo@iow.gov.uk. You can contact the council by phone on 01983 821000, or by writing to us at County Hall, High Street, Newport, IW PO30 1UD.

To allow the Planning Authority to assess development proposals for sites and to respond to the applicant.

The data collected in this form will be sent to the following: **Planning Development** and will be shared with: **No one outside of the Planning Authority unless formal requests are made under FOI or EIR processes.**

We will keep your personal data in accordance with our Retention Policy which is available on our website.

[View the Privacy Notice](#)

You have a number of rights under the data protection legislation. Please note not all of these rights apply to all processing and any request will be considered on a case by case basis. Your rights include:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights related to automated decision making, including profiling

If you are not happy with the way the council is handling your personal information you have the right to lodge a complaint with the Information Commissioner's Office. Email: casework@ico.org.uk ; website: www.ico.org.uk; telephone: 03031231113

For further details on how your information is used; how we maintain the security of your information; and your rights, including how to access information we hold on you, and how to complain if you have any concerns about how your personal details are processed, please visit [the privacy notice](#) or email dpo@iow.gov.uk.

Disclaimer

It is important to note there are limits to the pre-application advice that can be given by officers. The pre-application advice service does not guarantee permission being granted. The final decision on planning applications is made by council members or senior officers. It can only be taken once a planning application has been received and necessary consultations have been carried out with bodies which the council has a statutory requirement to consult and other interested parties. You should therefore be aware that officer advice is based on the submitted information and reference to adopted planning policy and without prejudice to the final decision should an application be submitted.

Please indicate you have read and accept the above disclaimer: yes / no

Your Details

Name:	
Company Name: (Optional)	
Telephone Number: (Optional)	
Email Address:	
Address:	
Post Code:	

Are you the applicant or an agent?

☐ Applicant

☐ Agent

Select the proposal type	Select the pre-application planning advice service
<input type="checkbox"/> Householder <input type="checkbox"/> Minor <input type="checkbox"/> Major <input type="checkbox"/> Large Major	<input type="checkbox"/> Bronze <input type="checkbox"/> Silver <input type="checkbox"/> Gold <input type="checkbox"/> Platinum

Is the proposed application to improve accessibility, safety, health or comfort for disabled people in their own home?

☐ Yes

☐ No

If you have answered yes, you will not be charged for this form submission, however please note if this submission does not qualify as an Accessibility Improvement you will be charged the full price shown above. You must include enough information to support this in the Description of the Proposal.

Is the site address different from your contact address?

☐ Yes

☐ No

If you have answered yes, provide the site address

Address:	
Post Code:	

Is the property a listed building?

☐ Yes

☐ No

☐ Don't Know

Does the property have an Article 4 Direction served upon it? [Advice on Article 4 Direction](#)

☐ Yes

☐ No

☐ Don't Know

Details of the proposal:

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Has the fee required been paid?

☐ Yes

☐ No

If payment has been made, please attach the receipt

Supporting Documentation

Please note the quality of the pre-application advice we can provide depends on the level of information that you submit. A site location plan as a minimum must be included with this application.

Examples of the supporting documentation to include with your submission are shown below

- A site location plan, with all site boundaries, neighbours and adjacent roads shown
- Proposed scaled drawings - site layout plan, floor plans and all elevations
- Existing scaled drawings - site layout plan, floor plans and all elevations
- Photographs and sketch drawings of the existing site and buildings are also useful
- Any other relevant documents

This could include informal consultations

The list above is not comprehensive, and you may be asked for additional information.

Freedom of Information Act (FOI)

Details of pre-application enquiries will not be available for public inspection on the internet or by personal callers. However, please be aware that the Council may be required to supply details to any party making a Freedom of Information request. Disclosure of the information you have provided may be requested by a third party under the Freedom of Information Act (FOI) or Environmental Information Regulations (EIR).

In respect of FOI requests, the council is obliged to determine whether it would be appropriate to release it, or whether it should be withheld under one of the exemptions under the Act. In relation to EIR requests, although there are various exceptions within the legislation that might prevent disclosure of an enquiry, these have to be seen against the “public interest” test. This means that the Council may refuse to disclose information only if in all the circumstances of the case, the public interest in maintaining the exception outweighs the public interest in disclosing the information. In all cases, the Council reserves the right to determine whether the information should be withheld or released.

Please advise if any documents have FOI exemptions.