

Appendix B – Pre - App Enquiry Forms

Browser address bar: https://babergh-self.achieveservice.com/AchieveForms/?mode=fill&consentMessage=yes&form_uri=sandbox

Page header: Babergh and Mid Suffolk Self Service Login



Home

Planning Pre Application

Our Planning Pre-Application service offers a range of services, with written advice, meetings, and on site appointments available. There is a charge for this service, at various rates depending on the type and level of advice you would like.

Before you begin Please use the Pre Application Charges webpage (link below) to work out the fee you will need to pay at the end of this form.

[Pre Application Charges Webpage](#)

Please note that the fee paid will be checked before this pre planning application is processed internally and you may be asked to make an additional payment should the payment amount be calculated incorrectly.

Are you the applicant or are you an agent working on behalf of the applicant? * Applicant Agent

Your details

Title *

Windows taskbar showing various application icons (Internet Explorer, Outlook, Word, etc.) and system tray with time 10:21 and date 21/08/18.

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Browser address bar: https://baberg-self.achieveservice.com/AchieveForms/?mode=fill&consentMessage=yes&form_uri=sandbox | Make a Pre Application Enquir... | Planning Pre Application - ... x

First name *

Last name *

Telephone *

Email *

Property name/number *

Address line 1 *

Address line 2

Town/Village *

County *

Postcode *

Enquiry details

Select the district your enquiry refers to *

Select the parish your enquiry refers to *

Windows taskbar: Includes icons for Internet Explorer, Outlook, Excel, Skype, PowerPoint, Chrome, File Explorer, and other applications. System tray shows time 10:22 and date 21/08/18.

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Property name/number *

Address line 1 *

Address line 2

Town/Village *

County *

Postcode *

Type of development *

Description of proposal * ?

Description of proposal - additional information
 Drop files here to upload -
 Uploaded: 0/1

What service do you require? ?

Do you require any add on activities? * Yes No







Attach documents



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Attach documents

Site plan *	Drop files here to upload -  upload	Uploaded: 0/1
Sketch plan	Drop files here to upload -  upload	Uploaded: 0/1
Photographs	Drop files here to upload -  upload	Uploaded: 0/1
Layout plan	Drop files here to upload -  upload	Uploaded: 0/1
Accompanying reports	Drop files here to upload -  upload	Uploaded: 0/1
Other documents	Drop files here to upload -  upload	Uploaded: 0/1

Payment

Please enter the fee amount based on the fee calculator you used before starting this form.

NOTE:

Before this application is processed the fee paid will be checked and you may be required to make an additional payment should that fee have been worked out incorrectly. We will contact you if this is the case.

Taskbar: Windows 10 icons for Edge, Mail, Excel, Skype, OneDrive, File Explorer, Outlook, Word, and a game icon. System tray: 10:24, 21/08/18.

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Payment

Please enter the fee amount based on the fee calculator you used before starting this form.

NOTE:

Before this application is processed the fee paid will be checked and you may be required to make an additional payment should that fee have been worked out incorrectly. We will contact you if this is the case.

Planning Pre-Application Fee * ?

A standard payment receipt will be emailed to you once payment has been successful, if you would like a VAT receipt please use the tick box provided below.

Please tick if you require a VAT receipt Yes VAT receipt required

Once you click submit you will be taken to our payment screens. If successful you will receive a success message along with a form reference number if you would like to take a note of it for your records, this will trigger a receipt and a copy of this form (including the form reference number) being emailed to the email address you have provided above.

If payment fails for any reason you will be returned to this form which allows you to retry without re-entering all of your details.

Data Protection

Babergh District Council and Mid Suffolk District Council (BMSDC) will be Data Controller of the information you are providing, That means BMSDC will be responsible for looking after it as required by the Data Protection Act 2018. They will only use the information for the purpose explained on a form. As required by the Data Protection Act 2018 the information will be kept safe, secure, processed and only shared for those purposes or where it is allowed by law. For more information on how we do this and your rights in regards to your personal information and how to access it, visit our website page [How we use your information](#), or call customer services on 0300 1234000 and ask to speak to the Data Protection Officer.

10:25
21/08/18