



To make a request for pre-application assistance please complete the enquiry form below providing as much information as possible.

About the property/proposed development site	
Address of the site	
Postcode	
Current use of property	
Description of proposal	
Please provide an accurate and detailed description of your proposal	
Have you contacted the Council previously about this (or a similar) proposal?	YES / NO / DON'T KNOW (delete as necessary)
If yes, please provide details if known e.g. dates, reference numbers and the names of the officers involved	
Your Details	
Name	
Company (if applicable)	
Address	

Post Code	
Phone Number	
Email address	
What is your interest in the building?	
What type of application(s) are you looking to submit? Choose All that apply	
1. New premises licence or club certificate or similar process under other legislation (i.e. special treatments	
2. Full variation of a premises licence or similar application process	
3. Minor variation of a premises licence or other activity require submission and completion of an application form	
What level of service do you require?	
Check & Send We will meet with you to do a pre-submission validation check to ensure there are no errors or omissions that may result in an application being rejected as invalid. We will also distribute your application to consultees/responsible authorities (where applicable).	
Pre-application consultation We will do a pre-submission validation check of your application form and submit it to consultees and responsible authorities for pre-application comments	
Full application service Technical advice and assistance with completing applications forms, statutory notices, adverts, plans, pre-submission validation checks and application submission to responsible authorities.	

Declaration

I understand that:

1. This service only applies to **pre-application** assistance and therefore ceases to apply once the application is submitted to the Council's Licensing Authority.
2. The Licensing Authority will not deal with your request for **pre-application** assistance until payment is received.
3. When the application is received and been subject to a consultation period the final decision is made by Council Members or under delegated authority. **You should therefore be aware that the Council's officers are unable to give any guarantees about the decision outcomes in relation to applications.**

Note:

The confidentiality of information provided to the Council is subject to the provisions of the Freedom of Information Act and the Council may be required and as a consequence will disclose information about pre-application advice given and assistance.

Signature:Date:

Completed form should be submitted by email to licensing@bromley.gov.uk or

Licensing Section
Bromley Council
Stockwell Close
Bromley
BR1 3UH

Tel: 0208 313 4218

Pre-application advice and assistance

The council offers a discretionary paid pre-application advice service for certain types of licensing applications where an applicant or agent can meet with an administrator or licensing officer to go through the application form and process. In all cases though the advice and guidance ends once the application is submitted to the council for consideration.

We will make sure your application is right first time - so you won't have to risk making a mistake and filling the whole thing out again.

Why use this service?

- **Peace of mind** - from form to photos we make sure everything's right first time.
- **Reduced administration** - as we will distribute copies to responsible authorities

Special Note: Using this process does **not** guarantee an application will be granted. What it does is ensure that it will be processed promptly and that where appropriate the application contains all of the information and conditions that the council would expect to be in place to satisfy the responsible authorities.

The level of pre-application advice the council can provide for the types of applications above are:

- **Check & send** – We will meet with you to do a pre-submission validation check to ensure there are no errors or omissions that may result in an application being rejected as invalid. We will certify any photographs (if applicable) and distribute your application to consultees/responsible authorities (where applicable).
- **Pre-application consultation** – We will do a pre-submission validation check of your application form and submit it to consultees and responsible authorities for pre- application comments.

This will be helpful for applicants to:

1. gain an understanding of potential issues that may arise from their application
 2. consider any appropriate conditions and/or comments that may be suggested by consultees or responsible authorities
 3. understand any policy implications arising from their application
 4. understand the likelihood of their application being successful
- **Full application service** – The full service will entail:
 1. Site visit (where appropriate)
 2. technical advice and assistance with completing applications forms
 3. technical advice and assistance with statutory notices and adverts
 4. technical advice and assistance with plans
 5. pre-submission validation checks
 6. plan advice and guidance (separate charges may apply if plan need to be drawn)
 7. application submission to responsible authorities

If you would like to apply for pre-application advice, please complete the application form and return it to us. Once the application has been received an officer will contact you. If you have any questions about our pre-application advice service, please contact us.

The fees and guidance can be found using the link below

[Pavement licence for tables and chairs – London Borough of Bromley](#)