



## Malvern Hills District Council – Planning Services

# LISTED BUILDING/CONSERVATION AREA PRE – APPLICATION ADVICE REQUEST FORM

Please complete each section of this form as this will help the planning officer make a comprehensive response to your enquiry

- Are you proposing to carry out internal or repair works to the property that doesn't require separate planning permission? Yes or No
- If **YES**, carry on and complete this form together with the necessary information and no fee is required.
- If **NO**, and you are proposing additional works to the property that requires planning permission, please refer to planning pre-application advice under Advice and Guidance and a payment of £47.10 will be required.  
<https://www.malvern hills.gov.uk/planning-advice>

Your contact details: including a telephone number & email address

Address of property or site which your query relates (if different from above) - please include post code if known

A detailed description of your proposed development

**A location plan to scale 1:1250,  
or 1:2500 with the site clearly outlined  
in red (this must include the access or  
any proposed access)**

**Site area of the site**

**Please attach any photographs  
that will support your application**

**Sketch/outline drawings of  
what you propose, indicating  
general layout of the site, size  
and scale of the proposal and  
floor plans and elevations where  
appropriate. (1:50 or 1:100)**

**Any other details you feel would  
help us to provide a comprehensive  
response**

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Please send your completed form to either email: [planningregistration@malvern hills.gov.uk](mailto:planningregistration@malvern hills.gov.uk)  
or by post to: Planning Services, Malvern Hills District Council, The Council House, Avenue  
Road, Malvern, Worcs, WR14 3AF.

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