



**HAMMERSMITH & FULHAM COUNCIL**

Licensing Team, Town Hall, King Street, London W6 9JU  
Telephone: 020 8753 1081  
Email: [licensing@lbhf.gov.uk](mailto:licensing@lbhf.gov.uk)

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

<b>Hammersmith &amp; Fulham Council Licensing Act 2003 Pre-Application Advice Request Form</b>	Uniform Ref. No: <i>(office use only)</i>
<b>About the Property/ Proposed Development Site</b>	
1. Address of the Site:	
2. Postcode of Site:	
3. Current Use of Property:	
<b>Description of Proposal</b>	
4. Please provide an accurate and detailed description of your proposal	
5. Please provide as much relevant information as possible and specify plans/details that you are submitting with your request. This information may include as appropriate: <ul style="list-style-type: none"><li>• Draft Premises Licence - Licensing Act 2003 Application Form</li><li>• Plans showing the existing and proposed development - where possible drawn to metric scale with an illustrative layout, floor plans and elevations.</li><li>• Existing and proposed uses within the building</li></ul>	
6. Have you contacted the Council previously about this (or a similar) proposal?	YES/ NO/ DON'T KNOW (delete as necessary)

7. If yes, please provide details if known e.g. dates, reference numbers and the names of the officers involved.	
<b>8. Your Details:</b>	
Name:	
Company (if applicable)	
Address:	
Post Code:	
Phone Number:	
Email address:	
What is your interest in the building? e.g. Owner, Lease Holder, Agent, Solicitor.	
Fee submitted for advice (Please note that we will not deal with your request for advice until we receive telephone payment)	£
<p><b>9. Freedom of Information Act 2000</b></p> <p>Please note that the confidentiality of information held by Hammersmith &amp; Fulham Council cannot be guaranteed. We may receive requests under the Freedom of Information Act to disclose information about pre-application advice requests and the advice that we have provided. If you consider your inquiry to be confidential, please set out the reasons why, and for what period, any information about the enquiry needs to remain confidential. If you submit a request for confidentiality and we receive an application for disclosure, we will take your request into account when deciding whether to release the information. More information about the Freedom of Information Act can be obtained from the Department of Justice on the following website: <a href="https://www.gov.uk/make-a-freedom-of-information-request/the-freedom-of-information-act">https://www.gov.uk/make-a-freedom-of-information-request/the-freedom-of-information-act</a></p>	
<p><b>Note:</b> The final decision on Licensing Act applications is made by Council Members where representations have been received. It can only be taken once we have received an application and carried out consultations with those bodies which we have a statutory requirement to consult and other interested parties. You should therefore be aware that the Council's officers are unable to give any guarantees about the decision that will be made on an application.</p>	

Completed form should be submitted by email to **licensing@lbhf.gov.uk** and please call to make your telephone payment on 020 8753 1081. Upon receipt of both the form and payment your request will be allocated to our next available Environmental Health Officer