

DRAFT TEMPLATE — NOT FOR ISSUE

This document is a draft covering-letter template generated as part of a Tier 1 desktop intelligence pack. No planning application has been submitted. No application fee has been paid. The letter is illustrative only and must be reviewed, signed and dated by a named chartered planner before any use with a local planning authority.

SITE INTELLIGENCE

PF & Co Holdings Ltd
Guildford, Surrey
info@pfandco.co.uk

Planning Department
East Devon District Council

10 May 2026

Re: Pre-Planning Application

Land to the north of Corefields, Sidford, Sidmouth, EX10 9SG — EX10 9SG

Dear Sir/Madam,

We write on behalf of ~~Sample Client~~ to submit a Pre-Planning Application for the above site. The proposal comprises Residential development for up to 15 dwellings.

Please find enclosed the following documents in support of this application:

No.	Document	Reference	Rev.
1	Planning Statement	999-DEMO-2026 -PFCO-REP-plan- ning-statement-R01	R01
2	Design & Access Statement	999-DEMO-2026 -PFCO-REP-de- sign-access-statement-R01	R01
3	Heritage Statement	999-DEMO-2026 -PFCO-REP-her- itage-statement-R01	R01
4	Flood Risk Assessment	999-DEMO-2026 -PFCO-REP-flood- risk-assessment-R01	R01
5	Transport Statement	999-DEMO-2026 -PFCO-REP-trans- port-statement-R01	R01

6	Drainage Strategy	999-DEMO-2026	-PFCO-REP-drainage-strategy-R01	R01
7	Preliminary Ecological Appraisal	999-DEMO-2026	-PFCO-REP-preliminary-ecological-appraisal-R01	R01
8	BNG Screening Statement	999-DEMO-2026	-PFCO-REP-bng-screening-R01	R01
9	Landscape & Visual Impact Assessment	999-DEMO-2026	-PFCO-REP-lvia-R01	R01
10	Archaeological Assessment	999-DEMO-2026	-PFCO-REP-archaeological-assessment-R01	R01
11	Arboricultural Impact Assessment	999-DEMO-2026	-PFCO-REP-arboricultural-impact-assessment-R01	R01
12	Affordable Housing Statement	999-DEMO-2026	-PFCO-REP-affordable-housing-statement-R01	R01
13	Sustainability & Energy Statement	999-DEMO-2026	-PFCO-REP-sustainability-energy-R01	R01
14	Air Quality Assessment	999-DEMO-2026	-PFCO-REP-air-quality-assessment-R01	R01
15	Noise Impact Assessment	999-DEMO-2026	-PFCO-REP-noise-impact-assessment-R01	R01
16	Housing Needs Assessment	999-DEMO-2026	-PFCO-REP-housing-needs-assessment-R01	R01
17	Phase 1 Contaminated Land Desk Study	999-DEMO-2026	-PFCO-REP-desk-study-R01	R01
18	Geotechnical Desk Study	999-DEMO-2026	-PFCO-REP-geotechnical-desk-study-R01	R01
19	CIL Liability Assessment	999-DEMO-2026	-PFCO-REP-cil-assessment-R01	R01

The application fee will be submitted via the Planning Portal at the point of formal submission; no fee has yet been paid in connection with this draft. We trust that the enclosed documents provide sufficient information to enable validation of the application. Should you require any further information or clarification, please do not hesitate to contact us.

Yours faithfully,

Site Intelligence
PF & Co Holdings Ltd

Enc: as listed above

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1 General Desktop Limitations

1.1 What This Report Does NOT Assess

This is a desktop intelligence report forming part of the Site Intelligence advisory pack. It does not include intrusive investigation, measured survey, statutory consultation, or formal consultant sign-off unless expressly commissioned. The following are outside the scope of this assessment:

- Intrusive site investigation (boreholes, trial pits, soil sampling)
- Topographic or measured building survey
- Structural assessment of existing buildings or retaining structures
- Detailed ecological survey (Phase 2 habitat surveys, protected species surveys)
- Detailed arboricultural survey to BS 5837
- Archaeological field evaluation (geophysical survey, trial trenching)
- Noise, vibration, or air quality monitoring
- Detailed drainage design or hydraulic modelling
- Legal title review or boundary verification

1.2 Data Gaps

The following data was not available at the time of this assessment:

- Site-specific infiltration test results (BRE Digest 365)
- As-built drainage records for existing development
- Ground investigation data (if no published BGS borehole logs are available for the site)
- Detailed topographic survey data (EA LIDAR used where available)
- Historic land use records prior to available OS mapping epochs

1.3 Key Assumptions

This report has been prepared on the basis of the following assumptions:

- Information provided by the client is accurate and complete

- Public dataset boundaries (flood zones, conservation areas, etc.) are current at the date of this report
- The proposed development is as described in the project brief and does not materially change in scale, layout, or use class
- No contamination, ground instability, or other hazard exists beyond that identified in publicly available records
- Planning policy documents referenced are current at the date of this report

1.4 Specialist Investigation Required

The following specialist investigations may be required depending on the constraints identified in this report:

- Site-specific ground investigation (where contamination or geotechnical risk is identified)
- Phase 2 ecological surveys (where Phase 1 identifies potential for protected species)
- Detailed arboricultural impact assessment (where TPO trees or significant vegetation is present)
- Detailed noise impact assessment (where the site is adjacent to significant noise sources)
- Heritage impact assessment by a conservation-accredited professional (where designated heritage assets are affected)

1.5 Changes That Would Require Update

This report should be reviewed and updated if any of the following occur:

- Material change to the proposed development (scale, layout, use class, or density)
- New or amended planning policy (local plan adoption, NPPF revision)
- Change in housing land supply position
- New environmental data (updated flood maps, newly designated heritage assets or ecological sites)
- More than 12 months elapsed since the date of this report

2 Data Assurance Summary

Site Intelligence applies a rigorous data assurance process to every report. This section documents the breadth of data coverage, confidence levels, and quality assurance stages applied.

2.1 Internal Data Coverage Summary

Metric	This Report	Typical Stage 1 Desktop Scope
Data sources consulted	15	3 – 8
Constraint categories checked	38	5 – 10
Data sources queried	15	0 – 2
Provenance entries recorded	15	0

Indicative comparison only. Reflects typical early-stage desktop scope rather than a formal industry benchmark; a wider technical due diligence instruction may consult more datasets at any tier.

2.2 Quality Assurance Checklist

- Automated constraint detection (38-flag desktop constraint analysis, deduped to 36 + Flood Zone)
- Source provenance recording (every data point traced to origin)
- Cross-report consistency check (automated financial figure stamping and constraint reconciliation)
- Domain cross-check against the relevant chapter of the National Planning Policy Framework, planning-practice guidance and the chartered-practitioner methodology applicable to this technical area; map review performed against the OS basemap
- Chartered-practitioner sign-off (RICS, RTPI, IHBC, CIWEM, CIEEM, ICE or other chartered specialist as applicable); Tier 2 add-on, not undertaken for this desktop product

3 Anticipated Consultee Queries

Standard statutory consultees will be notified in accordance with the Development Management Procedure Order. Site-specific consultee requirements are identified in the relevant technical reports.

4 Update Triggers

Validity Period: 12 months.

Application Covering Letter is valid for 12 months. After this period, or if any of the following trigger conditions occur, the report should be reviewed and updated before reliance is placed upon its findings.

- Material change to the proposed development (scale, layout, use class, number of dwellings, or site area)

- Adoption of a new or revised Local Plan or Neighbourhood Plan
- Revision of the National Planning Policy Framework (NPPF)
- Change in the Local Planning Authority's published housing land supply position
- Update to Environment Agency flood zone mapping affecting the site
- New or amended designation (conservation area, listed building, SSSI, SAC, SPA, Ramsar, AONB/National Landscape, AQMA, TPO)
- Pre-application advice received from the LPA or any statutory consultee
- Change in site ownership, applicant, or client
- Passage of more than 12 months since the date of issue

To request an update, contact Site Intelligence quoting the document reference shown on the cover page. Updates are provided at a reduced fee where the original data remains substantially current.

5 Important: Limitations, Disclaimers and Conditions of Use

1. Named Client and Reliance Restriction

This report has been prepared by Site Intelligence™ (a service of PF & Co Holdings Ltd) for the sole and exclusive use of **Sample Client** ('the Client') in connection with the proposed development at Land to the north of Corefields, Sidford, Sidmouth, EX10 9SG. No other party may rely upon, reproduce, or distribute this report or its findings without the prior written consent of Site Intelligence. Any unauthorised use or reliance by third parties is entirely at their own risk, and Site Intelligence accepts no responsibility or liability in such circumstances.

2. Purpose Limitation

This report has been prepared solely for the purpose stated herein. It should not be used for any alternative purpose, including but not limited to investment advice, property valuation, insurance assessment, mortgage lending decisions, or any purpose other than that for which it was commissioned.

3. Third-Party Exclusion

This report does not confer any rights or benefits on any third party under the Contracts (Rights of Third Parties) Act 1999 or otherwise. No third party may enforce any term of this report.

4. Information Reliance

The findings in this report are based on information provided by the Client, publicly available data sources, and desktop research. Site Intelligence has not independently verified the accuracy or completeness of information provided by the Client or third parties.

5. Limitations of Investigation

The scope of this report is limited to a Stage 1 desktop intelligence report undertaken on the date of this report. The findings reflect conditions and information available at the date of investigation. Conditions may change over time, and the report should not be relied upon beyond the validity period stated.

6. Professional Advice Caveat

This report provides professional opinion based on the information available at the time of preparation. It does not constitute legal advice, and specialist professional advice should be sought for specific matters including but not limited to structural engineering, surveying, ecology, archaeology, and contaminated land investigation.

7. No Guarantee of Outcome

Site Intelligence provides no guarantee as to the outcome of any planning application, building control submission, or statutory process. Planning and regulatory decisions are made by the relevant authorities at their sole discretion.

8. Data Completeness Caveat

While every effort has been made to identify relevant constraints and information, the absence of a recorded constraint does not guarantee that no constraint exists. Public data sources may contain gaps, errors, or omissions. The absence of a record does not guarantee the absence of a constraint.

9. Limitation of Liability

The total aggregate liability of Site Intelligence (PF & Co Holdings Ltd) under or in connection with this report, whether in contract, tort (including negligence), breach of statutory duty, or otherwise, shall not exceed the lesser of £1,000,000 or ten times the professional fee paid for this instruction. Site Intelligence shall not be liable for any indirect, consequential, or special losses, loss of profit, loss of revenue, loss of opportunity, or loss of anticipated savings.

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11. Statutory Authority Submission Note

Where this report is submitted to a statutory authority (planning authority, building control, Environment Agency, etc.), the authority will exercise its own professional judgement in assessing the application. Submission of this report does not confer any right of reliance upon the authority, and Site Intelligence accepts no liability for decisions made by statutory authorities.

12. Mortgage / Valuation / Purchaser Exclusion

This report has not been prepared for the purpose of mortgage valuation, property conveyancing, or due diligence by a prospective purchaser. Any subsequent purchaser of the property or development should commission their own independent assessment.

13. Report Validity Period

This report is valid for a period of 12 months from the date of issue. After this period, the report should be reviewed and updated to reflect any changes in site conditions, planning policy, or available data. Update triggers are documented in the preceding section.

14. Governing Law and Jurisdiction

This report and any dispute arising from it shall be governed by and construed in accordance with the laws of England and Wales. The courts of England and Wales shall have exclusive jurisdiction.

15. Not Financial / QS / Valuation Advice

Any cost estimates, development appraisals, or financial information contained in this report are preliminary and indicative only. They do not constitute quantity surveying advice, professional valuation, or financial advice. All cost estimates should be verified by a qualified quantity surveyor or cost consultant before being relied upon for investment or procurement decisions.

16. Terms of Engagement

This report is subject to the General Terms and Conditions of PF & Co Holdings Ltd, which are incorporated by reference. A copy is available on request.

PREPARED FOR **Sample Client**

PREPARED BY

Site Intelligence

PF & Co Holdings Ltd

Date of Issue: **10 May 2026**
Document Ref: 999-DEMO-2026 -PFCO-REP-
CoveringLetter-R01
Revision: R01

FOR AND ON BEHALF OF

Site Intelligence™

PF & Co Holdings Ltd

Company No. 16649319 — Registered 2 Queens Drive, Guildford, Surrey, GU2 9PP — England-only operations

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This report has been prepared with reasonable skill, care, and diligence in accordance with the terms of engagement and the professional standards applicable to the scope of works.

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