

Written Pre-Application Advice Form

**What to expect from this service**

* A formal written response in the form of a letter, email or notes of a meeting
* For minor proposals 4 week timescale for response
* For major proposals a bespoke timescale
* For major proposals a site visit and input from key consultees
* Input from a Planning Officer or Senior Planning Officer
* A full analysis of a proposal and officer opinion as to issues or merits of a particular proposal

**What not to expect from this service**

* A site visit or meeting in every case. The need for a site visit for minor proposals will be determined by the case officer.
* A guaranteed outcome on a planning application
* Advice on whether the proposals would constitute permitted Development

Important:

Pre-application requests for advice will not be subject to any publicity but we may be obliged to release documents and information if we receive a Freedom of Information request or Environmental Information Request and our file notes will form part of the public file if an application follows.

In addition, in the event a formal application is submitted for the proposal the summary of the advice given shall be published.

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| --- | --- |
| **Applicant Name and Address:** | **Agent Name and Address:** |
| Name .........................................…………......... | Name ..................……...................……............. |
| Address ....................................……….............. | Address …….............……................................. |
| ..............................................…………............... | ....…….......................…….................................. |
| Tel No .....................................…………............ | Tel No ........……..............……........................... |
| Email .................................…….......……........... | Email .............................…….……..................... |
| **Site Address:**  ..........................................................................................................................................................  Is site accessible by Planning Officer without prior arrangement? Yes No If no, please provide details of appropriate contact  Name ......................................................………........ Tel No ....................…………...................... | |
| **Proposed Development:**  .............................................................................................................................................................  ............................................................................................................................................................. | |

Please indicate the type of Pre Application Advice you require:

|  |  |  |  |
| --- | --- | --- | --- |
| **Householder**  *Advice on the planning merits of extensions/alterations*  */outbuildings within the curtilage of a dwellinghouse*  **£115** | **Adverts**  *Proposals for advertisement consent*  **£146** | **Shop Fronts**  *Alterations to shop fronts*  **£146** | **Businesses at Home**  *Advice on the planning merits of a business use within the curtilage of a dwellinghouse*  **£182** |
| **Replacement Dwellings**  *One-for-one replacement dwellings on the same application site*  **£260** | **Small Scale Minor**  *e.g. 1-3 dwellings, non-residential (less than 500m2 gross floor space)*  **£390** | **Large Scale Minor**  *e.g. 4-9 dwellings, non-residential (500-999m2 gross floor space)*  **£780** | **Small Scale Major**  *e.g. 10-24 dwellings, non- residential (1000m2 - 1999m2 gross floor space)*  **£1,560\*** |
| **Medium Scale Major**  *e.g. 25-99 dwellings, non- residential (2000m2 - 4999m2 gross floor space)* | **Large Scale Major**  *e.g. 100+ dwellings, non-residential (greater than 4999m2 gross floor space)* |  | *\* Where a PPA is sought for Major schemes we will agree a bespoke fee* |

# £2,860\* £5,980\*

**Total fee payable**

(The total fee is the sum of all individual services selected)

I have made the appropriate fee to Customer Services by Debit Card and the payment authorisation code is……………………………

I enclose the relevant supporting documentation as outlined in the CDC Pre-Application Advice Scheme.

Location and Site Plans

Sketch or Indicative Plans of the Proposal   
Supporting Studies/Information

(For major schemes)

Any further information that you consider relevant:

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