



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.

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

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

£136

Adverts

Proposals for advertisement consent

£172

Shop Fronts

Alterations to shop fronts

£172

Businesses at Home

Advice on the planning merits of a business use within the curtilage of a dwellinghouse

£213

Replacement Dwellings

One-for-one replacement dwellings on the same application site

£305

Small Scale Minor

e.g. 1-3 dwellings, non-residential (less than 500m2 gross floor space)

£458

Large Scale Minor

e.g. 4-9 dwellings, non-residential (500-999m2 gross floor space)

£917

Small Scale Major

e.g. 10-24 dwellings, non-residential (1000m2 - 1999m2 gross floor space)

£1,833*

Medium Scale Major

e.g. 25-99 dwellings, non-residential (2000m2 - 4999m2 gross floor space)

£3,360*

Large Scale Major

e.g. 100+ dwellings, non-residential (greater than 4999m2 gross floor space)

£7,025*

** Where a PPA is sought for Major schemes we will agree a bespoke fee*

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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.....
.....
.....

Signature

Date