



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

Important:

Pre-application requests for advice will not be subject to any publicity but we may be obliged to release documents 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.

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.

<p>Householder</p> <p>Extensions to domestic properties</p> <p><input type="checkbox"/></p> <p>£100</p>	<p>Listed Buildings</p> <p>Alterations and extensions to listed buildings (heritage specific)</p> <p><input type="checkbox"/></p> <p>£95</p>	<p>Advertisements</p> <p>Proposals for advert consent</p> <p><input type="checkbox"/></p> <p>£120</p>	<p>Other</p> <p>e.g. replacement dwellings, changes of use, variation of conditions</p> <p><input type="checkbox"/></p> <p>£220</p>	<p>Small Scale Minor</p> <p>e.g. 1-3 dwellings, commercial (less than 500m2)</p> <p><input type="checkbox"/></p> <p>£350</p>
<p>Large Scale Minor</p> <p>e.g. 4-9 dwellings, commercial (500-1000m2)</p> <p><input type="checkbox"/></p> <p>£550</p>	<p>Small Scale Major</p> <p>e.g. 10-49 dwellings, commercial (1000m2 - 2499m2)</p> <p><input type="checkbox"/></p> <p>£2,000</p>	<p>Major</p> <p>e.g. 50-99 dwellings, commercial (2499m2 - 5000m2)</p> <p><input type="checkbox"/></p> <p>£2,500</p>	<p>Large Scale Major</p> <p>e.g. 100+ dwellings, commercial (more than 5000m2)</p> <p><input type="checkbox"/></p> <p>£4,500 or 10% of Planning Application Fee (whichever is greater)</p>	<p>CDC Specialist Advice</p> <p><input type="checkbox"/> Drainage</p> <p><input type="checkbox"/> Ecology</p> <p><input type="checkbox"/> Environmental Health</p> <p><input type="checkbox"/></p> <p>£75 per specialist</p>

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:

Signature Date