

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 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.

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

Please indicate the type of Pre Application Advice you require:

Householder	Adverts	Shop Fronts	Businesses at Home
Advice on the planning merits of extensions/alterations /outbuildings within the curtilage of a dwellinghouse	Proposals for advertisement consent	Alterations to shop fronts	Advice on the planning merits of a business use within the curtilage of a dwellinghouse
£110	£140	£140	£175
Replacement Dwellings	Small Scale Minor	Large Scale Minor	Small Scale Major
One-for-one replacement dwellings on the same application site	e.g. 1-3 dwellings, non-residential (less than 500m2 gross floor space)	e.g. 4-9 dwellings, non-residential (500-999m2 gross floor space)	e.g. 10-24 dwellings, non- residential (1000m2 - 1999m2 gross floor space)
£250	£375	£750	£1,500*
Medium Scale Major	Large Scale Major		
e.g. 25-99 dwellings, non- residential (2000m2 - 4999m2 gross floor space)	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
£2,750*	£5,750*		
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	