

Request for Pre-application Advice

Please use this form if you wish to have written pre-application advice or meeting.

From 1st April 2024 the fee scales for pre-application advice is as follows:

Householder advice in relation to works to alter or extend an existing dwelling

Written householder pre-application advice **£107**

All householder meetings with written advice **£161.50**

Minor proposals (Single dwellings or Replacement dwelling)

Written requests **£267.50**

Meeting lasting up to one hour (including a written response following meeting) **£428**

Other minor proposals (2-4 dwellings)

Written requests **£535**

Meeting lasting up to one hour (including a written response following meeting) **£749**

Minor Proposal (5-9 dwellings)

Written requests **£802.50**

Meeting lasting up to one hour (including a written response following meeting) **£1070**

Minor works (alterations/shopfronts/signs/increases below 40sqm)

Written requests **£161.50**

Meeting lasting up to one hour (including a written response following meeting) **£267.50**

More significant works (Over 40sqm, Change of use and Telecoms)

Written requests **£267.50**

Meeting lasting up to one hour (including a written response following meeting) **£374.50**

Major proposals (10-25 dwellings)

Meeting (including a written response following meeting) **£2670**

Major proposals (25+ dwellings)

Fee for this will be bespoke, please tick this option and quote 'PPA'

Additional Charges

Site Visit to be undertaken by Case Officer additional £107

Follow-up written advice on minor amendments (minors/majors only) £161.50

Follow-up written advice on significant amendments or amendments to householder proposals to be charged at normal written advice rate.

Follow-up meetings to be charged at normal meeting rate.

Charges for meetings taking longer than three hours or requiring attendance by specific consultees are a matter of negotiation. The Council encourages the use of Planning Performance Agreements (PPAs) for more complex schemes to agree scope of pre-application meetings required.

No charge will be made for pre-application advice that relates to Listed Building Consents

We will register your request and confirm by written acknowledgement the officer dealing with the matter as well as the timescale for a response.

| | |
|--|--------------------------------------|
| 1. Name and address of Applicant: | 2. Name and address of Agent: |
| Tel no: | Tel no: |
| E-mail address: | E-mail Address |

