

**Pre – Application Advice
Application Form**



1. Address of Application Site

2. Applicant Details

Name

Address

Email Address

Telephone Number

3. Agent Details

Name Company

Company address

Email Address

Telephone Number

4. Description of Proposed Development

5. Documents Attached

6. Current Use of the Building

7. Fee Due - Please indicate on the next page of the form which service you are applying for.

8. Declaration

By making this application you confirm that pre-application advice is applied for and that you will make the required payment for the service before any work is undertaken on this application.

TABLE 1 - Extensions and Alterations to Homes, and small Scale Proposals

	Level 1 Letter	Follow Up Letter	Level 2 Meeting	Follow Up Meeting	Officer Check
Extensions and alterations to houses and flats not including Basements	£300	£250	£400	£350	£100
Extensions and alterations to houses and flats including Basements	£600	£450	£700	£550	£100
Local Community Groups	£250	£200	£350	£300	£100
Advertisements	£350	£300	£400	£350	N/A
Telecommunications	£350	£300	£400	£350	N/A
Details required by Condition	£300	£250	£400	£350	N/A
Internal Alterations to Listed Buildings Where Planning Permission is Not Required	£300	£250	£400	£350	£100

TABLE 2 - Residential Schemes (Including Change of Use, Care Homes etc.)

	Level 1 Letter	Follow Up Letter	Level 2 Meeting	Follow Up Meeting	Officer Check
1 – 4 Units	£700	£600	£900	£800	£200
5 – 9 Units	£1800	£1500	£2000	£1800	£200
10 – 49 Units	£3000	£2400	£3500	£3000	£400
50 – 199 Units	£5000	£4000	£5500	£4500	£400
200 Units or More	£7500	£5500	£8000	£6000	£500

TABLE 3 - Non – Residential Schemes (Including Changes of use, officers, hotels, industry, retail etc.)

	Level 1 Letter	Follow Up Letter	Level 2 Meeting	Follow Up Meeting	Officer Check
No New Floor Space 100m ²	£500	£400	£700	£500	£100
100 - 499m ² Floorspace	£750	£450	£800	£550	£200
500 - 999m ² Floorspace	£2100	£1500	£2200	£1600	£200
1,000 – 4,999m ² Floorspace	£2750	£2250	£3000	£2500	£300
5,000 – 9,999m ² Floorspace	£4750	£4250	£5000	£4500	£400
10,000m ² and over	£8000	£5500	£8500	£7500	£500

TABLE 4 – Mixed Use Residential and Non – Residential Schemes**(Including Changes of use, care homes, officers, hotels, industry, retail etc.) Level 2 Meeting only.**

	No New Floor Space 100m ²	100 - 499m ² Floorspace	500 - 999m ² Floorspace	1000 - 4999m ² Floorspace	5000 - 9999m ² Floorspace	10000m ² Plus Floorspace
1 – 4 Units	£1250	£1300	£2000	£2400	£3400	£5150
5 – 9 Units	£2350	£2400	£3100	£3500	£4500	£6250
10 – 49 Units	£3850	£3900	£4600	£5000	£6000	£7750
50 – 199 Units	£5850	£5900	£6600	£7000	£8000	£9750
200 Units or more	£8350	£8400	£9100	£9500	£10500	£12250