

Planning & Development Major Pre-Application Advice Form



It is recommended that you read our 'Pre-Application Advice Guidance' before completing this form.

Applicant Details

Name:

Address:

Email address:

Telephone/mobile number:

Agent Details (if applicable)

Name:

Address:

Email address:

Telephone/mobile number:

Please indicate if you are

Owner

Lessee

Occupier

Prospective Purchaser

Application Site Details

Site Address (including post code if known):

Site Area (if known):

Current use of the site:

Proposal

A detailed description of the proposed works:

Types of Major Pre-Application Advice

Our service has been split into a two stage process

Stage 1 (Overview)

Stage 1A provides an overview of the potential issues and an opinion on the principle of development only by written advice.

Stage 1B is where you can have a meeting with the case officer (maximum 1 hour), in addition to written advice on the principle of development only.

Stage 2 (Detailed)

Stage 2C provides for a more detailed analysis of the proposal by written advice

Stage 2C is where you can have a meeting with the case officer (maximum 1.5 hours), in addition to written advice on the principle and other relevant matters.

Please refer to our Pre-Application Advice Guidance for more information.

Pre-Application Fees

	Stage 1A - Overview Written Response	Stage 1 B– Overview Written Response and 1 hour Meeting	Stage 2C – Detailed Written Response	Stage 2D – Detailed Written Response and 1.5 hour Meeting
Major Residential 10-49 dwellings	£1,200 (inc VAT)	£1,440 (inc VAT)	£2,400 (inc VAT)	£2,880 (inc VAT)
Strategic Residential 50 + dwellings	£2,250 (inc VAT)	£2,700 (inc VAT)	£4,500 (inc VAT)	£5,400 (inc VAT)
Major Floor Area 1,000 sqm – 9,999 sqm (measured externally)	£1,200 (inc VAT)	£1,440 (inc VAT)	£2,400 (inc VAT)	£2,880 (inc VAT)
Strategic Floor Area 10,000 sqm + (measured externally)	£2,250 (inc VAT)	£2,700 (inc VAT)	£4,500 (inc VAT)	£5,400 (inc VAT)
Development of 1 hectare or more	£1,200 (inc VAT)	£1,440 (inc VAT)	£2,400 (inc VAT)	£2,880 (inc VAT)
all Other Development not falling within any of the categories i.e. solar farm				

Where a development falls within more than one category, the higher fee will apply.

Pre-Application Fees Process

You can decide whether to opt directly for Stage 1 (A or B) or Stage 2 (C or D). If you initially choose Stage 1 and then decide after to also to progress to Stage 2, only the different between the fees, would be applicable. This is on the basis of the Stage 2 being the same site and development type and paid for within 56 days of the response on the Stage 1 advice.

Please indicate which pre-application advice service you are applying for

Major Stage 1A Overview Written Response Major Stage 1B Overview Written Response and Meeting

Major Stage 2C Detailed Written Response Major Stage 2D Detailed Written Response and Meeting

Essential Application Requirements

In order for your submission to be valid, you will also need to submit the following with your enquiry:

- A location plan clearly identifying the correct location of the site
- A sketch or outline drawing of the proposed plans, indicating the general layout of the site and size of the proposal
- The correct application fee

If an exemption applies please tick here and set out the reason for the exemption

Previous Pre-Application Advice

If you have had previous advice on the site and/or similar development proposal, please provide details of the advice given and the officer/ reference.

Confidentiality

As a matter of course, requests for pre-application advice will not automatically be treated on a confidential basis. The Environmental Information Regulations 2004 require us to make recorded information available to members of the public, if requested. Pre-application advice may only be treated as confidential if there are clear demonstrable issues of commercial sensitivity or other significant reasons why this information may not be disclosed, and a public interest test may also be applied. Any enquiry in this category should be clearly marked as confidential and give reasons provided.

Please sign and date where indicated below to confirm your pre-application enquiry

I the undersigned confirm that I am seeking pre-application advice on the proposed development described in the attached documentation and enclose the relevant fee:

Signed

On behalf of

Date

Email the completed form to development.control@nwleicestershire.gov.uk or post to Planning & Development, North West Leicestershire District Council, Council Offices, Coalville, Leicestershire, LE67 3FJ.