

Planning & Development  
Householder/Minor/Other Pre-Application Advice Form



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

<b>Applicant Details</b> Name:  Address:  Email address:  Telephone/mobile number:	<b>Agent Details</b> (if applicable) Name:  Address:  Email address:  Telephone/mobile number:
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**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:

**Please indicate which pre-application advice service you are applying for**  
Householder/minor other – written response only  OR  
Householder/minor other – written response & meeting

## Pre-Application Fees

	Written Response	An additional maximum 1 hour meeting (currently to be undertaken virtually), only where the written response has also been paid for	Total combined fee, where written response and meeting is requested. To be paid at the time of submission
<b>Certificates of Lawful Use – Existing and Proposed</b>	£70	N/A	
<b>Advertisements</b>	£75	N/A	
<b>Householder</b>	£90	N/A	
<b>Change of Use</b>	£190	£ 120 hourly rate	£310
<b>1-2 dwellings</b>	£225	£ 120 hourly rate	£345
<b>3-4 dwellings</b>	£460	£ 120 hourly rate	£580
<b>5-9 dwellings</b>	£900	£ 120 hourly rate	£1,020
<b>Other developments creating floorspace of less than 500 sq metres (measured externally)</b>	£360	£ 120 hourly rate	£480
<b>Other Developments creating floorspace of between 500 sq metres and up and including 999 square metres (measured externally)</b>	£720	£ 120 hourly rate	£840
<b>All Other Development not falling within any of the categories (variation of conditions/car park and road and certificates).</b>	£145	£ 120 hourly rate	£265

## Essential Application Requirements

In order for a Planning Officer to provide a written response, you will also need to submit the following with your enquiry:

- A location plan clearly displaying the correct location of the site (an image from Google Maps is acceptable providing the site is clearly identified on it)
- 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 (please see above and note that an additional fee is applicable for meetings, however meetings are only offered for certain enquiries)  If an exemption applies please tick here

## 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.

Email the completed form to [development.control@nwleicestershire.gov.uk](mailto:development.control@nwleicestershire.gov.uk) or post to Planning & Development NWLDC, PO Box 11051, Coalville, LE67 0FW