

##### Planning & Development

### Householder/Minor/Other Pre-Application Advice Form

text

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:

Site Area:

**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** |
| **Certificates of Lawful Use – Existing and Proposed** | £70 | N/A |  |
| **Advertisements** | £75 | N/A |  |
| **Householder** | £90 | N/A |  |
| **Change of Use** | £190 | £ 120 hourly rate | £310 |
| **1-2 dwellings** | £225 | £ 120 hourly rate | £345 |
| **3-4 dwellings** | £460  | £ 120 hourly rate | £580 |
| **5-9 dwellings** | £900 | £ 120 hourly rate | £1,020 |
| **Other developments creating floorspace of less than 500 sq metres (measured externally)** | £360 | £ 120 hourly rate | £480 |
| **Other Developments creating floorspace of between 500 sq metres and up and including 999 square metres (measured externally)**  | £720 | £ 120 hourly rate | £840 |
| **All Other Development not falling within any of the categories (variation of conditions/car park and road and certificates).** | £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 or post to
Planning & Development NWLDC, PO Box 11051, Coalville, LE67 0FW