

# Request for Major Pre-Application Advice

<b>1. Your details:</b>		
<b>Applicant name:</b>		
<b>Applicant address:</b>		
<b>Agent name:</b>		
<b>Agent address:</b>		
<b>Contact name:</b>		
<b>Contact telephone number:</b>		
<b>Contact email address:</b>		
<b>2. Interest in the property/land</b> Please state your interest in the property/land e.g. owner/occupier, developer, prospective purchaser:		
<b>3. Location of proposed development</b> Please provide the site address of the development site or building/property:		
<b>4. Description of proposal</b> Please provide an accurate, detailed description of the proposed development:		
<b>5. Pre-application advice for schedule</b>		<b>Fee (from 1 May 2025)</b>
		<b>Service offered</b>
Please tick the box to indicate the application type		
<b>Major category 1A</b> 250+ residential units or 25,000+ square metres non-residential use (including change of use and register providers)	<b>Price upon application, minimum £10,176</b> Internal review meeting by consultees and initial written feedback. One subsequent meeting. Written feedback.	<input type="checkbox"/>
<b>Major category 1B</b> 250+ residential units or 25,000+ square metres non-residential use (including change of use and register providers)	<b>Price upon application, minimum £7,632</b> 1 hour office or interactive meeting followed by written summary	<input type="checkbox"/>
<b>Major category 1C</b>	<b>£763</b>	<input type="checkbox"/>

250+ residential units or 25,000+ square metres non-residential use (including change of use and register providers)	Follow up meetings: 1 hour office or interactive meeting	
<b>Major category 2A</b> 100 to 249 residential units or 10,000 to 24,999 square metres non-residential use (including change of use and registered providers)	<b>Price upon application, minimum £8,268</b> Internal review meeting by consultees and initial written feedback. One subsequent meeting. Written feedback	<input type="checkbox"/>
<b>Major category 2B</b> 100 to 249 residential units or 10,000 to 24,999 square metres non-residential use (including change of use and registered providers)	<b>Price upon application, minimum £5,088</b> 1 hour office or interactive meeting followed by written summary	<input type="checkbox"/>
<b>Major category 2C</b> 100 to 249 residential units or 10,000 to 24,999 square metres non-residential use (including change of use and registered providers)	<b>£636</b> Follow up meetings: 1 hour office or interactive meeting	<input type="checkbox"/>

<b>Major category 3A</b> 50 to 99 residential units or 5,000 to 9,999 square metres non-residential use (including change of use and registered providers)	<b>Price upon application, minimum £3,943</b> Internal review meeting by consultees and initial written feedback. One subsequent meeting. Written feedback	<input type="checkbox"/>
<b>Major category 3B</b> 50 to 99 residential units or 5,000 to 9,999 square metres non-residential use (including change of use and registered providers)	<b>£3,180</b> 1 hour office or interactive meeting followed by written summary	<input type="checkbox"/>
<b>Major category 3C</b> 50 to 99 residential units or 5,000 to 9,999 square metres non-residential use (including change of use and registered providers)	<b>£509</b> Follow up meetings: 1 hour office or interactive meeting	<input type="checkbox"/>
<b>Major category 4A</b> 25 to 49 residential units or 2,500 to 4,999 square metres non-residential use (including change of use and registered providers)	<b>£3,180</b> 1 hour office or interactive meeting followed by written summary	<input type="checkbox"/>
<b>Major category 4B</b> 25 to 49 residential units or 2,500 to 4,999 square metres non-residential use (including change of use and registered providers)	<b>£2,417</b> Written summary only, no meeting.	<input type="checkbox"/>
<b>Major category 4B</b> 25 to 49 residential units or 2,500 to 4,999 square metres non-residential use (including change of use and registered providers)	<b>£382</b> Follow up meetings: 1 hour office or interactive meeting	<input type="checkbox"/>
<b>Major category 5A</b> 10 to 24 residential units or 1,000 to 2,499 square metres non-residential use (including change of use and registered providers)	<b>£2,417</b> 1 hour office or interactive meeting followed by written summary	<input type="checkbox"/>
<b>Major category 5B</b> 10 to 24 residential units or 1,000 to 2,499 square metres non-residential use (including change of use and registered providers)	<b>£1,908</b> Written summary only, no meeting.	<input type="checkbox"/>
<b>All mineral and waste developments</b>	Price upon application, minimum for small scale starting <b>£1,908</b> - minimum £3,180 for large scale	<input type="checkbox"/>
Variation of a single condition of major and minerals category	<b>£2,417</b> Written summary only, no meeting.	<input type="checkbox"/>
Variation of more than one condition of major or minerals category - For more than one condition and for minor modification/non-material amendment of major or minerals application	Same fee for development type	<input type="checkbox"/>

**6. Plans and supporting information attached**

If you are unsure about the level of detail to be submitted, please refer to the guidance notes for further advice. Please specify plans/details that have been submitted. As a minimum, the following must be provided:

Site Location Plan (1:1250 scale) with the site outlined in red	<input type="checkbox"/>
---	--------------------------

Site Plan (1:500 Scale)	<input type="checkbox"/>
-------------------------	--------------------------

**The more information that is provided, the more detailed the response will be.**

**7. Pedestrian and vehicle access, roads and rights of way**

Please tick the box if the answer to the question is yes:

Is a new or altered vehicle access proposed to or from the public highway?	<input type="checkbox"/>
--	--------------------------

Is a new or altered pedestrian access proposed to or from the public highway?	<input type="checkbox"/>
---	--------------------------

Are there any new public roads to be provided within the site?	<input type="checkbox"/>
--	--------------------------

Are there any new public rights of way to be provided within or adjacent to the site?	<input type="checkbox"/>
---	--------------------------

Do the proposals require any diversions/extinguishments and/or creation of rights of way?	<input type="checkbox"/>
---	--------------------------

**8. Indicative materials**

If applicable, please state what indicative materials are to be used externally. Include type, colour and name for each material.

Walls:	
Roof:	
Windows:	
Doors:	
Boundary treatments:	
Vehicle access and hard standing:	
Lighting:	
Others:	

**9. Indicative vehicle parking**

Please provide indicative information on the existing and proposed number of on-site parking spaces.

Type of vehicle	Total existing	Total proposed (including spaces retained)	Difference in spaces
Cars			
Light goods vehicles/public carrier vehicles			
Motorcycles			
Disability spaces			
Cycle spaces			

Other			
<b>10. Assessment of flood risk</b>			
Is the site within an area at risk of flooding? (Refer to Environment Agency's Flood Map showing flood zones 2 and 3 and consult Environment Agency standing advice).			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>11. Biodiversity and Geological Conservation</b>			
Is there a reasonable likelihood of the following being affected adversely or conserved and enhanced within the application site, or on land adjacent to or near the application site?			
<b>Protected and priority species:</b>	<input type="checkbox"/> Yes, on the development site	<input type="checkbox"/> Yes, on land adjacent to or near the proposed development	<input type="checkbox"/> No
<b>Designated sites, important habitats or other biodiversity features:</b>	<input type="checkbox"/> Yes, on the development site	<input type="checkbox"/> Yes, on land adjacent to or near the proposed development	<input type="checkbox"/> No
<b>Features of geological conservation importance:</b>	<input type="checkbox"/> Yes, on the development site	<input type="checkbox"/> Yes, on land adjacent to or near the proposed development	<input type="checkbox"/> No
<b>12. Existing use</b>			
Please describe the current use of the site:			
<b>13. Is the current site vacant?</b>			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>14. Trees and Hedges</b>			
Are there trees or hedges on the proposed development site that would be impacted by the proposal?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>15. Indicative proposed residential units (including conversion)</b>			
Does your proposal include the gain, loss or change of use of residential units?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			

<b>16. Proposed housing</b>							
Market Housing	Not Known	Indicative number of bedrooms				Total	
		1	2	3	4+		
Houses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>a:</b>	
Flats	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>b:</b>	
Sheltered housing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>c:</b>	
Studios	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>d:</b>	

Self-build and custom housing	<input type="checkbox"/>	<b>e:</b>					
Other	<input type="checkbox"/>	<b>f:</b>					
<b>Totals: (a+b+c+d+e+f)=</b>						<b>=</b>	

### 17. Existing housing

Market Housing	Not Known	Indicative number of bedrooms				Total	
		1	2	3	4+		
Houses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>a:</b>	
Flats	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>b:</b>	
Sheltered housing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>c:</b>	
Studios	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>d:</b>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>e:</b>	
<b>Totals: (a+b+c+d+e)=</b>						<b>=</b>	

### 18. Social, affordable or intermediate rent

Market Housing	Not Known	Indicative number of bedrooms				Total	
		1	2	3	4+		
Houses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>a:</b>	
Flats	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>b:</b>	
Sheltered housing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>c:</b>	
Studios	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>d:</b>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>e:</b>	
<b>Totals: (a+b+c+d+e)=</b>						<b>=</b>	

### 19. Affordable home ownership

Market housing	Not known	Indicative number of bedrooms				Total
----------------	-----------	-------------------------------	--	--	--	-------

		1	2	3	4+	
Houses	<input type="checkbox"/>	<b>a:</b>				
Flats	<input type="checkbox"/>	<b>b:</b>				
Sheltered housing	<input type="checkbox"/>	<b>c:</b>				
Studios	<input type="checkbox"/>	<b>d:</b>				
Other	<input type="checkbox"/>	<b>e:</b>				

<b>Totals: (a+b+c+d+e)=</b>	=	
-----------------------------	---	--

**20. All types of development: Non-residential floorspace**  
Does your proposal involve the loss, gain or change of use of non-residential floorspace?

Yes       No

**If you have answered YES to the question above, please add details in the following table:**

Use class/type of use		N/A	Existing gross internal floorspace (sq.m)	Gross internal floorspace to be lost by change of use or demolition (sq.m)	Total gross internal floorspace proposed (inc. change of use) (sq.m)	Net additional gross internal floorspace following development (sq.m)
<b>Class B</b>	B2 General industrial	<input type="checkbox"/>				
	B8 Storage or distribution	<input type="checkbox"/>				
<b>Class C</b>	C1 hotels	<input type="checkbox"/>				
	C2 Residential institutions	<input type="checkbox"/>				
	C2A Secure residential institution	<input type="checkbox"/>				
	C3 Dwelling houses	<input type="checkbox"/>				
	C4 Houses in multiple occupation	<input type="checkbox"/>				
<b>Class E</b>	E(a) Retail	<input type="checkbox"/>				
	E(b) Food and drink	<input type="checkbox"/>				
<b>Class E(c)</b>	E(c)(i) Financial services	<input type="checkbox"/>				

	E(c)(ii) Professional services	<input type="checkbox"/>				
	E(c)(iii) Other	<input type="checkbox"/>				
	E(d) Indoor sport and recreation	<input type="checkbox"/>				

	E(e) Medical / health services	<input type="checkbox"/>				
	E(f) Day nursery / centre	<input type="checkbox"/>				
<b>Class E(g)</b>	E(g)(i) Offices to carry out admin functions	<input type="checkbox"/>				
	E(g)(ii) Research and development	<input type="checkbox"/>				
	E(g)(iii) Industrial processes	<input type="checkbox"/>				
<b>Class F1</b>	F1(a) Education	<input type="checkbox"/>				
	F1(b) Display of Art	<input type="checkbox"/>				
	F1(c) Museums	<input type="checkbox"/>				
	F1(d) Public libraries	<input type="checkbox"/>				
	F1(e) Public / exhibition halls	<input type="checkbox"/>				
	F1(f) Public worship	<input type="checkbox"/>				
	F1(g) Law courts	<input type="checkbox"/>				
<b>Class F2</b>	F2(a) Shops selling essential	<input type="checkbox"/>				

	goods <280m <sup>2</sup>					
	F2(b) Community Halls	<input type="checkbox"/>				

	F2(c) Outdoor sport or recreation	<input type="checkbox"/>				
	F2(d) Indoor or outdoor swimming pools / skating rinks	<input type="checkbox"/>				
<b>Sui Generis</b>		<input type="checkbox"/>				

### 21. Indicative Employment

	Full time	Part-time	Total full-time equivalent
<b>Existing employees</b>			
<b>Proposed employees</b>			

### 22. Indicative hours of opening

If known, please state the hours of opening (e.g. 15:30) for each non-residential use proposed:

Use	Mon – Fri	Saturday	Sunday and Bank Holidays	Not known
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

### 23. Site area

Please state the site area in hectares (ha):

--

### 24. Industrial or commercial processes and machinery

Please describe the activities and processes which would be carried out on the site and the end products including plant, ventilation or air conditioning. Please include the type of machinery which may be installed on site:

--

### 25. Is the proposal a waste management development?

Yes       No

Please provide further details:

--

### 26. Site visit

Can the site be seen from a public road, public footpath, bridleway or other public land?

Yes       No

**27. If the planning authority needs to make an appointment to carry out a site visit, whom should they contact?**

Agent       Applicant

MAY 2025