



## Request for Pre-application Planning Advice

**NB. Not appropriate for discussing or confirming Permitted Development Rights**

**Please see <https://www.eastcambs.gov.uk/planning/do-i-need-planning-permission>**

Please complete this form using block capitals and black ink

### 1. Applicant Details

Title:	<input type="text"/>	First name:	<input type="text"/>
Last name:	<input type="text"/>		
Address:	<input type="text"/>		
Postcode:	<input type="text"/>		
Telephone Number:	<input type="text"/>		
Email:	<input type="text"/>		

### 2. Agent/Developer Details (if applicable)

Title:	<input type="text"/>	First name:	<input type="text"/>
Last name:	<input type="text"/>		
Address:	<input type="text"/>		
Postcode:	<input type="text"/>		
Telephone Number:	<input type="text"/>		
Email:	<input type="text"/>		

### 3. Description of Proposal

Please give a detailed description of the proposed development

### 4. Location of Proposed Development

Please give either a postal address, including postcode, or a clear description of the site location if no postal address exists

### 5. Interest in the property/land

Please state your interest in the property/land e.g. owner/occupier, prospective purchaser etc.

### 6. Previous planning applications

Please list any known previous planning applications relating to the site.

## 7. Viewing the site

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

Yes

No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact? (Please select one)

Agent

Applicant

Other

If other has been selected please provide:

Name:

Telephone Number:

## 8. Plans and Supporting Information

The following information should be provided with any request for advice. The list below is not exhaustive, and it may be appropriate to provide additional information, depending on the nature of your development proposal. Please be aware the more information submitted prior to any meeting or response, the greater level of detail an Officer can provide. If supporting documents and information is brought on the day of the meeting, the Officer may require to take this information away before providing a response

	Included	Comments
Site location plan identifying the property/land	<input type="text"/>	<input type="text"/>
Details of the current use/occupancy of the site	<input type="text"/>	<input type="text"/>
Photographs	<input type="text"/>	<input type="text"/>
Explanation of the proposal	<input type="text"/>	<input type="text"/>
Sketch drawings of the proposal	<input type="text"/>	<input type="text"/>
Draft Design and Access Statement (if needed)	<input type="text"/>	<input type="text"/>
Copies of any Consultation Responses	<input type="text"/>	<input type="text"/>
Other supporting information (please give details)	<input type="text"/>	<input type="text"/>

## 9. Type of Advice Requested

Please indicate what level of advice you are seeking:

Written only

Meeting only

Meeting and Written

Listed Building

Subsequent advice

**Additional advice** (Please see fee sheet for relevant costs)

Building Control (Written advice only)

Heritage

Follow up Plan check (Householder applications only)

## 10. Disclosure of Information

Disclosure of the information that you have provided, and any written advice that we have given, may be requested by a third party under the Freedom of Information Act 2000. Could you please indicate if there are any particular reasons why you believe that such disclosure should not be made i.e. would it harm anyone's commercial interests, or is the information particularly sensitive in any way? Ultimately, the Council reserves the right to disclose the information provided and the advice given at its own discretion.

Please indicate if you are happy to share your pre-application enquiry:

with Elected Member(s) for this area (Parish and District Councillors)

With County Councillors

## 11. Signature

Signed:

Date:

Please print name:

On behalf of:

## The scale of charges

Please tick appropriate areas of advice required and enclose the required fee with the application.

	Written advice only	Meeting Only	Meeting and Written
<b>Householder</b>			
Extension or works to a dwelling - General Advice on issues is FREE but comment on a particular scheme would attract a fee	£42	£42	£84
<b>Subsequent advice</b> – Advice on amended schemes	£31.50	£21	£52
<b>Optional Charges</b>			
<b>Building Control Advice</b>	£23	n/a	£45
<b>Heritage Advice</b>	£10.70	£10.70	£21
<b>Follow up Plan checking</b>	Free	Free	Free
<b>Listed Building</b>			
Listed Building Advice for alteration or extension to a listed building or development within the curtilage if a listed building	n/a	£98	£153
<b>Small Scale Minor Development</b>			
Residential schemes 1 – 2 dwellings Other buildings up to 999sqm	£150	£250	£400
<b>Subsequent advice</b> – Advice on amended schemes	£75	£125	£200
<b>Optional Charges</b>			
<b>Building Control Advice</b>	£57	n/a	£120
<b>Heritage Advice</b>	£32	£32	£62
<b>Minor development (Residential)</b>			
Residential schemes 3-9 dwellings	£250	£350	£600
<b>Subsequent advice</b> – Advice on amended schemes	£125	£175	£300
<b>Optional Charges</b>			
<b>Building Control Advice</b>	£104	n/a	£177
<b>Heritage Advice</b>	£62	£62	£125
<b>Small Scale Major development</b>			
10 up to 40 dwellings site area up to 0.5 ha. 1000sqm-4999sqm floor space	£400	£450	£850
<b>Subsequent advice</b> – Advice on amended schemes	£200	£225	£424
<b>Optional Charges</b>			
<b>Building Control Advice</b>	£177	n/a	£292
<b>Heritage Advice</b>	£78	£78	£156
<b>Large Scale Major Development</b>			
41-99 dwellings site area over 0.5 ha. 5000sqm plus floor space	n/a	£550	£1150
<b>Subsequent advice</b> – Advice on amended schemes	n/a	£274	£575
<b>Optional Charges</b>			
<b>Building Control Advice</b>	£292	n/a	£411
<b>Heritage Advice</b>	n/a	£156	£156
<b>Strategic Development</b>			
100 plus dwellings or mixed use development that includes 1000sqm of non-residential floor space	n/a	n/a	£1798
<b>Subsequent advice</b> – Advice on amended schemes	n/a	n/a	£899
<b>Optional Charges</b>			
<b>Building Control Advice</b>	n/a	n/a	£358
<b>Heritage Advice</b>	n/a	n/a	£156

## All prices include VAT at 20%

If advice is sought from Transport and Highways or the Lead Local Flood Authority (Cambridgeshire County Council) for developments, a separate fee to pay the County Council must be submitted with your application. Or the individual fee paid to the relevant consultee and clearly identified.

Please see refer to Cambridgeshire County Council website for charges

[http://www.cambridgeshire.gov.uk/info/20099/planning\\_and\\_development/500/developing\\_new\\_communities](http://www.cambridgeshire.gov.uk/info/20099/planning_and_development/500/developing_new_communities)

Pre-application with Ely Drainage Board can be gained for free, please indicate if you would like them to be consulted during the pre-application process.

### Exemptions

Please tick any of the following VAT exemptions to the above fees and sign the declaration.

- Development proposals put forward by Parish Councils
- Proposals for disabled persons to alter or extend existing dwelling to improve safety, health or comfort.
- Discussions on works to be carried out, by their owners or potential purchasers, to an existing Listed Building or dwellings covered by an Article 4 (2) Direction (not to include proposed extensions and/or re-development), or sites with protected trees
- Sites for wholly affordable housing e.g. exception sites
- Infrastructure projects, including green infrastructure, where the primary developers are public/statutory bodies, involving schools, hospitals, roads, energy, drainage, nature conservation projects, and parks
- Development directly related to an existing or proposed small business (ie business with 5 or less staff members, employed or voluntary across the entire registered business)
- Development proposal to solely benefit a Registered Charity
- Community Led Development in accordance with Supplementary Planning Document (<http://www.eastcambs.gov.uk/sites/default/files/Com%20Led%20Dev%20SPD%20as%20adopted%2025%20Feb%202016.pdf>)

I/we confirm that, to the best of my/our knowledge, any facts used to reach this reason for exemption are true and accurate

Signed ..... Date.....