

PRE-APPLICATION PLANNING ADVICE REQUEST FORM



Please use this form if you wish to engage in pre-application discussions.

Do not complete this form until you have read the guidance notes set out in the Pre-Application Planning Advice section. This explains the levels of service available and the required fee (if applicable).

The form should be completed and submitted together with the correct fee.

1. Applicant Name and Address:	2. Agent Name and Address:
First name:	First name:
Last name:	Last name:
Company:	Company:
Address:	Address:
Email Address (preferred method of contact):	Email Address (preferred method of contact):
Contact number:	Contact number:
3. Site Address:	
4. Description of proposed development	
<p>If this request follows an earlier planning application, or pre-application advice, please state the reference number(s) here:</p>	

5. Please indicate with a tick which category your proposal falls within:		Tick
Category 1	Professional Agents Replies to Written Requests for information or documents received from Solicitors, Developers or Professional Agents	£144.00 (inc. VAT)
Category 2	Householder development	£144.00 (inc. VAT) or £240.00 (inc. VAT) with meeting/ ..
Category 2a	Householder / minor development affecting heritage assets (e.g. Listed Buildings / Conservation areas)	£240.00 (inc. VAT) or £336.00 (inc. VAT) with meeting/ site
Category 3	1-2 dwellings	£471.67 (inc. VAT) or £565.86 (inc. VAT) with meeting/ site
Category 4	Minor Residential Development (3-9 dwellings)	£965.46 (inc. VAT)
	Each additional meeting with Officer	£235.72 (inc. VAT)
Category 5	Small Scale Major Residential Development (10 – 49 dwellings)	£1,886.51 (inc. VAT)
	Each additional meeting with Officer	£965.46 (inc. VAT)

Category 6	Medium Scale Major Residential Development (50 -199 dwellings)	£3,773.03 (inc. VAT)
	Each additional meeting with Officer	£1,414.85 (inc. VAT)
Category 7	Large Scale Major Residential Development (200+ dwellings)	£5,659.39 (inc. VAT)
	Each additional meeting with Officer	£1,886.51 (inc. VAT)
Category 8	All major development proposals (>10 dwellings or >1000 square metres floorspace)	£965.46 (inc. VAT) Meeting to discuss policy principles only
Category 9	Other Minor Development * (Including change of use)	
	Written advice	£282.97 (inc. VAT)
	Meeting with Officer	£566.01 (inc. VAT)
Category 10	Other Small Scale Major Development**	
	Written advice	£1886.51 (inc. VAT)
	With each additional meeting with Officer	£965.46 (inc. VAT)
Category 11	Other Large Scale Major Development***	
	Written advice	£3,773.03 (inc. VAT)
	With each additional meeting with Officer	£965.46 (inc. VAT)
Category 12	Site visit with landscape officer. Proposed works to protected trees	No fee required
Category 13	Site visit with landscape officer. Householder development/tree works	£56.55 (inc. VAT)(max 1 hour)

Category 14	Site visit with landscape officer. All other development	£188.70 (inc. VAT) (max 2 hour)
6. Payment details, please indicate with a tick as appropriate:		Tick
Pay online by going to 'pay for it' at www.tewkesbury.gov.uk and clicking planning application, then select planning and then pre-application		
Cheque attached, made payable to Tewkesbury Borough Council, in the amount of (please complete the amount):		£
7. Below is a list of basic information which should accompany every request for advice. Please Indicate what is provided:		Tick
Location plan (1:1250 scale) with the site outlined in red.		
Site history i.e. occupancy of the site.		
Photographs of the site.		
Sketch drawings providing details of the proposal. Floor plans for each floor of the proposed building together with at least sketch elevations that are sufficient to indicate the initial architectural approach and the materials proposed. Details should also show any adjacent buildings to identify the context of the scheme		
Details of any consultations already undertaken e.g. highways authority		
8. Confidentiality:		
Under the Freedom of Information Act 2000, pre-application material may only be withheld from the public if its disclosure could prejudice commercial interests, inhibit the free and frank provision of advice or exchange of views during the planning process, or could prejudice the effective conduct of public affairs. The Council retains absolute discretion on the disclosure of any information it holds.		
9. Please sign and date this form and preferably submit by email:		
Signed		Date
For further information, please contact Development Control: <ul style="list-style-type: none"> • by email at developmentapplications@tewkesbury.gov.uk • or by phone on 01684 272151 	By post: Planning & Development Control Tewkesbury Borough Council Gloucester Road Tewkesbury, Gloucestershire, GL20 5TT	