



Planning Department
 Uttlesford District Council
 London Road
 Saffron Walden
 CB11 4ER

01799 510510
 uconnect@uttlesford.gov.uk

Request for Pre-Application Planning Advice

1. Applicant Details		2. Agent Details	
Name		Name	
Address including Post Code		Address including Post Code	
Tel No		Tel No	
Email		Email	
3. The Site			
Full address or location of the site			
Please note that a location plan showing the site outlined in red is required. See section 7 below.			
4 The Proposal			
Full Description of Proposed Development			
Site Area (Hectares)	<input style="width: 100px; height: 20px;" type="text"/>	Site Dimensions (Metres)	<input style="width: 100px; height: 20px;" type="text"/>
Residential Number of Dwellings Proposed	<input style="width: 130px; height: 25px;" type="text"/>	Commercial Floorspace	<input style="width: 100px; height: 25px;" type="text"/>
5. Preliminary Discussions			
If you have had previous discussions or correspondence with the Council regarding this proposal please provide details of the officer and any reference number quoted by the Council.			

6. Type of Advice Requested

Please refer to (add link to the pre application guidance notes) to determine the relevant fee. Please tick the relevant box to indicate advice sought.

Development Type	Meeting (up to 1 hour) & Written Response	✓	Follow-Up Advice	✓	Written Advice Only	✓
Householder	£150.00		£75.00		£100.00	
Householder/Heritage/Listed Building Consent	£300.00		£150.00		N/A	
MINOR development	£350.00		£150.00		£150.00	
MINOR development and Heritage Advice	£450.00		£200.00		£250.00	
Strategic MAJOR (Residential 100+ or commercial 5,000sqm + or sites over 3 hect)	£2400.00		£865.00		N/A	
Strategic MAJOR (Residential 100+ or commercial 5,000sqm + or sites over 3 hect) including Heritage Advice	£2700.00		£1015.00		N/A	
Large Scale MAJOR (Residential 50 – 99 or commercial of 2,000 – 4,999sqm or on sites of 2 – 3 hectares)	£1360.00		£680.00		£860.00	
Large Scale MAJOR (Residential 50 – 99 or commercial of 2,000 – 4,999sqm or on sites of 2 – 3 hectares) including Heritage Advice	£1660.00		£830.00		£1010.00	
Small scale MAJOR (Residential 10 - 49 or commercial of 1,000 – 1,999sqm or on sites of 1 - 2 hectares)	£990.00		£495.00		£540.00	
Small scale MAJOR (Residential 10 - 49 or commercial of 1,000 – 1,999sqm or on sites of 1 - 2 hectares)	£1290.00		£645.00		£690.00	

*Please note all meetings to be held at the Council offices at Council Offices London Road Saffron Walden CB11 4ER

**Please note that all meetings for 'Householder & Heritage Advice' and 'Listed Building Consent' will be held at the application site, unless otherwise agreed.

7. Payment

Payment can be made by Cheque made payable to Uttlesford District Council or over the telephone by credit or Debit Card on 01799 510510. Please refer to (add link to guidance advice) to determine the relevant fee. All fees include VAT.

8. List of Plans, Drawings and Information

Location Plan (e.g. 1:1250 scale)

Block Plan (e.g. 1:500 Scale)

Elevations

Floor Plans

Photographs of the site

Statement

Other Documentation
(Please specify)

9. Freedom of Information Act

If you consider your application to be confidential, please set out why, and for what period, any information in regard to the enquiry needs to remain confidential

10. Signature

I confirm that the above information is correct.

Date:

Signed: