



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 number	Tel number
Email	Email
3. The site	
Full address or location of the site	
<p>Please note that a location plan showing the site outlined in red is required. See section 7 below.</p>	
4 The proposal	
Full description of proposed development	
<div style="border: 1px solid black; height: 60px; width: 100%;"></div>	
Site area (Hectares)	<div style="border: 1px solid black; width: 80px; height: 25px;"></div>
Residential number of dwellings proposed	<div style="border: 1px solid black; width: 120px; height: 25px;"></div>
Site dimensions (Metres)	<div style="border: 1px solid black; width: 80px; height: 25px;"></div>
Commercial floorspace	<div style="border: 1px solid black; width: 80px; height: 25px;"></div>
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.	
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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.
All charges include VAT at 20%

Householder		✓
Written advice only	£113.00	
Meeting 1 hour (virtual) and written advice	£189.00	
Meeting 1 hour (on-site) and written advice	£284.00	
Follow up written advice	£113.00	
Householder including heritage*/listed building consent		
Written advice only	£378.00	
Meeting 1 hour (virtual) and written advice	£536.00	
Meeting 1 hour (on-site) and written advice	£630.00	
Follow up written advice	£246.00	
Minor development		
Written advice only	£289.00	
Meeting 1 hour (virtual) and written advice	£441.00	
Meeting 1 hour (on-site) and written advice	£536.00	
Follow up written advice	£289.00	
5-9 units including up to 2 virtual meetings	£2,625.00	
Minor development including heritage* advice		
Written advice only	£485.00	
Meeting 1 hour (virtual) and written advice	£800.00	
Meeting 1 hour (on-site) and written advice	£945.00	
Follow up written advice	£485.00	
Major Development		
10-25 dwellings - to include at least 1 Planning Officer at up to 2 hours virtual meetings and written response (any additional officers/specialists will incur an additional fee)**	£7,875.00	
26-99 dwellings - to include at least 1 Planning Officer at up to 3 hours virtual meetings and written response (any additional officers/specialists will incur an additional fee)**	£13,650.00	
100-199 dwellings - to include at least 1 Planning Officer at up to 4 hours virtual meetings and written response (any additional officers/specialists will incur an additional fee)**	£25,200.00	
Major or complex minor pre-app where the applicant does not want to enter into a PPA with the council	POA	
Other charges		
High Hedge complaints	£650.00	

*Heritage advice includes locally listed buildings, ancient monuments, works or development in a conservation area.

**Charges depend on the complexity of the site and individual needs of the application, therefore will be determined on an individual basis.

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.

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