

Request for Pre-Application Planning Advice

Please read the accompanying [Pre-Application Advice Guidance Notes](#)

1. Applicant Details		2. Agent Details	
Name	<input type="text"/>	Name	<input type="text"/>
Address including Post Code	<input type="text"/>	Address including Post Code	<input type="text"/>
Tel No	<input type="text"/>	Tel No	<input type="text"/>
Email	<input type="text"/>	Email	<input type="text"/>

2. 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.

3. The Proposal

Full Description of Proposed Development

Site Area (Hectares)	<input type="text"/>	Site Dimensions (Metres)	<input type="text"/>
Residential Number of Dwellings Proposed	<input type="text"/>	Commercial Floorspace:	<input type="text"/>

4. 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.

Please refer to [Pre-Application Advice 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	<input checked="" type="checkbox"/>	Follow-Up Written Response Only	<input checked="" type="checkbox"/>	Written Advice Only	<input checked="" type="checkbox"/>
Strategic Major (100+ dwellings and/or 5,000+ square metres of commercial floorspace or on sites over 3 hectares) Planning & Urban Design Advice	£1730*		£865		Not Available	
Strategic Major & Heritage Advice (100+ dwellings and/or 5,000+ square metres of commercial floorspace or on sites over 3 hectares) Planning & Urban Design & Heritage Advice (Listed Building / Conservation Area)	£2030*		£1015		Not Available	
Large Scale Major (50-99 new dwellings and/or 2,000-4,999 square metres of commercial floorspace or on sites of 2-3 hectares) Planning & Urban Design Advice	£1360*		£680		£860	
Large Scale Major & Heritage Advice (50-99 new dwellings and/or 2,000-4,999 square metres of commercial floorspace or on sites of 2-3 hectares) Planning, Urban Design & Heritage Advice (Listed Building / Conservation Area)	£1660*		£830		£1010	
Small Scale Major (10-49 new dwellings and/or 1,000-1,999 square metres of commercial floorspace or on sites of 1-2 hectares) Planning & Urban Design Advice	£990*		£495		£540	
Small Scale Major & Heritage Advice (10-49 new dwellings and/or 1,000-1,999 square metres of commercial floorspace or on sites of 1-2 hectares) Planning, Urban Design & Heritage Advice (Listed Building / Conservation Area)	£1290*		£645		£690	

Development Type	Meeting (up to 1 hour) & Written Response	✓	Follow-Up Written Response Only	✓	Written Advice Only	✓
Minor Development (1-9 new dwellings, new commercial floorspace below 1000m2 and change of uses) Planning Advice	£300*		£150		£150	
Minor Development & Heritage Advice (1-9 new dwellings, new commercial floorspace below 1000m2 and change of uses) Planning & Heritage Advice (Listed Building / Conservation Area)	£400*		£200		£250	
Householder (Works or extensions to a dwelling including the alteration or enlargement a single house, including works within the curtilage (boundary/garden) of a house) Planning Advice	£150*		£75		£100	
Householder & Heritage Advice (Works or extensions to a dwelling which is Listed or falls within a Conservation Area including the alteration or enlargement a single house, including works within the curtilage (boundary/garden) of a house) Planning & Heritage Advice (Listed Building / Conservation Area)	Until further notice, we are unable to hold meetings on site		£150		£200	
Listed Building Consent Heritage Advice (Listed Building / Conservation Area)	Until further notice, we are unable to hold meetings on site		£125		£150	

*Until further notice, any Pre-Application request which would involve a meeting with the Planning Officer, will be held by Conference Video Call, rather than a meeting at the Council offices. Written advice would be provided following the meeting.

6. Payment

Payment can be made by Cheque made payable to Braintree District Council or over the telephone by Credit or Debit Card on 01376 557779. Please refer to [Pre-Application Advice Guidance Notes](#) to determine the relevant fee. All fees include VAT.

7. List of Plans, Drawings and Information

Location Plan (e.g. 1:1250 scale)
(With site edged red)

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

Elevations

Floor Plans

Photographs of the site

Statement

Other Documentation
(Please specify)

8. 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

9. Signature

I confirm that the above information is correct.

Date.....

Signed.....

PLEASE NOTE: During the ongoing situation with regards to Coronavirus (COVID-19) the planning team will continue to offer a Pre-Application Service, however due to the measures announced by the Prime Minister on 23rd March we have had to make some changes to the range of advice we are able to offer at the current time. More information can be found on our [Pre-Application Advice Guidance Notes](#).

To avoid delays, please can we ask that you email your application form and accompanying documents to preapps@braintree.gov.uk and make a telephone payment via 01376 557779. As we are unable to access our offices, applications submitted via the post with a cheque will unfortunately not be processed until the current restrictions are lifted and we can return to the offices.