

PRE- PLANNING APPLICATION ADVICE REQUEST

This form should be used only if you are seeking pre-planning application advice. It should not be used where your request is solely as to whether planning permission is required.

Office Use Only	
Reference	
Date Received	
Payment	
Amount	£

This request form is designed to assist the Council in providing a detailed response to your enquiry. Full details of the service are available in the Pre Planning Application Advice Service Guidance Note.

1. About you	
Applicant: Mr/Mrs/Miss/Ms	
Address:	
Postcode:	
Telephone No:	
E-mail address:	

2. About your Proposal	
Address of the property or site (if different from above)	
Postcode:	
Detailed description of your proposal:	

3. Supporting Information Please include the following	Included?
Site Location plan at a scale of 1:1250 or 1:2500 to clearly identify the site/property	Yes/No
Site area (hectares)	Yes/No
Floor area (sq metres)	Yes/No
Sketch/outline drawings of the existing building/site	Yes/No
Drawings of the proposal indicating general layout of the site, size and scale of the proposal and floor plans and elevations where appropriate. (At a scale of 1:50 or 1:100)	Yes/No
Photographs	Yes/No
Any other details	Yes/No

The Appropriate fee

The fee of £_____ is enclosed.

**This must be received before we can proceed with your enquiry
The fees and exemptions are set out below – please indicate under which category this request is made**

Please send your completed form and associated documents to:

**Herefordshire Council
Planning Services
PO Box 230
Hereford
HR1 2ZB**

APPENDIX 1

PRE-APPLICATION CHARGING SCHEDULE

Development Type		Cost (£ inc VAT)	Additional Cost (£ inc VAT)	Please tick √
Householder		60	20	
Residential Development				
1-4 dwellings	site area less than 0.5 ha	250	100	
5-9 dwellings	site area 0.6 - 0.99 ha	550	100	
10 – 49 dwellings	site area 1.0 – 1.25 ha	1000	500	
50 – 199 dwellings	site area 1.26 – 2.0 ha	2000	750	
200 + dwellings	site area 2.0 or more ha	3000	1000	
Commercial Development				
Up to 499 sq m	site area less than 0.5 ha	250	100	
500 sq m – 999 sq m	site area 0.6 - 0.99 ha	550	100	
1000 sq m – 2499 sq m	site area 1.0 – 1.25 ha	1000	500	
2500 sq m – 9999 sq m	site area 1.26 – 2.0 ha	2000	750	
10,000 sq m +	site area 2.0 or more ha	3000	1000	
Other developments				
Changes of use		150	75	
Advertisements		50	25	
Telecommunications		150	75	
Polytunnels		500	100	
Renewable energy installations (eg solar, hydro, wind turbines, biomass)		500	100	
Any other case		100	50	

Minerals and Waste - County Matters and related development				
Includes: New/extended buildings, plant/machinery, new/extended landfill/ landraising including soil/inert, all waste treatment/processing/transfer/disposal facilities, EFW plant, scrapyards, AD plants, all mineral extraction, variation of conditions (including site area or time extensions on minerals or waste sites), significant earthmoving (eg lakes), sewage treatment facilities including reedbeds and SUDS, engineering operations, EIA and ROMP preparation advice				
		Cost (£ inc VAT)	Additional Cost (£ inc VAT)	Please tick √
0 - 999 sq. m.	Site area up to 0.9 ha	200	100	
1000+ sq. m.	Site area 1 ha - 15 ha; All inert landfill/landraising (soil importation) >1 ha	400	200	
New/extensions to landfill excluding inert landfill	Any site area over 15 ha; Waste facilities with throughput of over 50,000 tonnes	1000	500	

Exemptions to Charging
Enquiries made by Herefordshire Public Services
Enquiries made by a Town or Parish Council
Enquiries made by a Registered Social Landlord (RSL) or Housing Association (HA) – where the development is solely for social/affordable housing
Where the enquiry/development is to benefit a person who is Registered Disabled
Conservation advice – work to Listed Buildings/Conservation Area Consent
Works to trees – covered by a Tree Preservation Order or in a Conservation Area
Advice on how to submit a planning application
Discussions in relation to enforcement investigations

NOTES

1. Please refer to the Pre Planning Application Advice Service Guidance Note for full details of this service.
2. The additional cost will apply when it is required to arrange more than two meetings.

