

## Pre-application Advice (Form 1)

This form may be used as an alternative to a written request to get an officer's informal opinion on a development that you would like to carry out.

**Please Note: A fee will be required for this service. If the development is already undertaken then the fee is at a rate of 120% of the fees in the table (see page 4).**

**Please take the time to fully complete this form. Your assistance is appreciated and the more information/sketches/photos you are able to provide about your property and the proposed works, the better. If insufficient information is provided we may be unable to answer your enquiry.**

### 1 Your Details

Name:	
Address:	Postcode:
Phone No:	
Email:	

### 2 Agent (if any)

Name:	
Address:	Postcode:
Phone No:	
Email:	

### 3 Location of Proposed Development\*

(\*If no postal address please give a clear and accurate description of the site location)

Site Address:

Postcode:

### 4 Development Plans/Guidance taken into account

Please provide details of the Development Plan Policies/Guidance that you have referred to in preparing your scheme.

### 5 Description of Proposal

Please provide an accurate, detailed description of the proposed development.

### 6 Viewing the site

Is it possible for an officer to view the whole site from the highway or other public land?

Yes  No

If No, please provide best contact details:

## 7 Plans and Supporting Information

A site location plan clearly identifying the site or building in question must be submitted. The level of further detail required will be dictated by the complexity of the proposal. If you are unsure about the level of detail to be submitted, please contact us for further advice. Please specify plans/details that have been submitted. You may also want to include a written explanation of the proposed development to assist the officer.

- Site Location Plan (at 1:1250 **or** 1:2500 scale with site outlined in red)
- Existing site layout plan showing the site or building as exists
- Elevation Sketch Plan
- Block Plan
- Proposed site layout plan showing how buildings/uses would be located
- Photographs
- Proposed Floor Plans
- Other Supporting Material (please specify)

### Declaration

I confirm that I have noted that any advice provided under this service will be given on the basis of the informal opinion of the officer(s) concerned, based on the information provided and the planning policies/guidance prevailing at the time, and any views expressed are not intended to prejudice the Council's determination of any subsequently submitted formal application.

Enquirers should be made aware that any document submitted to the council and any notes made may be the subject of disclosure to third parties upon request under Freedom of Information Act 2000. If you consider the proposal confidential you should explain why in terms of the Freedom of Information Act 2000.

### Advice Requested

Please include with your pre-application enquiry a cheque made payable to Rochford District Council or you can pay online on the Council's website via the 'Pay for it' tab on the home page. Include any additional charge to cover Urban Design advice as appropriate. Please refer to the fee schedule to determine the category of pre-application advice you require and the fee required.

	Written generic only without officer viewing the site		Meeting with written advice		Follow-up		
		Urban Design advice		Urban Design advice		Urban Design written	Urban Design meeting with written advice
House holder	£152 <input type="checkbox"/>	N/A	£195 <sup>A</sup> <input type="checkbox"/>	N/A	£150 <input type="checkbox"/>	N/A	N/A
Small	£375 <input type="checkbox"/>	£353 <input type="checkbox"/>	£437.50 <sup>A</sup> <input type="checkbox"/>	£533 <input type="checkbox"/>	£225.60 <input type="checkbox"/>	£359 <input type="checkbox"/>	£533 <input type="checkbox"/>
Minor	£620 <input type="checkbox"/>	£431 <input type="checkbox"/>	£697.50 <sup>A</sup> <input type="checkbox"/>	£615 <input type="checkbox"/>	£300 <input type="checkbox"/>	£431 <input type="checkbox"/>	£615 <input type="checkbox"/>
Major	£1752.50 <input type="checkbox"/>	No additional fee	£1944.25 <sup>B</sup> <input type="checkbox"/>	No additional fee	£876 <input type="checkbox"/>	£513 <input type="checkbox"/>	£790 <input type="checkbox"/>
Strategic	N/A		£2586.50 <sup>B</sup> <input type="checkbox"/>	No additional fee	£1380 <input type="checkbox"/>	£615 <input type="checkbox"/>	£882 <input type="checkbox"/>
Listed Building	£216.30 <input type="checkbox"/>	N/A	£417.15 <sup>A</sup> <input type="checkbox"/>	N/A	£283.25 <input type="checkbox"/>	N/A	N/A

All prices above include VAT

**Retrospective Development: Fees for advice where development is already undertaken prior to pre-application submissions is at a rate of 120% of the above fees**

Note A – 1 meeting of up to two hours.

Note B – 1 meeting of up to three hours.

Planning Performance Agreements incur a fee of £3000.00 (excluding VAT) for the initial inception meeting and drafting of the agreement. Please contact the authority for further charges in relation to Planning Performance Agreements.

Householder – extensions, alterations, outbuildings, etc.

Small – 1 dwelling or up to 999 square metres commercial floor area, including small changes to plant or other alterations to commercial premises

Minor – 2-9 dwellings or 1000-1,999 square metres

Major – 10-99 dwellings or 2,000-4,999 square metres

Strategic – +100 dwellings or + 5,000 square metres

Listed Buildings – Advice from Historic Environment and Conservation Officer for works to Listed Buildings or in/adjacent to a Conservation Area.

**Total Payable:** £\_\_\_\_\_ You must tick the appropriate box(es) in the table above to correspond with this fee.

Signed: \_\_\_\_\_ On Behalf\*: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return your completed form to:**

Planning Services  
Council Offices  
South Street, Rochford  
Essex SS4 1BW

Email: [planning.applications@rochford.gov.uk](mailto:planning.applications@rochford.gov.uk)  
Phone: 01702 546366