

## Pre-application advice checklist

What you will need to send us will depend on which development type you choose, and the correct fee for the type of response you want to receive from us.

You should be aware that the detail and quality of the information submitted to us greatly affects the detail of the advice we are able to offer. Please be aware that unclear information will mean that we cannot provide full advice and this may mean you need to make multiple enquiries, all of which will incur separate fees.

This list details the **minimum** level of information required for each development type. If one or more pieces of requisite information is not provided with your initial request, it will not be dealt with and will be returned to you unanswered.

### Householder

- correct fee
- a plan clearly identifying your property/site relative to the public highway and adjoining boundaries/properties
- clear drawings of your proposal, either to scale or with dimensions clearly indicated with adjoining boundaries shown
- photographs of the property/site, in particular showing the relationship with any neighbouring buildings

### Minor

- correct fee
- a plan clearly identifying your property/site relative to the public highway and adjoining boundaries/properties
- clear drawings of your proposal, either to scale or with dimensions clearly indicated with adjoining boundaries shown
- photographs of the property/site, in particular showing the relationship with any neighbouring buildings

### Works to listed buildings

- correct fee
- a plan clearly identifying your property/site relative to the public highway and adjoining boundaries/properties
- clear drawings of your proposal, either to scale or with dimensions clearly indicated with adjoining boundaries shown
- photographs of the property/site, in particular showing the relationship with any neighbouring buildings
- a full description of the proposed works and how these may affect the historic fabric and design of the building

- an explanation as to why the proposed works are required
- photographs of the building, in particular covering the aspect of the building that you wish to change

### **Medium development**

- correct fee
- a plan clearly identifying your property/site relative to the public highway and adjoining boundaries/properties
- clear drawings of your proposal, either to scale or with dimensions clearly indicated with adjoining boundaries shown
- photographs of the property/site, in particular showing the relationship with any neighbouring buildings

### **Larger scale development**

- correct fee
- a scaled plan identifying your site
- sketches and scaled drawings of your proposal
- photographs of the site, in particular showing the site context and its relationship with any neighbouring buildings
- description of the scope of proposed development including scale, land uses, schedule of floorspace, housing details including tenure and mix
- clarification of land ownership if a legal agreement is likely to be required, including details of any other relevant interests such as tenancies, mortgages etc
- list of suggested planning obligations, including a commitment to S106 legal agreement and to paying the council's legal costs involved in negotiating, preparing and completing the agreement

### **Major**

- correct fee
- a scaled plan identifying your site
- sketches and scaled drawings of your proposal
- photographs of the site, in particular showing the site context and its relationship with any neighbouring buildings
- description of the scope of proposed development including scale, land uses, schedule of floorspace, housing details including tenure and mix
- clarification of land ownership if a legal agreement is likely to be required, including details of any other relevant interests such as tenancies, mortgages etc

- list of suggested planning obligations, including a commitment to S106 legal agreement and to paying the council's legal costs involved in negotiating, preparing and completing the agreement

## **Strategic**

- correct fee
- a scaled plan identifying your site
- sketches and scaled drawings of your proposal
- photographs of the site showing the site context and its relationship with any neighbouring buildings
- description of the scope of proposed development including scale, land uses, schedule of floorspace, housing details including tenure and mix
- clarification of land ownership if a legal agreement is likely to be required, including details of any other relevant interests such as tenancies, mortgages etc
- list of suggested planning obligations, including a commitment to S106 legal agreement and to paying the council's legal costs involved in negotiating, preparing and completing the agreement