

# Pre-Application Enquiry Form

**OFFICE USE ONLY**

REF. NUMBER:

OFFICER:

TARGET DATE:

We encourage pre application discussions and thank you for taking this opportunity to seek our informal opinion and advice prior to submitting a formal application.

It is important that clear information is provided with your enquiry. The research required to answer your enquiry may be complex and take some time. The less information you provide, the more limited our advice will be. So, please be thorough so that we can be more helpful in our advice to you.

A valid pre application request will be responded to within 30 working days. The relevant fee must be paid before a request for pre-application advice is processed. Please see the back of this form for more information.

## YOUR DETAILS

Name: \_\_\_\_\_ Telephone/Mobile: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Email: \_\_\_\_\_

*If you provide your email address we will respond to your enquiry electronically.*

## ADDRESS OF PROPOSAL

AS ABOVE? YES/NO

*If no please provide full site address below.*

Site Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

## EXISTING LAND/USE – Please describe the existing use and site characteristics

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## VIEWING THE SITE

Is it possible for an officer to view the whole site from the highway/other public land? YES/NO

If no, please provide the best contact details if different from those above:

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**Tendring**  
District Council





# YOUR PLANS & SUPPORTING INFORMATION

Please complete the table below to list what information you have included.

**THE *ESSENTIALS ITEMS* LISTED BELOW MUST BE INCLUDED FOR YOUR ENQUIRY TO BE PROCESSED.**

| <b>ESSENTIAL INFORMATION</b>   | ✓ | <b>COMMENTS/DRAWING or REF. NO</b> |
|--|---|------------------------------------|
| Your name and contact details (including telephone no.)  |   |                                    |
| Address of proposal  |   |                                    |
| Detailed description of proposal   |   |                                    |
| A site location plan (with site outlined in red) 1:1250/1:2500   |   |                                    |
| Sketch plan/block plan showing proposed site layout<br>1:500/1:200 (showing how buildings/uses would be located<br>and how access would be obtained) |   |                                    |
| Plans of how proposal will look (elevations) ideally scaled<br>1:100/1:50  |   |                                    |
| The fee  |   |                                    |

| <b>HELPFUL INFORMATION</b>   | ✓ | <b>COMMENTS/DRAWING or REF. NO</b> |
|--|---|------------------------------------|
| Sketch plan/block plan showing existing site layout<br>1:500/1:200 showing the site or building as exists, including<br>existing uses/floor areas. |   |                                    |
| Sketch drawing and photographs of the site as existing.  |   |                                    |
| Draft design and access statement  |   |                                    |
| Details of consultations already undertaken (i.e. neighbours,<br>the highway authority)  |   |                                    |
| Photos of site and surroundings including relationships with<br>neighbouring windows etc   |   |                                    |

| <b>OTHERS (please list)</b> | ✓ | <b>COMMENTS/DRAWING or REF. NO</b> |
|-----------------------------|---|------------------------------------|
|                             |   |                                    |
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# PRE APPLICATION ADVICE SERVICE FEES SCHEDULE

All prices include where necessary a site visit and one meeting (usually one hour).

## Small scale proposals = £35

- Householder extensions and outbuildings (see 'Householder Pre-app Advice Form')
- Works to domestic listed buildings
- Adverts/Signs

## Dwellings (new development and conversions of existing buildings)

- 1 - 4 units = £100
- 5 - 9 units = £400
- 10 + units = £750
- 50 + units = £2,500

## Changes of use/operational development

Change of use - £100

Business and Commercial development/additional floor-space:

- Extensions and alterations less than 100 sq. m. = £100
- Extensions and alterations 100 - 499 sq. m. = £250
- Extensions and alterations 500 sq. m. – 999 sq. m. = £1,000
- Extensions and alterations of 1000 sq. m. or more = £2,500

## Major development = £2,500


- Developments of sites 1ha or greater in size
- Developments creating 1000sq. m. of floor-space or more
- Development requiring an EIA

Major pre-application proposals will include up to 3 meetings. Any further meetings required will be charged an additional £50 per hour or part thereof.

Development proposals which do not fall within the categories listed above will be charged at £200. Please note that where the proposal includes development falling within one or more categories the fee will be charged at the higher fee category.


## CONTACT INFORMATION

If you have any questions or for more information and details of how to pay please contact our Pre Application Team here at Planning on:

 01255 686157

 [preapps.planningservices@tendringdc.gov.uk](mailto:preapps.planningservices@tendringdc.gov.uk)

 [www.tendringdc.gov.uk](http://www.tendringdc.gov.uk)

 Planning Services, Council Offices, Thorpe Road, Weeley Essex CO16 9AJ

# COMMERCIALLY SENSITIVE MATERIAL CHECKLIST

This form should be submitted with all pre applications to indicate areas of your submission that you consider to be commercially sensitive.

Commercially sensitive documents not for disclosure to third parties under the Freedom of Information Act 2000 (FOI) or Environmental Information Regulations 2004 (EIR).

Name of Organisation

The authority may be obliged to disclose information in or relating to this pre application enquiry following a request for information under the FOI or EIR therefore please outline in the table below items which you consider are confidential and genuinely commercially sensitive and which are not for disclosure in respect of your application.

| Information/Document | Reference / Page No. | Reason for non disclosure (cite exemption(s) to be considered) | Duration of confidentiality |
|----------------------|----------------------|--|-----------------------------|
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The applicant acknowledges that the commercially sensitive information listed in this schedule is of indicative value only and the authority may be obliged to disclose it pursuant to a request under the FOI or EIR.

The authority shall act reasonably and use its discretion when making a decision to release or withhold information pertaining to the above if it is requested. By indicating what information you believe to be commercially sensitive the Council will consider your views however the authority will make the final decision to disclose information or not.

Note: To be kept with the pre application correspondence for consideration should a request for information under the Freedom of Information Act 2000 or Environmental Information Regulations 2004 be received. This document can be destroyed in line with the retention and destruction schedule of pre application enquiries.