

Request for Pre-application Planning Advice

Please complete all sections of the form and use Block Capitals

1. Address of Proposed Development Site

Address	
	Post Code

2. Agent Details

Name	
Address	
	Post Code
Telephone	Email

3. Applicant/Developer Details

Name	
Address	
	Post Code
Telephone	Email

4. Description of Proposed Development. (continue on a separate sheet if necessary)

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5. Attached Information (please tick boxes as necessary)

<input type="checkbox"/> Brief summary of current and proposed uses.	<input type="checkbox"/> Sketch of proposed layout.
<input type="checkbox"/> 1:1250 or 1:2500 Site Location Plan.	<input type="checkbox"/> Sketch showing proposed height and scale of development.
<input type="checkbox"/> Photographs and sketch plan of site and surroundings as existing.	<input type="checkbox"/> Other (please specify)

6. Fee

Minor Development	Major Development	Significant Major Development
<input type="checkbox"/> Planning history of site (£36)	<input type="checkbox"/> Planning history of site (£60)	<input type="checkbox"/> Planning history of site (£240)
<input type="checkbox"/> Informal advice (including an unaccompanied site visit) (£120)	<input type="checkbox"/> Informal advice (including an unaccompanied site visit) (£420)	<input type="checkbox"/> Informal advice (including an unaccompanied site visit) (£600)
<input type="checkbox"/> Informal advice (including meeting/or site visit) (£240)	<input type="checkbox"/> Informal advice (including up to two meetings/or site visits) (£600)	<input type="checkbox"/> Informal advice (including up to three meetings/or site visits) (£900)
<input type="checkbox"/> Each additional response (£60)	<input type="checkbox"/> Each additional response (£120)	<input type="checkbox"/> Each additional response (£180)

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7. Declaration

I confirm that pre-application advice is requested for the above proposal.

Name

Date

Signed

Please send your completed form and attachments to planning.services@eden.gov.uk or Planning Services, Eden District Council, Mansion House, Penrith, Cumbria, CA11 7YG.

Pre-application Planning Advice – Guidance Notes

The more comprehensive the information supplied, the fuller our response will be; this may help to avoid a site meeting and reduce the time taken by us to respond. As a guide the following information is the minimum requirement to enable us to process your enquiry:

<ul style="list-style-type: none">• Full contact details including phone numbers and email address;• The address and location plan (Scale: 1:1250 or 1:2500) of the site and information about its existing use;• A description of the proposal;	<ul style="list-style-type: none">• A sketch plan/diagram (Scale 1:100 or 1:200), and photographs of the site showing existing buildings, trees, hedges, access points and parking availability: this list is not comprehensive;• A sketch of all elevations (Scale 1:100 or 1:50) of the new building/extension showing door and window positions;• Photographs of the site;
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On receipt of your enquiry and, where appropriate the fee, we will provide an acknowledgement letter telling you:

- Where possible who is dealing with the enquiry
- That we will endeavour to deal with the enquiry in writing (by post or preferably by email) in 15 working days, to allow for research and a possible site visit. If this timescale is likely to be exceeded due to the nature of the enquiry or other workload issues a further letter will be sent setting out a revised response time.

Depending on the nature of the enquiry the response will include some or all of the following information:

- Whether you need planning or other associated forms of permission, if that is your request
- The planning history of the site
- What relevant planning policies apply
- What other material considerations are likely to be taken into account
- A view on likely problems/issues that will arise from policy, history or material considerations
- Offering a meeting where requested on site or at the office

For major proposals the process may take longer, a maximum time scale of 25 working days (an extended timescale can be negotiated where necessary) will enable more detailed research to take place along side the service detailed above.

For further information please see our Pre-application Planning Advice Customer Guidance Note.