



PRE-APPLICATION PLANNING ADVICE - REQUEST FORM

1. Contact Details

Applicant: _____

Agent: _____

Name: _____

Name: _____

Address: _____

Address: _____

Address: _____

Address: _____

Address: _____

Address: _____

Contact No: _____

Contact No: _____

Email: _____

Email: _____

2. The Site

Site Address:

Current Use: (If vacant please list last known use)

Existing Site Area _____ in hectares or square metres





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3. The Proposal

Please provide a description of your proposal:

4. Service Requested

How much floor space is proposed to be developed or created? _____ in square metres (GIA if known)

How many dwellings are proposed? _____

Based on the above answers please indicate what level of service is required (all fees are inclusive of VAT):

<input type="checkbox"/> Scale A Duty Planner Service Initial Advice - Free Householder (Single Dwelling) developments; Extensions less than 100sqm ; Adverts.	<input type="checkbox"/> A1 - Confirmation of advice letter £75.00 <input type="checkbox"/> A2 - Confirmation of advice letter for properties in conservation areas or works affecting listed buildings - £150.00 <input type="checkbox"/> A3 - Officer Site Visit £75.00 – <i>NOTE this alone does not include a confirmation email or letter</i>
Scale B Service Initial Charge - <input type="checkbox"/> B1- £840.00 Development involving: creation of 1-5 new dwellings; New build or extensions of 100-499sqm (any use class); Change of use involving 100-499sqm; Telecoms Masts and Equipment ; Plant and machinery on commercial premises.	<input type="checkbox"/> B2 – Optional subsequent additional meeting(s)with follow up advice letter/email £500.00 <input type="checkbox"/> B3 – Optional advice on discharge of conditions or amendments to a permission £500.00
Scale C Service Initial Charge - <input type="checkbox"/> C1 - £1,475.00 Proposals involving: Creation of 6-9 dwellings; New build or extensions of 500-999sqm (any use class); Any change of use involving 500-999sqm; Advertisement boards (not attached to a business premises).	<input type="checkbox"/> C2 – Optional subsequent additional meeting(s)with follow up advice letter/email £885.00 <input type="checkbox"/> C3 – Optional advice on discharge of conditions or amendments to a permission £885.00 <input type="checkbox"/> C3 – Informal Environmental Impact Assessment Screening or Scoping £885.00



<p><input type="checkbox"/> Scale D Service Initial Charge - <input type="checkbox"/> D1- £7500.00</p> <p>Proposals involving 10-149 dwellings*; New build or extensions of 1000-19,999sqm (any use class); Any change of use involving 1000-19,999sqm; Any Reserved Matters for Major Developments.</p> <p>* excludes development that meets any of the other definitions for applications of Potential Strategic Importance (PSI) in the current Mayor of London Order.</p>	<p><input type="checkbox"/> D2 – Additional meeting(s) with follow up advice letter £3,000.00 <input type="checkbox"/> D3 – Advice on discharge of conditions or amendments to a planning permission £3,000.00. <input type="checkbox"/> D4 – Informal Environmental Impact Assessment Screening or Scoping £3,000.00 <input type="checkbox"/> D5 – Review of draft viability assessment (external consultant) – costs to be agreed. <input type="checkbox"/> D6 – Community Forum facilitation £2,000.00</p>
<p><input type="checkbox"/> Scale E Service Initial Charge - <input type="checkbox"/> E1- £15,000.00</p> <p>Proposals involving:150 or more dwellings; Development involving more than 20,000sqm (any use class) ; Any change of use involving 10,000sqm or more; Development that meets any of the other definitions for applications of Potential Strategic Importance (PSI) in the current Mayor of London Order; Development of Local Plan site allocations</p>	<p><input type="checkbox"/> E2 – Additional meeting with follow up advice letter £4,000.00 <input type="checkbox"/> E3 – Advice on discharge of conditions or amendments to a planning permission £4,000.00. <input type="checkbox"/> E4 – Informal Environmental Impact Assessment (EIA) Screening or Scoping £4,000.00 <input type="checkbox"/> E5 – Review of draft viability assessment (external consultant) – costs to be agreed. <input type="checkbox"/> E6 – Community Forum facilitation £2,000.00</p> <p><i>NOTE: If you require attendance at a joint GLA pre-application meeting then please be aware that the GLA may apply their own pre-application charges.</i></p>

Are there any specific issues that you think would be necessary to have specialist advice on e.g. conservation, highways, affordable housing etc?

Please Note:

1. The Council will screen your request to ensure the level of service you have requested is appropriate to the development proposed
2. The Council will confirm the level of service it can offer and who can attend
3. Payment is required prior to the registration of the pre-application request
4. Payment for subsequent meetings will also need to be made prior to the meeting





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5. Details of Documents Supplied

Please indicate if supporting documents have been submitted:

Compulsory Documents:

1:1250 site location plan Payment : BACS* Credit Card**

*(Please email planningandbuilding@towerhamlets.gov.uk for BACS details)

** (Please call us on 0207 364 5009 to make payment by credit card)

Optional Documents:

Proposed Drawings Existing Plans Supporting Statements

Other

Are optional documents *included* or *to follow*

6. Confidentiality

Under the Freedom of Information Act 2000, pre-application material may only be withheld from the public if its disclosure could prejudice commercial interests, inhibit the free and frank provision of advice or exchange of views during the planning process, or could prejudice the effective conduct of public affairs. Generally, once a planning application has been submitted and is in the public domain, information submitted and advice given can no longer be treated as confidential. The council retains absolute discretion on the disclosure of any information it holds. If you wish the Council to treat pre-application material as confidential, then you will need to set out in the space below the reasons why and for how long, any information relating to the advice needs to remain

Do you wish the Council to treat pre-application information relating to the advice as confidential? Yes/No

Reasons why any information needs to be treated as confidential?

Period of time any information relating to the advice needs to remain confidential





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7. Declaration

I hereby request the service indicated above and agree to pay the fees for the service.

Signed

On behalf of

(if agent)

Date:

Please send completed form and additional documents to:

Planning and Building Control Customer Service Team
Mulberry Place
5 Clove Crescent
London E14 2BG

OR email to: planningandbuilding@towerhamlets.gov.uk Hotline Number 020 7364 5009

