

REQUEST FOR PRE-APPLICATION ADVICE



Please return this form to:
Development Management
Managed Growth and Communities
Council House
Manor Square
Solihull
B91 3QB
Email: planning@solihull.gov.uk

1. Applicant

Name:

Company:

Address:

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Postcode:

Telephone no:

Fax no:

Email:

2. Agent (if any)

Name:

Company:

Address:

.....

.....

Postcode:

Telephone no:

Fax no:

Email:

3. Location of application site and ownership

Full address of site:

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The enquirer is the : owner occupier lessee prospective purchaser

Name and address of owner:

.....

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Does the enquirer own /control any adjoining land? yes / no

Please indicate if the whole site can be seen from the road or other public land and there is no need for an Officer to enter the site? yes / no

4. Description of the proposed development

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5. Enclosures

I attach the following information (please tick as appropriate) – the more information you can give us at this stage, the more accurate and helpful our response can be.

- Location plan (1:1250)
- Layout plan (to indicate size & extent of development and relationship to nearby buildings) (1:500)
- A full description of the proposal
- Details of existing features on the site (e.g. buildings, watercourses, trees and levels)
- Drawings or illustrations that helps describe the proposals including size & layout
- Other information – please list
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6. Advice requested (Please tick)

	Up to 5 dwellings	Up to 10 dwellings	Up to 50 dwellings	Up to 100 dwellings	Over 100 dwellings
Meeting and written advice	£600 £720 incl. VAT	£1200 £1440 incl. VAT	£1800 £2160 incl. VAT	£3000 £3600 incl. VAT	£4000 £4800 incl. VAT

	Up to 1000 sq.m commercial development*	Up to 5000 sq.m commercial development*	Up to 10,000 sq.m commercial development*	Over 10,000 sq.m commercial development*
Meeting and written advice	£800 £960 incl. VAT	£1800 £2160 incl. VAT	£2500 £3000 incl. VAT	£3000 £3600 incl. VAT

*Commercial Development includes Class B1, B2, B8, Hotels, Leisure Development and others.

The above fees are subject to VAT at the prevailing standard rate which is currently 20%.

Meetings will be arranged for the 4th week following receipt of the pre-application submission (so allowing a 21 day consultation with relevant internal consultees to expire). Final written comments passed onto the applicant on or before 8 weeks from receipt where proposals can be made valid. Timescales may be varied in agreement with the applicant.

7. Confidentiality

As a matter of course, requests for pre-application advice will **not** automatically be treated on a confidential basis. The Freedom of Information Act 2000 requires us to make certain documents available to members of the public, if requested. Pre-application advice may only be treated as confidential if there are clear demonstrable issues of commercial sensitivity or other significant reasons why this information may not be disclosed and a public interest test may be applied. Any enquiry in this category should be clearly marked as confidential **and** give reasons.

8. Declaration

I the undersigned confirm that I am seeking pre-application advice on the proposed development described in the attached documentation:

Signed On behalf of Date