

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

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:

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.

ESSENTIAL INFORMATION	✓	COMMENTS/DRAWING or REF. NO
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 1:500/1:200 (showing how buildings/uses would be located and how access would be obtained)		
Plans of how proposal will look (elevations) ideally scaled 1:100/1:50		
The fee		

HELPFUL INFORMATION	✓	COMMENTS/DRAWING or REF. NO
Sketch plan/block plan showing existing site layout 1:500/1:200 showing the site or building as exists, including 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, the highway authority)		
Photos of site and surroundings including relationships with neighbouring windows etc		

OTHERS (please list)	✓	COMMENTS/DRAWING or REF. NO

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

🌐 www.tendringdc.gov.uk

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

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