

Request for Pre-Application Planning Advice

Town and Country Planning Act 1990

Local Government Act 2003

**Engagement Protocols**

I have read the Council’s Customer Advice Note 1 on pre-application advice and request the views of the local planning authority on the proposed development of the site detailed overleaf. I understand that no service can be provided until such time as pre application fees have been paid

With all pre-application engagement processes covered by this pre-application service request form, the Council will provide input from all relevant Council service areas (directed by the form and scale of the development) to be determined at the Council’s absolute discretion.

The list of pre-application services is very much dictated by the scale, form and complexity of development (with different fees having been set for each service – Services A – I). Directed by the description of development and the nature of the pre application service request, applicants are required to select the appropriate level of service and provide the associated pre-application fee. The fee schedule is included as part of the Customer Advice Note 1 (Appendix A).

Please note that the Council will screen your request to ensure that the level of service you have requested is appropriate for the development proposed. We will not be able to commence pre-application engagement until we have agreed on the correct level of service applicable to the proposed development.

**Freedom of Information Act 2000**

Under this legislation, there is a presumption that Councils should disclose information (including pre-application information) to the public unless its disclosure would adversely affect the interests of the person who provided the information (Regulation 12(5) EI Regulations).

Do you wish the Council to treat pre-application information relating to the advice as confidential?

Yes  No 

If you have ticked yes, then you will need to set out overleaf the reasons why and for how long any information needs to remain confidential – which should refer to the Regulations and specifically Regulation 12(5)

Please be aware that if the Council subsequently receives a request to disclose pre-application information, it is under a duty to consider why the information cannot be disclosed at that time. If you have ticked yes, we will contact you to see whether circumstances have changed and whether you still require for pre-application information to remain confidential before we make a decision around disclosure. **The Council retains absolute discretion on the disclosure of any information it holds.**

Please also note that the Council will publish pre-application advice offered as part of this service on the receipt of a subsequent planning application from you/your client relating to this development

1. **Contact Details**

APPLICANT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ AGENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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CONTACT NO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CONTACT NO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **The Site**

SITE ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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CURRENT USE: (if vacant please list last known use)

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SITE AREA: \_\_\_\_\_ha/m²

1. **The Proposal**

PLEASE PROVIDE A DESCRIPTION OF YOUR PROPOSAL:

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1. **Service Requested**

Service Level A: Householder and Small scale Development

Service Level B: Meeting (small)

Service Level C: Meeting (medium)

Service Level D: Meeting (major)

Service Level E: Meeting (Discharge of Condition)

Service Level F: Meeting (Post Decision Services 5 – 8 conditions)

Service Level G: Meeting (listed buildings)

Service Level H: Planning Performance Agreement

Bespoke Service: Dedicated Officer Negotiable rates

Follow Up Pre-App: If your request is for a follow up pre-app meeting, (charged at 60% of the applicable

full fee for up to 2 meetings within 12 months of the initial feedback letter), please include the former pre-app number and case officer name below:

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1. **Methods of Payment**

By Debit/Credit Card:

(This is the preferred

method of payment): **Please ensure you wait until we have logged your pre-application so that your unique reference number has been created before you try to make the payment.** You will receive an invalid letter from us by email (or hard copy letter posted if applicable) and once you have that, please ring 0208 726 6800, press Option 1 for planning, then Option 5 to speak to the contact centre who will then be able to take your payment over the phone. **Please ensure that you have your invalid letter to hand when making the call.**

(Please note that we do not accept American Express Credit Cards)

By Cheque: Cheques to be made payable to Croydon Council

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1. **Confidentiality**

At pre-application stage, documents and advice are considered confidential due to commercial sensitivity. If a related planning application is received, the pre-application documents will be published online.

1. **Declaration**

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

SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please send completed form and additional documents to:

Development Management

6th Floor, Zone B

Bernard Weatherill House

8 Mint Walk

Croydon

CR0 1EA

OR email to: [development.management@croydon.gov.uk](mailto:development.management@croydon.gov.uk)