LANCASTER CITY COUNCIL
Promoting City, Coast & Countryside

Pre-Application Advice Request Form

APPLICANT DETAILS

Name _____

Address _____

Contact Telephone _____

Contact Email _____

AGENT DETAILS (if any)

Name _____

Address _____

Contact Telephone _____

Contact Email _____

SITE LOCATION

Address _____

DESCRIPTION OF PROPOSED DEVELOPMENT

CURRENT USE OF THE SITE/BUILDING

WHAT SERVICE OF ADVICE ARE YOU APPLYING FOR? (See Guidance Note for details)

Please tick which advice service you wish to receive.

Engage 1	Engage 2	Engage 3	Forum	Heritage Advice

Post Decision Advice	Section 106 Advice **Fee: 328**

Please tick the category your proposal falls into: (Excludes S106 advice)

☑	DEVELOPMENT TYPE	Engage 1	Engage 2	Engage 3	Forum	Post Decision
		Fee	Fee	Fee	Fee	Fee
	Advertisement advice: Proposals that may require advertisements consent	£151	£1183	£226	**Not Available**	£45
	Householder advice: Domestic / Householder extensions and outbuildings	£210	£270	£326	**Not Available**	£52
	Residential: 1-2 New residential units	£328	£391	£456	**Not Available**	£66
	Residential: 3-9 New residential units (or where the number of units is not specified, upto 0.49 hectare)	£391	£457	£522	**Not Available**	£169
	Residential: 10-49 New residential units (or where numbers are unknown, between 0.5-1.0 hectare)	£847	£1043	£1301	£3264	£383
	Residential: 50+ New residential units (or where numbers not known, development in excess of 1.01 hectare)	£1043	£1301	£2215	£4368	£485
	Non-Residential: Proposals involving development, works, operations or change of use of upto 1000 sq.m	£328	£391	£456	**Not Available**	£169
	Non-Residential: Proposals (defined above) between 1001-2000 sq.m	£393	£458	£529	**Not Available**	£383
	Non-Residential: Proposals (defined above) in excess of 2000 sq.m site area	£650	£973	£1064	£3264	£485

Specialist Heritage Advice	Heritage 1		Heritage 2		Heritage 3	
	Fee	☑	Fee	☑	Fee	☑
Listed Building Consent Advice: or, Relevant Demolition in a Conservation Area Advice	£35		£65		£100	

DECLARATION

I *(the undersigned)* confirm that I am seeking pre-application advice on the site identified, and I enclose a fee for **£**_____ as payment for this service.

SIGNED: _____ **PRINT NAME:** _____

DATE:

CHECKLIST - ENCLOSED DETAILS

Please ensure the following information is attached. Failure to do so may delay your application.	
	The appropriate fee (Please see our Pre-Application Guide for Details)
	Site location map (Suggested Scale 1:1250)
	Existing and Proposed floor and elevation plans
	Existing and proposed site layout plan (preferably 1:500)
	Any other, optional information that you wish to submit (Please list any additional documents)

DISCLAIMER

Disclosure of the information you provide, and our subsequent advice may be requested by a third party under the Environmental Information Regulations 2004 (EIR). As such the Council is obliged to determine whether it would be appropriate to release it, or whether it should be withheld under one of the exemptions under the Regulations. To assist with this determination please answer the following question:

Would disclosure of any of the information harm someone's commercial interest and if so which information, and what harm would entail?

(Please note: if no response is provided here we will make the decision to disclose if requested)

FREEDOM OF INFORMATION ACT

Development Management Officers offer pre-application advice on a professional basis on behalf of the Council's Elected Councillors and Committees. They provide this advice in the wider public interest, taking into account planning policies and material planning considerations.

Pre-application advice does not constitute a formal decision by the Council. Therefore, it cannot be held to bind the Council in either its validation or formal determination of any subsequent planning application. A final decision on any development proposal can only be taken once the subsequent planning application has been submitted and after the Council has consulted local people, statutory consultees and any other interested representatives.

If a planning application is later submitted which fails to take on-board the advice given by Officers, then the Council retains the right to refuse the application without further discussion with the applicant or their agent. The weight that can be attributed to pre-application advice will usually diminish over time due to any future changes to national planning legislation or changes to national or local planning policy. Additionally, the advice provided is based upon the information that you submit. If it transpires that this information was inaccurate, then the advice ceases to carry any weight. Similarly, if new information is revealed during the planning application process, then this can affect the eventual outcome of the planning application.