

Non Household Pre-application Enquiry Form

1. Contact Details

Applicant Details:

Name:

Address

Phone:

Email:

Agent Details:

Name:

Address

Phone:

Email:

2. Lead Local Flood Authority Advice

If the application site has the potential to impact on surface water runoff, groundwater or watercourses you are **strongly advised** to opt for additional chargeable advice from the Lead Local Flood Authority.

Would you like additional advice from the Lead Local Flood Authority? Yes No

If yes, you will need to add the additional flood advice fee set out in sections 11-12 of the fee schedule.

3. Address of the Application Site

4. Description of proposal

5. Are you proposing to carry out works to a Listed Building?

Yes No If you answered yes to please refer to the charging schedule on page 3

6. Any other details relevant to the application

7. If you have opted to seek LLFA flood advice please provide any drainage related information you have. Note that the LLFA encourages drainage to be considered as early as possible in the planning process. You will need to add the additional flood advice fee set out in sections 11-12 of the fee schedule.

8. Possible information that you may wish to submit. The more detail you can provide will help us give you with a more informed response. The elements in bold are considered to be the minimum required for a stage 1 response, but you may choose to submit more to help us in commenting on your scheme

Tick as appropriate	✓		
Please indicate on Page 3 which type of application this is and if it is Stage 1 or 2.		Description of proposed development including of proposed use; schedule of floorspace; number, mix and affordability of residential units etc.	
Site location map (scale 1:1250)		Detailed description / schedule of existing uses on the site	
Proposed floor plans, elevations with building heights marked, sections (to scale) of Existing and proposed site layout plan (preferably 1:500)		Design and access statement, including urban design analysis, street scene appraisal, materials, photomontages and physical or digital 3D models etc (where appropriate).	
Existing and proposed site layout (preferably 1:500)		Existing floor plans, elevations with building heights marked, sections (to scale)	
Sustainability Statement to address policy CS16 of the Core Strategy (CSUCP)		Photographs of site and immediate surroundings (useful but not compulsory)	
Any other relevant information to support your application.		Covering letter setting out the reasons why the submitted information should be confidential, and how long for. Without this it will be assumed that the information will not need to be treated confidentially.	

9. Submission and payment method

Submission:

- Email your submission to planning.control@newcastle.gov.uk (preferred option);
- Alternatively by post to Development Management, 9th Floor, Civic Centre, Newcastle Upon, Tyne, NE1 8QH

Payment:

- You can pay via our website at www.newcastle.gov.uk/pay, (select Pre Application Fees) , or
- by phone by calling 0191 2787878 and asking for 'Payments', or
- by sending in a cheque made payable to Newcastle City Council to the address above.

Schedule of Pre-application Fees for Planning

		Charging Stage 1. All include VAT	Charging Stage 2. All include VAT
1	Minor Developments: <ul style="list-style-type: none"> • 1-4 dwellings, • Commercial development with no new floorspace (e.g. shopfronts) • Creation or change of use of 10-499 sqm floor space <p style="text-align: center;">If your proposals include works to a listed building an additional charge of £175 is payable.</p>	£180 for each site.	A further fee of £240 as a follow on from stage 1, Or flat rate of £420
2	Medium Developments: <ul style="list-style-type: none"> • 5 - 9 dwellings or creation or • change of use of 500-999sqm floor space <p style="text-align: center;">If your proposals include works to a listed building an additional charge of £225 is payable.</p>		A further fee of £780 as a follow on from stage 1, Or flat rate of £1200
3	Major Developments: <ul style="list-style-type: none"> • 10 - 99 dwellings • creation or change of use of 1,000-9,999sqm floor space • Applications likely to need EIA <p style="text-align: center;">If your proposals include works to a listed building an additional charge of £300 is payable.</p>	£600 for each site	A further fee of £1800 as a follow on from stage 1, Or flat rate of £2400
4	Large Strategic Developments: <ul style="list-style-type: none"> • 100 or more dwellings, • creation or change of use of 10,000 sqm or more floor space • All minerals developments. • Outline / hybrid applications over 5ha 		From £4000
5	Extensions to domestic houses / flats	£50	
6	Works to a listed building without separate planning advice (non domestic)	£350	
7	Display of adverts	£185	
8	Telecommunications development	£77	
9	Face to face meeting (max 2 hours)	£250	
10	Exemptions: Works to trees / Local charities solely reliant on local donations		

Schedule of Pre-application Fees for Flood Management

	Threshold	Stage 1 All include VAT	Stage 2 All include VAT
11	Major Developments Threshold as per 3 above	£600 for each site	£1,200
12	Large Strategic Developments Threshold as per 4 above	£600 for each site	£2,400

Calculating the fee payable

Example 1: A minor stage 2 pre-planning enquiry including works to a listed building would cost £595 (£420 + £175)

Example 2: A Major stage 1 pre-planning enquiry where listed buildings and LLFA advice is required would cost £1,500 (£600 + £300 + £600)

We aim to provide a courteous and efficient service. If you would like to comment on the services provided by this department please feel free to contact us. Write to: Development Management, 9th Floor, Civic Centre, Newcastle Upon Tyne, NE1 8QH; Phone: (0191) 278 7878 e-mail: planning.control@newcastle.gov.uk