

Pre-application Advice (Form 1)

This form may be used as an alternative to a written request to get an officer's informal opinion on a development that you would like to carry out.

Please Note: A fee will be required for this service. There is 20% surcharge for development related to a planning enforcement matter.

Please take the time to fully complete this form. Your assistance is appreciated and the more information/sketches/photos you are able to provide about your property and the proposed works, the better. If insufficient information is provided we may be unable to answer your enquiry.

1 Your Details

Name:	
Address:	Postcode:
Phone No:	
Email:	

2 Agent (if any)

Name:	
Address:	Postcode:
Phone No:	
Email:	

3 Location of Proposed Development*

(*If no postal address please give a clear and accurate description of the site location)

Site Address:

Postcode:

4 Development Plans/Guidance taken into account

Please provide details of the Development Plan Policies/Guidance that you have referred to in preparing your scheme.

5 Description of Proposal

Please provide an accurate, detailed description of the proposed development.

6 Viewing the site

Is it possible for an officer to view the whole site from the highway or other public land?

Yes No

If No, please provide best contact details:

7 Plans and Supporting Information

A site location plan clearly identifying the site or building in question must be submitted. The level of further detail required will be dictated by the complexity of the proposal. If you are unsure about the level of detail to be submitted, please contact us for further advice. Please specify plans/details that have been submitted. You may also want to include a written explanation of the proposed development to assist the officer.

- Site Location Plan (at 1:1250 **or** 1:2500 scale with site outlined in red)
- Existing site layout plan showing the site or building as exists
- Elevation Sketch Plan
- Block Plan
- Proposed site layout plan showing how buildings/uses would be located
- Photographs
- Proposed Floor Plans
- Other Supporting Material (please specify)

Is your application related to a planning enforcement matter?

- YES
- NO

A 20% surcharge on all fees is applied to advice requested related to a planning enforcement matter.

Continued overleaf...

Pre application services available

Written advice (only available on Householder proposals and/or for Listed Building advice)

PLEASE SEE THE WEBSITE PAGE FOR CHARGES

Meeting with written response (meeting can be on site, online via Microsoft Teams or in person).

PLEASE SEE THE WEBSITE PAGE FOR CHARGES

Follow up within 6 months of receiving a previous response

PLEASE SEE THE WEBSITE FOR CHARGES

You can pay online on the Council's website via the 'Pay for it' tab on the home page. Include any additional charges to cover Urban Design advice or Listed Building Conservation advice as appropriate. Please refer to the fee schedule to determine the category of pre-application advice you require and the fee required. All fees are exclusive of 20% VAT.

Service Requested	
Sub total	
VAT @ 20%	
Total	

Total Payable: £_____ You must tick the appropriate box(es) on the previous page to correspond with this fee.

Signed: _____ On Behalf*: _____ Date: _____

Please return your completed form to:

Planning Services
 Council Offices
 South Street, Rochford
 Essex SS4 1BW

Email: planning.applications@rochford.gov.uk
 Phone: 01702 546366