

Request for pre-application discussions



SURREY

If completing by hand please use BLOCK CAPITALS. Send your completed form by email to mwcd@surreycc.gov.uk or by post to: **Planning Development Team, Quadrant Court, 35 Guildford Road, Woking GU22 7QQ**

For more information please visit our website: <http://www.surreycc.gov.uk/preapplicationdiscussions>

CONTACT DETAILS

Applicant

Name	<input type="text"/>
Company	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Postcode	<input type="text"/>
Phone	<input type="text"/>
Email	<input type="text"/>

Agent (If applicable)

Name	<input type="text"/>
Company	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Postcode	<input type="text"/>
Phone	<input type="text"/>
Email	<input type="text"/>

Preferred contact Applicant Agent

DEVELOPMENT SITE ADDRESS (including postcode and/or grid reference)

DESCRIPTION OF PROPOSAL (please provide a detailed description of the proposed development)

LEVEL OF SERVICE REQUIRED (Please confirm the level of service you are requesting and the fee you enclose by ticking the appropriate box)

CATEGORIES	TICK HERE
<p><u>LEVEL 1</u></p> <ul style="list-style-type: none"> Self-service web based pre application information and initial 30 minutes verbal advice 	
<p>The planning process (see guidance for link) Surrey County Council's Local Validation List (see guidance for link) Planning application forms (see guidance for link) Minerals and Waste policies and plans (see guidance for link) Surrey District and Borough Local Development Frameworks (see guidance for link) Planning Register (see guidance for link) Officer contact – Initial 30 minutes verbal advice</p>	<p>FREE</p>
<p><u>LEVEL 2</u></p> <ul style="list-style-type: none"> Initial discussions with the planning authority to progress a development proposal <p>Level 2 requires basic information to be provided in advance by developer</p>	
<p>MAJOR APPLICATIONS (see guidance for definition)</p>	
<p>Site visit meeting (£1335 +VAT)</p>	
<p>Office meeting (£1065 +VAT)</p>	
<p>Written advice (£675 +VAT)</p>	
<p>MINOR APPLICATIONS (see guidance for definition)</p>	
<p>Site visit meeting (£660 +VAT)</p>	
<p>Office meeting (£390 +VAT)</p>	
<p>Written advice (£450 +VAT)</p>	
<p><u>LEVEL 3</u></p> <ul style="list-style-type: none"> Where an initial meeting has taken place, to further scope the proposal and to provide relevant detailed advice on the content of a planning application. To discuss consultee requirements including outcome of EIA screening and scoping. To provide and facilitate feedback where draft documents have been submitted. <p>Requirements to be specified and agreed with the planning authority in advance of meeting, including payment of appropriate deposit.</p>	
<p>Further meetings (deposit of £250 required, invoiced at hourly rate of £200 +VAT per hour for planning officers)</p>	
<p>Further meetings including specialists (deposit of £500 per topic area required with attendance by specialists charged at cost+ VAT) (Planning Officer attendance invoiced at hourly rate of £200 +VAT per hour)</p> <p>Please specify specialist topic areas for discussion:</p>	
<p>Written advice (£675 +VAT)</p>	

ATTACHED SUPPORTING INFORMATION

(If you are unsure about the level of detail to be submitted please refer to the pre-application planning advice document/local validation list for further advice. Details below with an * are mandatory)

(Please note: Where further meetings are requested under Level 3 the information requirements that were previously supplied are not required again)

TYPE OF INFORMATION	TICK HERE
Site location plan (scale 1:1250 or 1:2500) with site boundary indicated*	
Proposed site layout drawing (including access) *	
Photographs and/or drawings showing site, buildings and trees as existing*	
Waste proposals: facility throughput, waste types, waste processes, access, HGV movements*	
Minerals proposals: extraction quantities, timescale, processing activities, access, HGV movements*	
Draft Planning Statement	
Draft Design and Assess Statement (if required for the type of application)	
Details of the current use of land and buildings	
Sketch drawings showing height/scale of development and elevational treatment	
Information relating to any necessary Environmental Statement	
Other supporting information – please specify	

FREEDOM OF INFORMATION ACT (2000) & ENVIRONMENTAL INFORMATION REGULATIONS (2004)

(if you consider your enquiry to be confidential, please set out the reasons why, and for what period any information should remain confidential using the box provided below or an attached letter)

DECLARATION

I (the undersigned) hereby request the views of Surrey County Council on the pre-application proposal as described in this form, the accompanying plans/drawing, additional information and I enclose the fee as payment* for this service, or will make arrangement to pay online or via BACS.

I understand that the advice provided by Surrey County Council Planning Development Team is provided in good faith and on a without prejudice basis for the request and information provided.

Fee £

Signed**

Print name

Date

* Please make cheque payable to Surrey County Council

** If completing form electronically, typing your name in this field will be accepted as your signature

Please send your completed form electronically by email to mwcd@surreycc.gov.uk. Please note if you are submitting the request form and supporting documentation via email there is a 5megabyte size limit per document. When submitting the form by email you will still need to send the relevant fee by post (see guidance section 6.payments of pre-application fees).

Alternatively you can post the request form, supporting documentation and relevant fee in cheque format to:

**Planning Development Team
Quadrant Court
35 Guildford Road
Woking
GU22 7QQ**

If you require further information please contact our technical support team on 020 8541 9897 or email us at mwcd@surreycc.gov.uk
