**Nottingham City Council Planning and Building Control Service**

**PRE-APPLICATION ENQUIRY FORM**

This form is intended for all pre- application enquiries. The more detail you are able to provide the more detailed our response will be.

The fees are set out at the bottom of this document and can also be viewed on the Council’s website. No work will be carried out until the fee has been received.

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| 1. **Your details**
 |
| Applicant/Agent Name |  |
| Address |  |
| Daytime Telephone Number |  |
| E-mail |  |
| Application TypePlease refer to Pre- application advice charging structure at the bottom of this document |  |
| Application Fee Please refer to Pre- application advice charging structure at the bottom of this document  |  |

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| 1. **Location of proposed development**

Please provide the site address of the development site or building |
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| 1. **Description of proposal**

Please provide an accurate, detailed description of the proposed development  |
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| 1. **Plans and supporting information (Please indicate with an X as appropriate)**

The more detail you are able to provide will help us provide you with a more detailed response. However, 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 advice. |
| **The following are considered to be the minimum requirement:** |
| 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) |  |
| **The following are considered to be useful but are to be submitted where appropriate:** |
| Design statement, urban design analysis, materials, photomontages, computer images, street scene appraisals etc. |  |
| Photograph(s) of site and immediate surroundings |  |
| Design and access statement, urban design analysis, street scene appraisals, materials, photomontages and physical or digital 3D models etc. |  |
| Existing floor plans, elevations with building heights marked, sections (to scale) |  |
| Existing and proposed site layout plan (preferably 1:500) |  |
| Cross section(s) showing any critical relationship(s) with neighbouring properties |  |

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| 1. **Other information**

Please provide any other information that you would like us to take into account when considering your proposal/pre-application enquiry |
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| 1. **Submission and payment methods**
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| Emailing this form and providing an email address for our reply eliminates postal delays. * Email completed forms and attachments to planning @nottinghamcity.gov.uk
* Telephone 0115 876 4447 to pay by credit or debit card or request bank details to pay by bank transfer. **We do not accept cheques as payment for pre-app enquiries.**
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| This form can be posted or hand delivered to Planning**LH Box 5**Loxley HouseStation StreetNottinghamNG2 3NGUnited Kingdom |

**PRE APPLICATION ADVICE - CHARGING STRUCTURE**

**Pre-application advice – Charging Structure - April 2023**

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|  | **TYPE OF DEVELOPMENT** | **FIXED FEE****(INC.VAT)** | **Additional****hourly rate** |
| **A** | **Particularly large, strategic and complex developments** | POA | POA |
| **B** | **Large Major**Over 100 residential dwellings/Over 10,000m2 commercialfloor space | £3,600 1meeting andwrittenresponse | £360 perhour |

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|  | **Additional Services – most commonly required for top two categories above but planning****officers will advise on a scheme by scheme basis** |
|  | Design and Carbon Neutral Review Panel (joint panel)Design Review PanelCarbon Neutral Review Panel | £3,600 perscheme£2,760 perscheme£2,760 perscheme | N/AN/AN/A |
| \*Works to listed buildings – Large Major developments | N/A | £120 perhour |
| Specialist Urban Design Services | N/A | £120 perhour |

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|  | **TYPE OF DEVELOPMENT CONTINUED** |  |  |
| **C** | **Major Development**New build/COU to 10-99 dwellings/1,000-9,999m2commercial floor space | £2,100 1meeting andwrittenresponse | £240 perhour |
| **D** | **Minor Dev 2**New build/COU to 5-9 dwellings/500-999m2 commercialspace | £510 writtenresponse only | £120 perhour |
| **E** | **Minor Dev 1**New build/COU to 1-4 dwellings/0-499m2 commercial floorspace | £340 writtenresponse only | £120 perhour |
| **F** | **Householder development** | £100 writtenresponse only | £120 perhour |
| **G** | \***Listed building consent**Householder requests | £145 writtenresponse only | £120 perhour |
| **H** | **Adverts/signage** | £100 writtenresponse only | N/A |
| **I** | **Telecommunications** | £100 writtenresponse only | N/A |

\* This fee is in addition to charges for planning pre-application advice