

Office Use Only	
Date Received	
Amount Paid	
Receipt No.	

## Request for Pre-Application Advice

This form should be completed if you are seeking pre application advice for residential and commercial enquiries (including changes of use, works to trees, works to listed buildings, telecommunications development, vehicle crossing and advertisements). Please read the guidance notes, which include the fee schedule, before completing this form.

If you are proposing to extend/alter an existing house please use our 'Householder Development Enquiry' form.

Please complete all sections of the form using block capital letters.

### 1 Address/location of Proposed Development

Address:

Post Code:

### 2 Name and address of proposed applicant

Name:

Address:

(include postcode)

Tel:

Email:

### 3 Name and address of agent

Name:

Address:

(include postcode)

Tel:

Email:

### 4 Description of proposed development

### 5 This is a request for:

An Initial Meeting     Follow up Meeting     Written Advice Only    (Please tick one)

### 6 Current use of land / building(s)

Description:

## Attached information required

- 1) Site location plan (1:1250 or 1:2500)
- 2) Draft / sketch plans (height and appearance of the proposal)
- 3) Draft Design and Access Statement (major applications only)
- 4) Photos / sketches of site and surroundings
- 5) Draft / sketch plans (site layout and or floor layout plans)
- 6) Brief supporting statement explaining the reason for the proposal
- 7) Freedom of Information Statement (see below)

## Important - Freedom of Information Act 2000

There is a possibility that, under the Freedom of Information Act, the authority will be asked to provide information regarding enquiries for pre-application advice and copies of any advice provided or correspondence entered into. This information may only be withheld if its disclosure could prejudice commercial interests, inhibit the free and frank provision of advice or exchange of views during the planning process, or could prejudice the effective conduct of public affairs. Prospective developers must provide a covering letter that sets out the reasons why, and for how long, any information relating to the case needs to remain confidential. It will be for the local authority to decide whether information can be treated as exempt from disclosure and all sides need to recognise that the thrust of the legislation is to make information accessible unless there is a pressing reason why not.

---

I (the undersigned) confirm that a pre application meeting is requested

or (Please tick one)

I (the undersigned) confirm that pre application written advice is requested

---

Signed:

Print Name:

Date:

## Completed request forms, together with the requisite information and fee, should be sent to the Head of Development Management using one of the following methods:

Postal - Head of Development Management  
Blackpool Council  
Municipal Buildings  
Corporation Street  
Blackpool  
FY1 1LZ

Email - [planning@blackpool.gov.uk](mailto:planning@blackpool.gov.uk)

Fax - 01253 476201

## METHODS OF PAYMENT

**On-line via the Council's website:** Please use the Planning Application 'Pay for It' facility and enter 'Pre-app' as the application number.

**By Credit / Debit Card:** Please call the Planning Division on (01253) 476206 / 476229 / 476225 and have your card to hand when you call.

**By Cheque:** Please make your cheque payable to "Blackpool Council". Remember to date and sign your cheque.

# Pre-Application Advice Guidance Notes

## Introduction

This document provides guidance in respect of the council's charges and procedures for pre-application advice. The council's development management team deals with planning applications and appeals in relation to the use and development of land and buildings within the town. On average the team deals with around 800 planning applications and 15 appeals a year. The team currently devotes considerable time and effort to offering pre-application advice, seeing it as a key part of delivering a good planning service, even though it is not a statutory duty. Many requests for advice however, are of a speculative nature and do not lead to the submission of an application. Charging for pre-application advice allows the Council to recover at least some of the costs incurred through this service.

## Why make a pre-application enquiry?

We want to promote the use of early discussions about a proposal to enable, as far as possible, the issues associated with the proposal to be identified and if possible for those issues to be resolved. There may be cases where it is not possible to resolve the issues and this process could therefore save further abortive work.

The key benefits of pre-application discussion are seen as:

- The customer will have a better understanding of how their application will be judged against the policies in the Council's Local Plan and other planning considerations eg. guidance
- The process should enable early identification of the need for specialist advice
- The process could give the opportunity to modify a proposal to make it potentially acceptable
- The process could save time for both the customer and the Council
- The process should raise the quality of development
- The process could reduce confrontation and frustration
- The process should enable poorly thought out proposals to be identified and prevent the cost of submitting an application

If you follow the pre-application process regarding a proposal the Council will expect the advice given by its officers to have been taken into account as part of any subsequent planning application. If it is evident that the advice of the Council's officers has not been taken into account the Council may determine the application as submitted without any further discussion/negotiation.

## What if I am only looking for very general advice - do I need to go through this process?

The Council will continue to provide a general level of advice to members of the public about the planning application process without the need to pay a fee. Examples of this are listed below:

- How to submit a planning application : what plans are needed; how much the fee would be; what other supporting information is required
- What happens once the application has been submitted
- What issues can be taken into account in considering the application
- Whether the application would be likely to be determined by officers or the Council's Planning Committee

## What do we charge for?

We will charge for both written advice and for meetings (see the schedule of charges below).

## Major Applications

'Major' development proposals include:

- Residential schemes, including change of use, of more than 10 units or, where the number of dwellings is not specified, a site area greater than 1 hectare
- Retail, commercial, industrial, educational, hospital, leisure and recreational schemes with a floorspace greater than 1000 sq .m. or on sites of more than 1 hectare
- Schemes relating to the change of use of land on a site greater than 1 hectare
- Changes of use of building(s) with a gross floor area of more than 1,000 sq. m. in area

£540 for a meeting (£270 for a subsequent meeting)

### **Small scale development**

(less than 10 houses/sites of less than 1 hectare / floorspace of less than 1000 square metres/ changes of use not listed above). £240 where a meeting is required (£120 where no meeting is required)

**Listed Building /Conservation Areas** - £120 where site visit/and or meeting required (£60 where not)

**Works to trees** - £72 where site visit and or meeting required or £36 where not

**Telecommunications** - £120 where site visit and or meeting required or £60 where not

**Advertisements** - £60 where site visit and or meeting required or £30 where not

**Vehicle Crossings** - £36

### **Householder Proposals**

£50 (please note this service does not provide advice on whether or not planning permission is required)

### **How should the fee be paid?**

Payment for you application can be made by one of the following methods

- [Pay it on-line](#) through the council's website
- By phone calling 01253 476206 using a debit or credit card or
- By cheque (payable to 'Blackpool Council')

### **What do I need to submit?**

To enable a detailed response and/ or for the discussion to be constructive the Council needs you to provide the information set out below. This information should be submitted with the Council's downloadable [pre-application advice request form](#).

### **How does the process work?**

If you have requested a meeting you will be contacted by the case officer to arrange this meeting. Where possible, the meeting date will, be set within 28 days of the receipt of the request. Meetings will be held at the Council offices in a private meeting room. Any request for specialist advice should be confirmed at the time the meeting is arranged. The necessary officers will be asked to attend but this may not always be possible.

The Head of Development Management will normally attend initial meetings relating to major scale proposals.

The Council will aim to issue written advice within 14 days of the date of a meeting. Where no meeting is required, the Council will aim to issue written advice with 28 days of the receipt of the request.

The advice that officers will give you is given in good faith but it is not binding on the Council. This is because there may be new information that comes to light during the consideration of a subsequent application or as part of the notification/consultation undertaken on the application.

### **Contact details**

For further information in regard to pre application discussions, you may contact us via:

Telephone: (01253) 476193 or Email: [planning@blackpool.gov.uk](mailto:planning@blackpool.gov.uk)