

Planning Pre-application Advice Request Form ^{v10}



Pre-application queries are used to find out whether what you want to do, whether it's an extension, a new build or a change of use, would be likely to be granted planning permission or not. The degree of detail in our response to your pre-application request, will directly correlate to the degree of information you provide. Therefore it is advisable to submit as much information as you can regarding your project.

If your query is whether planning permission is required, this is not the form to use and you should refer to our [general advice](#) or use our Self-Certification forms, which can be found [here](#) and [here](#) to check whether permission is needed. If what you want to do isn't covered by the Self-Certification forms you should email us at planning@hastings.gov.uk Fees for planning queries can be found [here](#)

1. Agent/Applicant Details			
Name		Company Name (If Agent)	
Address for correspondence	Post Code		
Telephone No		E-mail address	
Interest in site	Agent	Applicant	Date of Request

2. Site Details
Address/location of property or development to which this request refers:
Present use, or if vacant, last know use of the building/land
Site area:

3. Proposal
Please provide a description of your proposal outlining any: - Buildings that will be demolished, - Physical works / new buildings, - Proposed use of the site - Other information that may be useful in assessing your proposal).

4. Plans, Drawings and Documents		
Proposals for new dwellings must be accompanied by a site plan and a block plan:		
1:1250 site location plan submitted	Yes	No
1:500 or 1:200 block plan submitted	Yes	No
Please list any other information/drawings that you are sending in support of your request for advice:		

Please indicate the service that you are requesting on page 2 of this form

4. Service Requested		
Please indicate which service you are requesting. All prices shown include VAT.		
Householders	Householder where the building is not a listed building or in a conservation area <ul style="list-style-type: none"> Letter - £102.00 Letter and meeting - £202.80 Each additional on-site meeting - £202.80 	<input type="checkbox"/>
	Householder in a conservation area but not a listed building <ul style="list-style-type: none"> Letter - £153.60 Letter and meeting - £202.80 Each additional on-site meeting - £202.80 	
	Householder where the building is a listed building <ul style="list-style-type: none"> Letter - £308.40 Letter and meeting - £460.80 Each additional on-site meeting - £202.80 	
Listed Buildings (see above for house holders)	<ul style="list-style-type: none"> Letter - £610.80 Letter and meeting - £966.00 	
Major applications (10 plus dwellings or 1,000 sq.m.)	<ul style="list-style-type: none"> Letter - £829.20 Letter and meeting - £1558.80 	
Minor and Other applications (except householder applications and listed building consent)	Residential development of between 1 and 3 additional units / change of use / commercial extensions. <ul style="list-style-type: none"> Letter - £514.80 Letter and meeting - £612.00 	
	Residential development of between 4 and 9 additional units <ul style="list-style-type: none"> Letter - £660.00 Letter and Meeting - £1040.40 	
	Business premises where there is no increase in floorspace or change of use (for example a new shopfront) <ul style="list-style-type: none"> Letter - £112.80 Letter and Meeting - £277.20 	
	Other applications not falling into categories above <ul style="list-style-type: none"> Letter - £660.00 Letter and a meeting - £1040.40 	
Other officers If you wish officers from other Council service areas to be involved in the Pre-Application Meeting please indicate this	Planning Policy – £236.40	
	Conservation – £236.40	
	Trees – £236.40	
	Ecology – £236.40	
	Environmental Health – £236.40	
Pre application forum	Pre-application consultation forum - £2558.40	
<i>PLEASE NOTE that the Council will screen your request to ensure that the level of service that you have requested is appropriate for the development proposed and confirm with you the service it can offer.</i>		
		Total £

5. Payment Details	
Pre application advice requests will not be administered until full payment has been received. Please call 01424 451090 to make payment by Debit/Credit card quoting the financial code 'PRE APP' and the site details. We are unable to accept cash or cheque payments. Please tick here <input type="checkbox"/> to indicate that payment has been made.	
Date of Payment	Receipt No

Please return the completed form by email to planning@hastings.gov.uk or by post to Development Management Team, Hastings Borough Council, Muriel Matters House, Breeds Place, Hastings TN34 3UY.