

**Pre-Application Advice – Minor development**

This service is appropriate for the following types of application:

* Residential - 1 unit
* Non-residential up to 99sqm
* Agricultural Buildings up to 540sqm
* Glasshouses up to 465sqm
* Plant and machinery
* Telecommunication Masts
* Car Parks
* Advertisements
* Demolition of Buildings
* CLEUD’s
* Discharging of conditions
* Trees
* Non-material alterations
* Minor-material alterations
* Change of use
* Shop fronts

Minor development pre-application enquiries are generally dealt with by written submission only. If a meeting is requested, it will be at the discretion of the case officer dealing with your enquiry.

**Scope of advice**

• Information on the relevant policies and other planning requirements.

• Provision of advice regarding the procedure, consultation, and estimated time scale concerning the processing of the application

• The required information for making a valid planning application

• Informal and without prejudice comments and guidance on the content, and presentation of an application likely to satisfy the Council’s planning policies

**Information required from the applicant:**

The Council will require sufficient information to enable a quality advice service to be provided. This includes:

* A description of the proposed development
* Photographs and / or sketch drawings showing the site, buildings and trees as existing
* Outline of proposal (on plans scale 1:50 or 1:100)
* Sketch drawings showing the size, height and scale of development

Further specialised information may be required for schemes involving agricultural considerations, plant and machinery, telecommunication masts, highways matters, forestry services, and trees. The case officer will advise on further information on receipt of the pre-application request.

**What the applicant will receive**

Subject to the availability of all the required information, you will receive:

* Detailed advice outlining the planning issues, constraints and application requirements, plus a view on whether the scheme is acceptable