

Pre-Application Advice – Householder extensions and outbuildings

If you are considering an extension to your dwelling you can use this service to obtain help or advice from the Planning Department. This service includes proposals to extend or alter a single domestic property and will apply to extensions /outbuildings to single-family dwellings only (including 1 flat).

- The cost for advice in writing only is £57.19 (including VAT)
- If you prefer to discuss your proposal, the fee is £95.70 (including VAT)
- The fee must be paid before the advice is given

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:

- An email address for the advice to be sent to
- 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

What the applicant will receive:

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

- An email outlining the planning issues plus a view on whether the scheme is acceptable
- Clarification of what is required to submit an application.