

# REQUEST FOR PRE-APPLICATIONADVICE



Please return this form to:  
Development Management  
Managed Growth and Communities  
Council House  
Manor Square  
Solihull  
B91 3QB  
Email: [planning@solihull.gov.uk](mailto:planning@solihull.gov.uk)

## 1. Applicant

Name: .....

Company:.....

Address: .....

.....

.....

Postcode: .....

Telephone no: .....

Fax no: .....

Email: .....

## 2. Agent (if any)

Name: .....

Company:.....

Address: .....

.....

.....

Postcode: .....

Telephone no: .....

Fax no: .....

Email: .....

## 3. Location of application site and ownership

Full address of site: .....

.....

The enquirer is the :  owner  occupier  lessee  prospective purchaser

Name and address of owner:

.....

.....

Does the enquirer own /control any adjoining land? yes / no

Please indicate if the whole site can be seen from the road or other public land and there is no need for an Officer to enter the site? yes / no

## 4. Description of the proposed development

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## 5. Enclosures

I attach the following information (please tick as appropriate) – the more information you can give us at this stage, the more accurate and helpful our response can be.

- Location plan (1:1250)
- Layout plan (to indicate size & extent of development and relationship to nearby buildings) (1:500)
- A full description of the proposal
- Details of existing features on the site (e.g. buildings, watercourses, trees and levels)
- Drawings or illustrations that helps describe the proposals including size & layout
- Other information – please list .....
- .....
- .....
- .....

## 6. Advice requested (Please tick)

Residential Development	Up to 5 dwellings	Up to 10 dwellings	Up to 50 dwellings	Up to 100 dwellings	Over 100 dwellings
Meeting and written advice	£635 £762 incl. VAT	£1265 £1518 incl. VAT	£1895 £2274 incl. VAT	£3160 £3792 incl. VAT	£4210 £5052 incl. VAT

Other Commercial Development	Up to 1000 sq.m commercial development*	Up to 5000 sq.m commercial development*	Up to 10,000 sq.m commercial development*	Over 10,000 sq.m commercial development*
Meeting and written advice	£840 £1008 incl. VAT	£1895 £2274 incl. VAT	£2630 £3156 incl. VAT	£3160 £3792 incl. VAT

NB: Specialist consultation advice after formal pre-application: £325 (£390 incl. VAT).

A reduction of 25% will be made against a request for further full pre-application advice concerning the same site (ie. In relation to an amended or revised proposal) if the request is on behalf of the same potential application and is made within 12 months of the date of the initial advice.

The above fees are subject to VAT at the prevailing standard rate that is currently 20%.

\*Commercial Development includes Class B1, B2 & B8.

Meetings will be arranged for the 4<sup>th</sup> week following receipt of the pre-application submission (so allowing a 21-day consultation with relevant internal consultees to expire). Final written comments passed onto the applicant on or before 8 weeks from receipt. Timescales may be varied in agreement with the applicant.

## 7. Confidentiality

As a matter of course, requests for pre-application advice will **not** automatically be treated on a confidential basis. The Freedom of Information Act 2000 requires us to make certain documents available to members of the public, if requested. Pre-application advice may only be treated as confidential if there are clear demonstrable issues of commercial sensitivity or other significant reasons why this information may not be disclosed and a public interest test may be applied. Any enquiry in this category should be clearly marked as confidential and give reasons.

**8. Declaration**

**I the undersigned confirm that I am seeking pre-application advice on the proposed development described in the attached documentation:**

Signed ..... On behalf of ..... Date .....