



Preliminary Enquiry Form

All fields marked with an asterisk (*) are MANDATORY. If the information requested is NOT relevant, please insert N/A in the field

In order to make the application valid, the following minimum information must be submitted prior to any request for pre-application advice being accepted by the Council:

- A fully completed application form
- A site location plan identifying the proposed site area
- An existing and proposed layout plan showing the site or building as it exists, including existing uses and floor areas, and how proposed buildings/uses would be located on the site and how access would be obtained
- Elevations and / or sketch drawings of the development being proposed, suitable to enable the proposed massing and design to be understood and assessed
- The appropriate fee – scale of charges are located below.

Please note: This list is not intended to be exhaustive, and more complex proposals may require additional information to be submitted. If this is the case, the Planning Officer will contact you to advise you of the details.

Following receipt of a valid application and fee we will contact you to advise you of your nominated Planning Case Officer who will then normally send you a written report within 20 working days from receipt.

What we will do

If we do not have enough information to answer your enquiry then we will write to you by letter or email setting out what information we need.

If appropriate the Planning Case Officer will contact you to discuss whether a meeting may be required (please note: the Development Manager has the right to decline a request for a meeting to provide pre-application advice where it is not considered either appropriate or necessary).

The Planning Case Officer will undertake research in advance of the meeting, and carry out an unaccompanied site visit if necessary. At the meeting the Officer will:

- Identify information necessary to make the application valid;
- Provide information on relevant policies and planning requirements;
- Identify areas which will require specialist input or advice;
- Provide advice on planning obligation requirements, including possible S106 heads of terms;
- Provide advice on estimated timescales to process the application.

The provision of a written summary of the advice given to you at the meeting by the Planning Case Officer is included in the fee. If further advice and/or meetings are required, additional fees will be payable on a 'per meeting' basis as set out in the scale of charges.

What this service cannot provide

This service cannot provide any guarantee that a proposed development will receive planning permission.

The Planning Service have the right to decline a request for pre-application advice where it is not considered appropriate or necessary.

Preliminary Enquiry Form

Application Type

Please tick the pre-application advice service you are looking for *

Householder - Applications dealing with house extensions, garages, enlargement to gardens, erection of walls, fences to domestic properties, or any other outbuildings within the boundary of your own property	
Householder Meeting and Written Response - Applications dealing with house extensions, garages, enlargement to gardens, erection of walls, fences to domestic properties, or any other outbuildings within the boundary of your own property	
Residential Written Response Only – 1-4 Units Only	
Residential Written Response Only – 5-9 Units Only	
Commercial Written Response Only - Any development which includes: Retail; Food & Drink; Offices	
Industrial and Other Written Response Only – Any development Below 1,000 square metres commercial floor space Site is less than 1hectare	
Listed Buildings – Site Visit Only (Only by prior agreement with the Historic Buildings and Areas Officer)	
Listed Buildings - Written Response Only	
Listed Buildings - Site Visit and Written Response Only	
Standard Major Written Response Only – Any development 10 - 49 units; 1,000 - 1,999 square metres; commercial floor space Site is 1 - 2 ha	
Standard Major Meeting and Written Response Only – Any development 10 - 49 units; 1,000 - 1,999 square metres; commercial floor space Site is 1 - 2 ha	
Large Major Meeting and Written Response Only (Inclusive of 3 hour meeting) – Any development 50 - 99 units 2,000 - 4,999 square metres commercial floor space Site is 2 - 3 ha	
Super Major Meeting and Written Response Only (Inclusive of 3 hour meeting) – Any development 100+ units 5,000 square metres + commercial floor space Site is 3 ha +	

Preliminary Enquiry Form

Enquirer Details

Please supply your name, address, email details and contact telephone number*. You should also indicate your preferred method of contact.

* The officer dealing with your enquiry may need to contact you to arrange a time to visit the site, if necessary

Please give us the following details:

Name *	
House Name / Number *	
Street / Road Name *	
Village / Parish	
Town / City	
County	
Postcode *	
Telephone Number/s *	
Email Address *	

Preferred method of contact. * Telephone / Email / Post

Agent Details

The contact details for your agent[#], if you are using one, should be supplied

[#]An agent includes a town planner, architect, draughtsman, solicitor etc. who you have employed to submit the enquiry on your behalf.

Please give us the following details:

Name *	
House Name / Number *	
Street / Road Name *	
Village / Parish	
Town / City	
County	
Postcode *	
Telephone Number/s *	
Email Address *	

Preliminary Enquiry Form

Site/ Property Address

Please provide details of the address where the proposed development would take place. If a postal address is not available please supply an accurate description of the site location together with a site location plan with the site clearly outlined.

Please enter the full address, including postcode

House Name / Number *	
Street / Road Name *	
Village / Parish	
Town / City	
County	
Postcode *	

Please give a clear and accurate description of the site I.E. Land to the rear of 15 East Road, West Mersea, Essex. CO5 8EB

--

Site Area *	
Floor Area *	

Proposed Development

Does the Proposed Development involve a Change of Use * Yes / No

Proposed Development Continued

Please provide a clear description of the works you are intending to carry out

--

Preliminary Enquiry Form

Please tick the existing use of the site? *

A1 – Shops	
A2 – financial & Professional Services	
A3 – Restaurants & Cafes	
A4 – Drinking Establishments	
A5 – Hot Food Takeaway	
B1 – Business	
B2 – General Industrial	
B8 – Storage & Distribution	

C1 – Hotels	
C2 – Residential Insitutions	
C3 – Dwelling Houses	
C4 – HMO	
D1 – Non-residential Institutions	
D2 – Assembly & Leisure	
MIX – Mixed Usage	
OSG – Sue-Generis	

Please tick the proposed use of the site? *

A1 – Shops	
A2 – financial & Professional Services	
A3 – Restaurants & Cafes	
A4 – Drinking Establishments	
A5 – Hot Food Takeaway	
B1 – Business	
B2 – General Industrial	
B8 – Storage & Distribution	

C1 – Hotels	
C2 – Residential Insitutions	
C3 – Dwelling Houses	
C4 – HMO	
D1 – Non-residential Institutions	
D2 – Assembly & Leisure	
MIX – Mixed Usage	
OSG – Sue-Generis	

Site Visit Required

Has a site visit been agreeded or that you would like a site * Yes / No

Plans and Supporting Information

It is important that clear, dimensioned plans, at an appropriate metric scale are provided. Also it can be very useful if photographs of the site and the surroundings are included in your submission. You may also want to include a written explanation of the proposed development to assist the officer. If further information is required the officer will contact you/your agent.

Fee & Payment

A non-returnable fee is payable for preliminary enquiries. The amount payable depends on the complexity of the proposals and the likely amount of officer time required in order to deal with the enquiry. Scale of charges are located below.

Please make your cheque payable to **Colchester Borough Council**

Submitting Your Form

This form should be submitted to the below address along with all your supporting documents and your cheque

Professional Services, Colchester Borough Council, 33 Sheepen Road, Colchester, CO3 3WQ

Important Information

Any advice given by Council Officers for pre-application enquiries will be based solely on the information provided by you, or that which we can assess from our own resources (unless you have paid for a site visit). Therefore the Council accepts no liability should this information be inaccurate or misleading and it does not indicate any formal decision by the Council as Local Planning Authority. Any views or opinions are given in good faith, and to the best of ability, without prejudice to the formal consideration of any planning application.

Preliminary Enquiry Form

The result of any application you may subsequently make, can only be taken after the Council has consulted local people, statutory consultees and any other interested parties. The final decision on an application will then be made by senior officers or by the council's Planning Committee and will be based on all the information available at that time.

Enquirers should be aware that any documents submitted to the Council and any notes made may be the subject of disclosure to third parties upon request under the Freedom of Information Act 2000. If you consider the proposal to be confidential you should explain why.

Scale of Charges

For the very latest scale of charges relating to Pre-application advice, please visit our website <http://www.colchester.gov.uk/article/13521/Fees-for-pre-application-advice>

All charges are based on estimated officer time and hourly costs and aim to provide cost recovery only.

Please note: where a scheme falls within the definition criteria for more than one category, the highest applicable fee will be charged unless determined otherwise by the Planning Services Manager.