This form should be used to request a meeting and/or written pre-application advice for:

Large Scale Developments

Medium Scale Developments

Small Scale Developments

Alterations to Listed Buildings

Large Scale Development (Major) proposals are:

Residential –

* 10 or more units/dwellings of residential accommodation
* Site area exceeding 0.5 hectares where it is not known how many

units are being created

Non-residential

* Development of 1000 square metres or more
* Development site area is 1 hectare or more

Medium Scale Development proposals are:

* Residential developments up to and including 9 dwellings
* Commercial developments less than 1,000 square metres floor space
* Changes of use (including HMOs)
* Prior approval changes of use

Small Scale Development proposals are:

* All householder developments (extension, conversions, lofts, windows, porches, garages and outbuildings, swimming pools, walls and fences, hardstanding and access for vehicles, satellite dishes)
* Shopfronts
* Advertisements

Listed Buildings include:

* All internal and some external Listed Building alterations that fall in the small scale category (including boundary walls)

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| **Your Details**  Name:   |  | | --- | |  |   Email:   |  | | --- | |  |   Address:   |  | | --- | |  |   Phone:   |  | | --- | |  |   Interest in the property/land  e.g. owner/occupier, prospective purchaser, agent   |  | | --- | |  | |

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| **Location and description of proposed development**  Site Address:   |  | | --- | |  |   Description of proposal:   |  | | --- | |  | |

If proposing alterations to a Listed Building please identify whether the works are internal/external alterations and which floor the works relate to.

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| **Plans and Supporting Information – Checklist**  (The quality of the advice we can give depends on the quality of information we have received.) Please tick  Site Location Plan (1:1250 with site outlined in red) **🗌**  Block Plan (1:500 scale) showing property, adjoining buildings **🗌**  and new building extensions  Information on existing and proposed uses, floor space and occupation **🗌**  Drawings and photographs showing existing buildings, boundaries **🗌**  and other features (Maximum size 5MB)  Drawings of the proposal including floor plans, elevations, sections, **🗌**  adjacent buildings, access, servicing, parking and initial architectural  approach and materials and features (Maximum size 5MB) |

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| Please provide details of the Brighton & Hove City and Local Plan Policies/Guidance taken into account in preparing your scheme and attach any consultations you have carried out.   |  | | --- | |  | |

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| Please tick the box for the type of pre-application service you require:-  **🗌** Written response only  **🗌** Meeting and written response  **🗌** Site visit (only available with a meeting and written response for Listed  Building, medium and major developments)  There will be **additional charges** If you would like input from an additional consultee/specialist officers or a site visit – see fee chart on page 5. Please indicate your preference below  **🗌** Site Visit (limited availability – see note above)  **🗌** Transport  **🗌** Heritage Team  **🗌** Environmental Health  **🗌** Policy  **🗌** Economic Development  **🗌** Sustainability  **🗌** Archaeology  **🗌** Ecology    **🗌** Other (please state)…………………………………………………………….  …………………………………………………………………………………………..  All fees include VAT at 20%   |  |  |  | | --- | --- | --- | | **Size of proposal** | **Service** | **Fee** | | **Large Scale** |  |  | |  | Written response | **£300** | |  | Meeting with written response  (maximum 2 hours) | **£900** | | **Additional consultee/specialist** | Up to 3 hours of specialist time (cost per specialist required)\* | **£216** | | **Site Visit** | Only available with a meeting and written response (per officer attending visit) | **£80** | | **Medium Scale** |  |  | |  | Written response | **£228** | |  | Meeting with written response  (maximum 1.5 hours) | **£678** | | **Additional consultee/specialist** | One hour of specialist time (cost per specialist required) | **£72** | | **Site Visit** | Only available with a meeting and written response (per officer attending visit) | **£80** | | **Small Scale / Listed Building** |  |  | |  | Written response | **£114** | |  | Meeting with written response  (maximum 1 hour) | **£414** | | **Site Visit**  (Listed Buildings only) | Only available with a meeting and written response (per officer attending visit) | **£80** |   Fees will be waived for alterations in connection with a disability (excludes a new dwelling) and charities  \* If more than 3 hours additional time is required for large scale development the specialist will contact you direct to inform you of this and request an additional fee. |

Total Fee to be paid …£………………………………..

Fees can only be paid online [www.brighton-hove.gov.uk/pre-app-pay](http://www.brighton-hove.gov.uk/pre-app-pay)

**Disclaimer**

Officers do not offer advice that binds the council, but will give you the best advice possible based on the information and proposals you provide. Any views or opinions expressed are given in good faith and to the best of the officers’ ability without prejudice to formal consideration of any planning application which may be subject to public consultation and ultimately decided by the council.

Officers cannot guarantee that any subsequent application made will be valid or will get approval. However, the pre-application advice we give will significantly aid the process.

It should be noted that if there is a material change in circumstances or new information comes to light after the advice is issued, then less weight may be given to the content of the advice.

If you subsequently submit a planning application that is materially inconsistent with the written advice, we reserve the right to make a determination on that application without further discussion with you.

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| Freedom of Information Act  Written advice may only be withheld from the public domain if its disclosure could prejudice commercial interests, inhibit free and frank provision of advice or exchange of views during the planning process or could prejudice the effective conduct of public affairs.  We will not publish this information unless required to do so under this Act. If you consider your enquiry to be confidential please set out the reasons why, and for how long this enquiry needs to remain confidential.  Generally, once a planning application has been submitted and is in the public domain, all advice given can no longer be treated as confidential.   |  | | --- | |  | |

Please submit an electronic version of your pre-application submission to [planning.applications@brighton-hove.gov.uk](mailto:planning.applications@brighton-hove.gov.uk).