



**Request for pre-application advice form**

<p><b>1. Applicant name and address</b></p> <p>Title:                      First name:</p> <p>Last name:</p> <p>Company:</p> <p>Unit/house name/no.:</p> <p>Address 1:</p> <p>Address 2:</p> <p>Postcode:</p> <p>E-mail:</p> <p>Tel:</p>	<p><b>2. Agent name and address</b></p> <p>Title:                      First name:</p> <p>Last name:</p> <p>Company:</p> <p>Unit/house name/no.:</p> <p>Address 1:</p> <p>Address 2:</p> <p>Postcode:</p> <p>E-mail:</p> <p>Tel:</p>
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**3. Level of advice sought (*please tick*)**

For advice on the types and content of services the council offers please see the following link:

[Planning pre-application enquiries](#)

Do I need planning permission	Planning history	Householder advice
Listed Building Advice Only	Tree Advice Only	Change of use advice only
Minor commercial development	Post approval feedback, amendments or variations	Post refusal feedback

**Significant Development Proposals**

Pre-application meeting	Basic enquiry	Intermediate enquiry	Advanced enquiry
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**4. Location of site:**

The enquirer is the: (please tick)     Owner     Occupier     Lessee     Prospective purchaser

## 5. Description of enquiry:

## 6. Plans and supporting information

For most types of enquiry you will need to provide further supporting documentation. The more information we have with your enquiry the more detailed and useful advice we will be able to provide.

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## 7. Fee (please highlight the fee that applies)

I enclose a fee of £                      as payment for the service.  
(please make cheques payable to Norwich City Council)

Please see the pre-application fee schedule at the end of this form for further advice.

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## 8. Confidential information

If you consider your enquiry or any part of the information submitted with your enquiry to be confidential, please indicate the reasons why below and for what period the information should remain confidential.

You should be aware that the council cannot guarantee the confidentiality of information submitted. Information held by the council is subject to the Freedom of Information Act. The Act has exemptions for trade secrets and the disclosure of information which would be likely to prejudice the commercial interests of any person. Further guidance is provided on the [Information Commissioner's website](#).

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## 9. Declaration

I confirm that I have noted that any advice provided under this service will be given on the basis of the professional opinion of the officer(s) concerned, based on the information provided and the planning policies/guidance prevailing at the time, and any views expressed are not intended to prejudice the council's determination of any subsequently submitted formal application.

Signed:

Name:

On behalf of:

Date:

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## Pre-application fee schedule

Type of enquiry	Fee
Do I need planning permission	£50*
Planning history:	
- Up to two decision notices	£65
- Additional decision notices	£10.50
- Copy of a S106 or tree preservation order	£21
- Copy of documents on file	£65 per hour or part thereof
Householder advice	£50*
Listed building advice	Free
Tree advice	Free
Change of use	£150*
Assessment of sequential and/or impact assessment required.	Additional £300*
Minor commercial development	£100* per 75m <sup>2</sup> or part thereof
Gross external floorspace proposed	m <sup>2</sup>
Total fee	£
Post approval feedback, amendments or variations	£100*
Post refusal feedback	£300*
Significant proposals	
Have you already received advice via a pre-application meeting or a basic or intermediate enquiry?	
If yes what fee was paid and when?	Fee: £ Date:
What was the reference number?	/PREAPP
Where this advice was given within the last 12 months the fee can be deductible from a higher level of service e.g. if basic advice was previously provided within the last 12 months at £150, that £150 can be deducted from the cost of an intermediate or advanced enquiry.	
Pre-application meeting	£72*
Basic enquiry	£150*
Assessment of sequential and/or impact assessment required.	Additional £300*
Intermediate enquiry	20% of likely full application fee plus VAT subject to a minimum of £250
Advanced enquiry	30% of likely full application fee plus VAT subject to a minimum of £750
Viability assessment - where the council are being asked to consider viability information to justify a reduction in affordable housing.	Additional £1000*
Details of full planning application fees for the purposes of calculating the cost of an intermediate or advance enquiry are available at the following link:	
<a href="#">Planning portal fee calculator</a>	
* fee is inclusive of VAT at its current rate of 20% should VAT change the fee will be amended as necessary.	