REQUEST FOR PLANNING ADVICE

**For Community Infrastructure Enquiries only.**

It is important that you complete all applicable sections to avoid any delay in processing of your request. The form asks for the minimum information required. In some cases, it may be beneficial to provide additional information.

Upon completion submit this form along with any accompanying information/plans and the correct fee to the Infrastructure Planning Team by e-mail to [development.enquiry@essex.gov.uk](mailto:development.enquiry@essex.gov.uk)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Applicant Details | | | | | | | | |  | | | Agent Details (if applicable)  *Please note if this section is completed all correspondence will be sent to the Agent* | | | | | | | | | | | |
| Name: | | Click here to enter text. | | | | | | |  | | | Name: | | | Click here to enter text. | | | | | | | | |
| Company: | | Click here to enter text. | | | | | | |  | | | Company: | | | Click here to enter text. | | | | | | | | |
| Address: | | Click here to enter text. | | | | | | |  | | | Address: | | | Click here to enter text. | | | | | | | | |
| Postcode: | | Click here to enter text. | | | | | | |  | | | Postcode: | | | Click here to enter text. | | | | | | | | |
| Tel no: | | Click here to enter text. | | | | | | |  | | | Tel no: | | | Click here to enter text. | | | | | | | | |
| Email: | | Click here to enter text. | | | | | | |  | | | Email: | | | Click here to enter text. | | | | | | | | |
|  | | | | | | | | | |  | |  | | | | | | | | | | | |
| Interest in property / land | | | | | | | | | | | | Are you (your client) the only party with an interest in this property / land | | | | | | | | | | | |
| Click here to enter text. | | | | | | | | | | | | Yes | | | | | | No | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| Location of proposed development | | | | | | | | | | | | *Authority Area:* | | | | | | | | | Choose an item. | | |
| *If there is no postal address, please give a clear and accurate description of the site location, including the grid reference details and/or* ***post code*** | | | | | | | | | | | | | | | | | | | | | | | |
| Click here to enter text. | | | | | | | | | | | | | | | | | | | | | | | |
|  | | |  | | | | | |  | | |  | | | | | | |  | | | | |
| Basic information regarding the proposal  *Please provide an accurate, detailed description of the proposed development* | | | | | | | | | | | | | | | | | | | | | | | |
| Residential  Development | | | |  | | Commercial  Development | | | | | | | |  | Other  Development | | | | | | | |  |
| Site area : | | | | | | | | | | | | | | | | | | | | | | | |
| Description of the proposal **including details of unit mix for residential**:  Click here to enter text. | | | | | | | | | | | | | | | | | | | | | | | |
|  | | |  | | | | | |  | | |  | | | | | | |  | | | | |
| Information Required  *Please tick to confirm you have included the following information:* | | | | | | | | | | | | Comment | | | | | | | | | | | |
| Site Location Plan  (at an appropriate scale) | | | | | | |  | | | | | Click here to enter text. | | | | | | | | | | | |
| Block plan | | | | | | |  | | | | | Click here to enter text. | | | | | | | | | | | |
| Other – Please state | | | | | | |  | | | | | Click here to enter text. | | | | | | | | | | | |
| History of site, including previous applications | | | | | | |  | | | | | Click here to enter text. | | | | | | | | | | | |
| Planning Statement | | | | | | |  | | | | | Click here to enter text. | | | | | | | | | | | |
| Details of advice received already e.g. Planning advice | | | | | | |  | | | | | Click here to enter text. | | | | | | | | | | | |
| Please indicate any additional information and supporting documentation that has been submitted for further clarification of proposals  Click here to enter text. | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| Pre-application charges for Community Infrastructure Advice (education et al) | | | | | | | | | | | | | | | | | | | | | | | |
| Payment can be made by phone (credit or debit card) or via BACS (details will be provided on request). Payments must include VAT. | | | | | | | | | | | | | | | | | | | | | | | |
| Advice type | | | | | Charge | | | Amount paid | | | | | | | | |  | | |
| Written pre-application advice | | | | | £160 + VAT | | |  | | |  | | | | | |  | | | | |
| \*Attendance at a meeting | | | | | £87.55 per hour + VAT | | |  | | |  | | | | | |  | | | | |
| \*Attendance by additional ECC officer(s) at a meeting to provide specialist advice | | | | | £87.55 per hour + VAT per officer | | |  | | |  | | | | | |  | | | | |
| Written advice following meeting | | | | | £160 + VAT | | |  | | |  | | | | | |
| Total payable to Essex County Council £ *x* | | | | | | | | | | | | | | | | | | | | | | | |
| \*Meetings held away from ECC premises at County Hall, Chelmsford will include travel time | | | | | | | | | | | | | | | | | | | | | | | |
| Freedom of Information Act  *If you consider your proposals are required to be kept confidential, please set out the reasons why, for what period and the specific information that needs to remain confidential. The authority will advise whether it considers the information could be kept confidential. All information submitted will be handled in accordance with the Data Protection Act* | | | | | | | | | | | | | | | | | | | | | | | |
| Click here to enter text. | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| Declaration | | | | | | | | | | | | | | | | | | | | | | | |
| I confirm that to the best of my knowledge all of the information submitted herein is accurate and that planning advice is requested and have made the appropriate fee as payment for the service.  I also agree to pay any additional costs arising from the provision of the service as required, as outlined in the guidance note. | | | | | | | | | | | | | | | | | | | | | | | |
| Signed: |  | | | | | | | | | | | | Dated: | | |  | | | | | | | |

Please submit this form along with any accompanying information/plans by e-mail to [development.enquiry@essex.gov.uk](mailto:development.enquiry@essex.gov.uk). Payment should be made separately as detailed above.