**Nottingham City Council Planning and Building Control Service**

**PRE-APPLICATION ENQUIRY FORM**

This form is intended for all pre- application enquiries. The more detail you are able to provide the more detailed our response will be.

The fees are set out at the bottom of this document and can also be viewed on the Council’s website. No work will be carried out until the fee has been received.

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| 1. **Your details** | |
| Applicant/Agent Name |  |
| Address |  |
| Daytime Telephone Number |  |
| E-mail |  |
| Application Type  Please refer to Pre- application advice charging structure at the bottom of this document |  |
| Application Fee  Please refer to Pre- application advice charging structure at the bottom of this document |  |

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| 1. **Location of proposed development**   Please provide the site address of the development site or building |
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| 1. **Description of proposal**   Please provide an accurate, detailed description of the proposed development |
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| 1. **Plans and supporting information (Please indicate with an X as appropriate)**   The more detail you are able to provide will help us provide you with a more detailed response. However, the level of further detail required will be dictated by the complexity of the proposal. If you are unsure about the level of detail to be submitted please contact us for advice. | |
| **The following are considered to be the minimum requirement:** | |
| Site location map (Scale 1:1250) |  |
| Detailed description/schedule of existing uses on the site |  |
| Proposed floor plans, elevations with building heights marked, sections (to scale) |  |
| **The following are considered to be useful but are to be submitted where appropriate:** | |
| Design statement, urban design analysis, materials, photomontages, computer images, street scene appraisals etc. |  |
| Photograph(s) of site and immediate surroundings |  |
| Design and access statement, urban design analysis, street scene appraisals, materials, photomontages and physical or digital 3D models etc. |  |
| Existing floor plans, elevations with building heights marked, sections (to scale) |  |
| Existing and proposed site layout plan (preferably 1:500) |  |
| Cross section(s) showing any critical relationship(s) with neighbouring properties |  |

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| 1. **Other information**   Please provide any other information that you would like us to take into account when considering your proposal/pre-application enquiry |
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| 1. **Submission and payment methods** |
| Emailing this form and providing an email address for our reply eliminates postal delays.   * Email completed forms and attachments to planning @nottinghamcity.gov.uk * Telephone 0115 876 4447 to pay by credit or debit card or request bank details to pay by bank transfer. **We do not accept cheques as payment for pre-app enquiries.** |
| This form can be posted or hand delivered to  Planning  **LH Box 5**  Loxley House Station Street Nottingham NG2 3NG United Kingdom |

**PRE APPLICATION ADVICE - CHARGING STRUCTURE**

**Pre-application advice – Charging Structure - April 2025**

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|  | **TYPE OF DEVELOPMENT** | **FIXED FEE**  **(INC.VAT)** | **Additional**  **hourly rate** |
| **A** | **Particularly large, strategic and complex developments** | POA | POA |
| **B** | **Large Major**  Over 100 residential dwellings/Over 10,000m2 commercial  floor space | £5,000  meeting and  written  response | £390 per  hour |

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|  | **Additional Services – most commonly required for top two categories above but planning**  **officers will advise on a scheme by scheme basis** | | |
|  | Design and Carbon Neutral Review Panel (joint panel)  Design Review Panel  Carbon Neutral Review Panel | £3,900 per  scheme  £3,000 per  scheme  £3,000 per  scheme | N/A  N/A  N/A |
| \*Works to listed buildings – Large Major developments | N/A | £150 per  hour |
| Specialist Urban Design Services | N/A | £150 per  hour |

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|  | **TYPE OF DEVELOPMENT CONTINUED** |  |  |
| **C** | **Major Development**  New build/COU to 10-99 dwellings/1,000-9,999m2  commercial floor space | £2,800 1  meeting and  written  response | £240 per  hour |
| **D** | **Minor Dev 2**  New build/COU to 5-9 dwellings/500-999m2 commercial  space | £700 written  response only | £160 per  hour |
| **E** | **Minor Dev 1**  New build/COU to 1-4 dwellings/0-499m2 commercial floor  space | £500 written  response only | £160 per  hour |
| **F** | **Householder development** | £120 written  response only | £140 per  hour |
| **G** | \***Listed building consent**  Householder requests | £170 written  response only | £140 per  hour |
| **H** | **Adverts/signage** | £180 written  response only | N/A |
| **I** | **Telecommunications** | £180 written  response only | N/A |

\* This fee is in addition to charges for planning pre-application advice