

# For assistance in completing this form, please contact:

Wakefield Council, Planning Services, Development Control, Wakefield One,  
PO Box 700, Burton Street, Wakefield, WF1 2EB

Email: devcontrol@wakefield.gov.uk Phone: 0345 8 506 506



## Pre-Application Advice

### 1. Applicant Name, Address and Contact Details:

Title:  First name:

Last name:

Company (optional):

Unit:  House number:  House suffix:

House name:

Address:

Town:

County:

Postcode:

Telephone:

Email:

### 2. Agent Name, Address and Contact Details:

Title:  First name:

Last name:

Company (optional):

Unit:  House number:  House suffix:

House name:

Address:

Town:

County:

Postcode:

Telephone:

Email:

### 3. Application

Please indicate the application type you want advice for:

Domestic (e.g. Householder Extension):  Commercial:

Site Address:

Unit:  House number:  House suffix:

House name:

Address:

Town:

County:

Postcode: (if known)

Description of location: (to be completed if postcode is not known):

Description of the Proposal:

Please describe the proposed development, including any change of use.

Please indicate your interest in the application:

Owner/ Occupier  Developer  Prospective Purchaser  Other

Wakefield Planning Policies taken into account:

Have you referred to any planning policies in your application?

Yes  No

If yes, please give details of the planning policies you have referred to:

Viewing the site:

Please indicate if the whole site can be seen from the road or other public land and there is no need for an officer to enter the site.

Yes  No

#### 4. Category of Advice required: (please tick)

##### Category 1

Household development.

**No Fee**

##### Category 2

- Residential developments between 1 and 9 dwellings, or where the site area is no greater than 0.5ha if the total number of dwellings is not known.
- Other uses where the new floor space created is no greater than 999m<sup>2</sup>.
- Development not creating new floor space and not comprising residential development and where the site area is less than 1ha.
- Change of use of land/buildings.

Advertisements.

**No Fee**

##### Category 3

- Residential developments between 10 and 50 dwellings, or where the site area is between 0.51ha and 1ha if the total number of dwellings is not known.
- Other uses between 1,000m<sup>2</sup> and 5,000m<sup>2</sup> where the site area is between 0.51ha and 1ha.

**Fee (please tick)**

- £306 (incl. VAT) for written advice only.
  - £153 (incl. VAT) for follow up written requests for consideration of additional matters.
- £490 (incl. VAT) for a single time bound meeting (max 1.5 hours) and a supporting written report.

##### Category 4

- Residential developments of 51 dwellings or more.
- Other uses of 5,001m<sup>2</sup> or more.
- Where the site area for any type of development is 1.01ha or more.

**Fee**

- £612 (incl. VAT) for initial meeting (max 2 hours) and a subsequent written report.
- 50% for all subsequent meetings and written follow up.

##### Category 5

For a limited number of large-scale major developments, we will consider entering into a Planning Performance Agreement (PPA) to take a project management approach to large or complex developments.

**Fee**

- £1,224 (incl. VAT) for initial meeting and a subsequent written report.
- 50% for all subsequent meetings and written follow up.
- In addition the developer must agree to cover the costs of any independent technical advice not available in-house which may be material to the proposal.

**Please note:** All the above fees are inclusive of VAT at the standard rate of 20%.

Fees correct at 1st April 2015.

#### 5. Information we require with your pre-application:

The following list is not exhaustive but it does provide a suitable guide to what you will need to provide to ensure that the response we deliver offers the advice and guidance you need. (please tick)

- A location plan at a scale of not less than 1:1250 showing the site clearly marked.
- Site layout plan of not less than 1:500.
- A full description of the existing use/s, proposed development and schedule of proposed uses.
- Photographs and drawings that describe the existing site and buildings including the location of trees, topography and landscape features. This should include elevations, floor plans, adjacent buildings, access, servicing, parking arrangements, the initial architectural approach and materials where known.
- Drawings showing the height/scale of the development.
- Drawings showing the context of the proposal with its surroundings for example drawings of the proposal set in the existing street scene.
- Any additional drawings that help demonstrate the impact of the proposal on its surroundings e.g. streetscapes.
- Fee/Receipt (if paid by cash or card).

#### 6. Methods of Payment:

The standard fee/receipt must be submitted with the application. (please tick)

- I wish to pay online.
- I wish to pay by cheque and attach a cheque made payable to WMDC for the amount. (please complete amount)  
£
- I wish to pay by Debit or Credit card. Either in person at Wakefield One or via phone on 0345 8 506 506.
- I wish to pay by cash. In person only at the Wakefield One Customer Access Point.

#### 7. Please sign and date this form

I agree to pay any additional sums arising from the provision of the services as required.

Date: (DD/MM/YYYY) Signed:

**Please send your completed form to:** Development Management, Wakefield Council, Wakefield One, PO Box 700, Burton Street, Wakefield, WF1 2EB.

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www.wakefield.gov.uk