Pre-application Enquiries

**What is a pre-application enquiry?**
Leeds City Council encourages developers to contact us about your proposals before an application is submitted. This gives the opportunity to set out your ideas for the site, and for planning officers to provide feedback before you finalise your plans and submit an application.

**Why should I submit a pre-application enquiry?**
Because planning applications are subject to public consultation, and because policies may change over time, a pre-application enquiry cannot guarantee a particular decision. However, by allowing key issues and potential challenges to be identified and addressed at an early stage, this can help to give more certainty when you submit an application. This can include identifying site constraints which may affect your proposals, including flooding issues, protected trees, listed buildings or conservation areas. It also allows planners to confirm the specific information that you will need to provide with your application, helping to avoid possible delays in processing the application once it is submitted.

**Is there a charge for this service?**
For small-scale residential developments (1-4 houses), there is a pre-application fee of £150, and a comprehensive written response will be sent to you within 4 weeks.

**What do I need to provide and what feedback will I receive?**
There is an application form to fill in, which is available on the [Leeds pre-application website](http://leeds.gov.uk). As a minimum you will be asked to submit a location plan (1:1250 scale) clearly identifying the boundary of the site in red, and a proposed site layout plan. You may also wish to provide information such as photographs of the site, proposed floor plans and elevations of the building to scale, and information about your proposed building materials. The more information you can include when you submit your enquiry, the more detailed the comments that can be provided.

**Do I need to discuss my proposals with neighbours?**
Whilst neighbour consultation is not compulsory for small-scale residential schemes, your site is likely to be in a residential area and to have other houses close by. The Council will make neighbours aware of the proposals as part of the application process, and any comments received must be taken into account when the Council is considering your application. Discussing your proposals with neighbours at an early stage, before you make an application, can help to identify any concerns they may have and allow you the opportunity to try and address these as part of your scheme, and may therefore reduce the chances of objections or concerns being raised once an application is submitted.

**Where can I find more information?**
You can find more details of the pre-application process in Leeds, together with the application forms, on [Leeds’ pre-application website](http://leeds.gov.uk).