

Request for pre application advice

Please return to:

Leeds City Council Planning Services
 Merrion House, 110 Merrion Centre, Leeds, LS2 8BB
 Email:
DVD.Planning.PreApplications@leeds.gov.uk
 Phone: 0113 2224409



Applicant details	Agent's details	Full postal address of the proposed development
Name	Name	Description of the proposal (including floor/ site area, as appropriate in square metres)
Address	Address	
Email	Email	Other relevant information
Tel no:	Tel no:	

Please complete one form per proposed scheme as we cannot provide advice on multiple options

Additional charges will be made for any additional external technical or specialist advice that we need to obtain to provide our response

Planning Performance Agreements (PPA) for the largest and/ or most complex schemes which require multiple meetings, milestones, agreement of draft heads of terms for legal agreements and draft conditions and possible presentations to the Plans Panels **£24,000** (£20,000 +VAT)

Major Category 1 for the largest and most complex schemes, **more** than 250 units or more than 25,000 m² floorspace which require several meetings and written follow up advice and possible presentations to the Plans Panels **£18,000** (£15,000 +VAT)

Includes Minerals, Waste and Energy proposals
 Includes Registered Provider proposals

Major Category 2 for the largest and complex schemes, more than 250 units or 25,000 m² floorspace which require a single meeting and written follow up advice **£9,600** (£8,000 +VAT)

Includes all Minerals, Waste and Energy proposals
 Includes Registered Provider proposals

Major category 3 100 to 249 units or 10,000 to 24,000 m² non-residential (including change of use) **£8,400** (£7,000 +VAT)

Includes Registered Provider proposals

Major Category 4 50-99 residential units, 5,000- 9,999 m² non-residential (including change of use) **£5,400** (£4,500 +VAT)

Includes Registered Provider proposals

Major Category 5 25-49 residential units, 2,500- 4,999 m² non-residential (including change of use) **£3,360** (£2,800+VAT)

Includes Registered Provider proposals

Major Category 6 10-24 residential units, 1,000 -2,499 m² non-residential (including change of use) **£2,640** (£2,200 +VAT)

Includes Registered Provider proposals

Site area proposals to seek the planning use of the land Up to and including 1 hectare £600 (£500+VAT) and thereafter £600 per hectare	
Please state the size:	
Others category	
House extensions, outbuildings and alterations within the domestic curtilage	£108 (£90+VAT)
House alterations and extensions on a Listed Building , including outbuildings and within the domestic curtilage	£216 (£180+VAT)
Works to a Listed Building without separate planning advice (non- domestic)	£360 (£300+VAT)
Adverts/ signs	£120 (£100+VAT)
Telecommunications	£216 (£180+VAT)
Minors category	
Small Minor, 1-4 residential units, commercial, retail and industrial and other use up to 500 square metres (including change of use)	£504 (£420+VAT)
Larger Minor, 5-9 residential units, commercial, retail and industrial and other use up to 501 – 999m ² developments (including change of use)	£864 (£720+VAT)
Conditions	
Variation of a single condition of Major or Minerals application approval	£2,160 (£1,800+VAT)
For variation of more than one condition and for Minor Modification/ Non-Material Amendment of major or minerals application	Same fee as development type
Variation of condition of Minor or Other category application. Minor Modification/ Non-Material Amendment of Minor or Other application	Same fee for development type
Advice in discharging conditions	£120 (£100+VAT)
Legal Agreements	
Variation of a Legal Agreement	£2,400 (£2,000 +VAT)

Information we require with your enquiry

Failure to include this information will mean we will be unable to progress with your enquiry. You may choose to submit additional documents to aid us in commenting on your scheme. Please tick the boxes to show you have included this information

Essential requirements:

A location plan at scale clearly showing the boundary of the site or building (1:1250 or 1:2500 scale)

Proposed site layout plan
Fee

Optional:

Photographs and drawings that describe the site, location of trees, topography.

Drawings showing the height/ scale

Drawings showing the context of the proposal
Other, please state

For Listed Building consent enquiries

Please provide information to allow for the assessment of the proposed changes and their impact on the special character of the listed building, may include:

Photographs – general images and views of areas and items being affected by the proposed works

Drawings – ‘as existing’ and ‘as proposed’ drawings of elements affected by the proposed works e.g., elevations, floor plans, door and window construction details

Detail of proposed new items

Payment

Payment only to be made on receipt of application number.

Please sign and date this request form

Signed

Date

Disclaimer

The Council will make every effort to ensure that the advice given in the pre-application process is as accurate as possible. However, any advice given by council officers for pre-application enquiries does not constitute a formal response or decision of the Council with regards to any future planning applications. Whilst it may be a material consideration, it cannot be held to bind the Council in its validation or formal determination of a subsequent application.

If an application is subsequently submitted which fails to take on board advice given by officers, then the council may refuse it without further discussion with the applicant or their agent.

Disclosure

Information related to pre-application requests may be subject to requests under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004. The Act and Regulations provide for some exemptions from the need to disclose commercially sensitive information and in cases where applicants consider that specific information is exempt from the requirements of the Act or the regulations, the justification for their position should be provided to the local planning department.

Please refer to the [Pre-application advice webpage](#) for more information about the operation of the service