

Request for pre application advice

Please return to:
dvd.planning.preapplications@leeds.gov.uk



Leeds City Council , Planning Services, Merrion
House, 110 Merrion Centre, Leeds, LS2 8BB
Phone: 0113 2224409

Applicant details	Agent's details	Full postal address of the proposed development Description of the proposal (including floor/site area, as appropriate in square metres)
Name	Name	
Address	Address	
Email	Email	
Tel :	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.

Please tick the service you require.

Minimum Information requirements to support your pre application enquiry, for all application types

Failure to include this information will mean we will be unable to progress with your enquiry.

- Location Plan at a scale clearly showing the boundary of the site or building (1:1250 or 1:2500)
- Existing site layout plan highlighting the proposed layout (scale 1:500)
- Existing and proposed elevations and floor plans with building dimensions marked OR to scale 1:100/1:50
- Completed application form and correct fee

There are additional information requirements for different pre application types as shown below

Householder proposals

House extensions outbuildings and alterations within the domestic curtilage **£156** (£130+VAT)

House alterations and extensions on a Listed Building, including outbuildings and within the domestic curtilage **£216** (£180+VAT)

Additional Information requirements for householder proposals:

- Existing and proposed layout showing height and scale of the proposed changes with building dimensions marked OR to scale 1:100/1:50, include elements affected by the work- elevations, floor plans, door and window construction windows, doors etc
- Details of existing and proposed materials and finishes to be used externally
- Photographs and drawings that illustrate the site
- Location of any trees/ details of any trees with a Tree preservation Order
- Accurate measurements of any land level changes between your property and surrounding properties

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 minimum £24,000 (£20,000 +VAT)	
Level 3 Large scale majors More than 200 dwellings (full applications) or over 4ha site area or more (outline applications) for residential developments (including change of use from other buildings to residential) 20,000 sqm or more (full applications) commercial floorspace or 2ha or more (outline applications or change of use). Includes: <ul style="list-style-type: none"> all Minerals, Energy and Waste proposals (except where the LPA considers the proposal is small scale, non-complex and will have limited impact, when an alternative category fee as specified will be required. Registered providers £14,000 (£11,666.67 +VAT)	
Level 2 Medium scale majors 50- 199 units or up to 4ha site area (outline applications) for residential developments (including change of use from other buildings to residential) 5,000 to 19,999 sqm or more (full applications) or up to 2ha for outline applications and use of land <ul style="list-style-type: none"> Includes Registered providers £6,950 (£5,791.67 +VAT)	
Level 1 Small scale majors 0 to 49 dwellings (full applications) or up to 1ha site area (outline applications) for residential developments (including change of use from other buildings to residential) 1,000 to 4,999 sqm (full applications) or up to 1ha outline applications and use of land <ul style="list-style-type: none"> Includes Registered providers £3,000 (£2600 +VAT)	
*Follow up meeting after final advice issued £600 (£500 +VAT)	
Minors category	
Small Minor, 1-4 residential units, commercial, retail and industrial and other use up to 500 m (including change of use)	£540 (£450+VAT)
Larger Minor, 5-9 residential units, commercial, retail and industrial and other use up to 501 – 999m2 developments (including change of use)	£900 (£750+VAT)
Others Category	
Works to a Listed Building without separate planning advice (non- domestic)	£360 (£300+VAT)
Adverts/Signs	£180 (£150+VAT)
Telecommunications	£216 (£180+VAT)
Conditions	
Variation of a single condition of Major or minerals, energy or waste application	£2,160 (£1,800+VAT)

