

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
Name	Name	Description of the proposal (including floor/ site area, as appropriate in square metres)
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.

Mandatory 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 describe 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 £24,000 (£20,000 +VAT) <input type="checkbox"/>	
Major Category 1 for the largest and most complex schemes, more than 250 units or more than 25,000 m ² floorspace which require several meetings and written follow up advice and possible presentations to the Plans Panels £18,000 (£15,000 +VAT) <input type="checkbox"/> 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 m ² floorspace which require a single meeting and written follow up advice £9,600 (£8,000 +VAT) <input type="checkbox"/> Includes all Minerals, Waste and Energy proposals Includes Registered Provider proposals
Major category 3 100 to 249 units or 10,000 to 24,000 m ² non-residential (including change of use) £8,400 (£7,000 +VAT) <input type="checkbox"/> Includes Registered Provider proposals	Major Category 4 50-99 residential units, 5,000- 9,999 m ² non-residential (including change of use) £5,400 (£4,500 +VAT) <input type="checkbox"/> Includes Registered Provider proposals
Major Category 5 25-49 residential units, 2,500- 4,999 m ² non-residential (including change of use) £3,360 (£2,800+VAT) <input type="checkbox"/> Includes Registered Provider proposals	Major Category 6 10-24 residential units, 1,000 -2,499 m ² non-residential (including change of use) £2,640 (£2,200 +VAT) <input type="checkbox"/> 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 <input type="checkbox"/> Please state the size:	
Others category	
Works to a Listed Building without separate planning advice (non- domestic)	£360 (£300+VAT) <input type="checkbox"/>
Adverts/ signs	£120 (£100+VAT) <input type="checkbox"/>
Telecommunications	£216 (£180+VAT) <input type="checkbox"/>
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) <input type="checkbox"/>
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) <input type="checkbox"/>
Conditions	
Variation of a single condition of Major or Minerals application approval	£2,160 (£1,800+VAT) <input type="checkbox"/>

For variation of more than one condition and for Minor Modification/ Non-Material Amendment of major or minerals application	Same fee as development type <input type="checkbox"/>
Variation of condition of Minor or Other category application. Minor Modification/ Non-Material Amendment of Minor or Other application	Same fee for development type <input type="checkbox"/>
Advice in discharging conditions	£120 (£100+VAT) <input type="checkbox"/>
Legal Agreements	
Variation of a Legal Agreement	£2,400 (£2,000 +VAT) <input type="checkbox"/>

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

Please sign and date this request form

Signed

Date

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