1. **WHAT TYPE OF ADVICE ARE YOU REQUESTING?**

|  |  |
| --- | --- |
| Non-householder Permitted Development enquiry [written advice] - £180 |  |
| General application queries, e.g. application types, conditions, etc (up to 10 dwellings) £60 |  |
| Commercial developments up to 1000 sqm - £900 |  |
| Advert enquiries £180 |  |
| Change of use (minor/single property) [written advice] - £360 |  |
| Change of use (minor/single property) [written advice with meeting] - £480 |  |
| 5Telecoms Masts [written advice] - £360 |  |
| 5Telecoms Masts [written advice with meeting] - £480 |  |
| Up to 5 Dwellings [written advice with meeting] - £600 |  |

1. Our planning responses will provide an overview of the information required by consultees or specialisms. Additionally, you can request a bespoke response from specific consultees. We offer specialist advice at a rate of £600 per specialism. Please identify any specialist advice you would like to request.

|  |  |
| --- | --- |
| **Specialism** |  |
| Highways |  |
| Urban Design |  |
| Conservation |  |
| Archaeology |  |
| Environmental Protection (noise) |  |
| Environmental Protection (Contamination) |  |
| Environmental Protection (Air Quality) |  |
| Trees |  |
| Ecology/Biodiversity |  |

*\*All amounts detailed are inclusive of VAT and correct for 2024/5*

Our Building Control and Flood Risk and Drainage teams may be able to provide bespoke advice. If you wish to be contacted by these teams then please indicate below

|  |  |
| --- | --- |
| Building Control |  |
| Flood Risk and Drainage |  |

1. **Applicant Details**

|  |  |
| --- | --- |
| Name: |  |
| Company: |  |
| Address: |  |
| Telephone: |  |
| Email: |  |

1. **Agent Details**

|  |  |
| --- | --- |
| Name: |  |
| Company: |  |
| Address: |  |
| Telephone: |  |
| Email: |  |

1. **Site Address**

|  |  |
| --- | --- |
| Name/Number: |  |
| Street: |  |
| City: | Coventry |
| Postcode: |  |
| Additional site description: | |
|  | |

\**please be as accurate as possible when describing the site location, if its not an existing address then please provide a description and include the road name where you are proposing to access the site from.*

1. **Proposal**

|  |
| --- |
| *\*if your request relates to an existing planning permission please include the reference within your proposal.* |

1. **Have you requested advice in relation to the site/property previously?**

|  |  |  |
| --- | --- | --- |
| **Yes** |  | **Date of advice:** |
| **No** |  |  |

**DOCUMENTS AND PLANS**

1. **Does the site have existing buildings on it?**

|  |  |
| --- | --- |
| **Yes** |  |
| **No** |  |

Please provide plans showing position of any existing buildings on the site. If you proposal is for a change of use, please provide existing floor plans indicating current use if known.

1. **Is the property within 5 metres of any other buildings?**

|  |  |
| --- | --- |
| **Yes** |  |
| **No** |  |

If the site has adjoining properties within 5m of the boundary please provide a plan to show the relationship.

1. We will offer advice based on the documents you submit with your application. To assess your proposal properly, we will need the following:

* **A location and site plan**: Clearly indicate the boundary of the site and any existing or proposed access etc.
* **Plans and elevations**: Please provide any plans that will explain your proposal (site layout/plan(s)/elevation(s) etc.
* **Photographs of the site**.

\*All drawing should be to scale.   
*\*\*The better the information provided the more complete the advice will be. We recommend that you provide scale drawings of any proposal including plans and elevations and indicating any change in site levels.*   
\*\*\*No document should be more than 10MB in size. Larger files should be submitted using dropbox (or similar) document transfer service.

1. Land Ownership

|  |  |
| --- | --- |
| Applicant is the landowner |  |
| Other landowner/interests |  |
| The site is owned by the Council |  |
| The ownership is unknown |  |

**Confidentiality and Freedom of Information**

* Although we do not normally publicise the details of pre-application discussions, we may be requested by a third party to disclose this information under the Freedom of Information Act (FOI) or Environmental Information Regulations (EIR).
* If we receive a request, we can only withhold information under FOI or EIR if the information falls under one of the exemptions (FOI) or exceptions (EIR) set out in legislation. It should be noted that personal contact details are protected under the Data Protection Act.
* If you are submitting information that you do not wish to be disclosed, you must provide the following information.

|  |  |  |  |
| --- | --- | --- | --- |
| Document/Information | Page No. | Reason for non-disclosure and what harm would disclosure cause to you/your business | Duration off confidentiality |
|  |  |  |  |
|  |  |  |  |

**Statement**

1. You acknowledge that this form is of indicative value only and Coventry City Council may be obliged to disclose the information that you have listed on this schedule pursuant to a request under FOI or EIR. Coventry City Council will take account of the above and consider your views, however the Council will make the final decision as to whether the information should be disclosed or not.
2. Please note that the advice offered is given on the basis of the information supplied. Pre-application advice is only an informal opinion and does not constitute a formal or guaranteed outcome. Neither does this prejudice the formal consideration of any application by ourselves against local and national planning policies or current guidance at the time a subsequent application for a similar proposal is received

**Declaration\***

In submitting this request we hereby request the views of Coventry City Council on the pre-application proposal and agree to pay the fee for this service. I/We also agree to pay additional sums arising from the service as detailed in the pre-application charging document. Furthermore, I/We confirm that I/We have read the pre-application advice guidance notes and understand and accept how the advice is given.

Signed/Print Name …………………………………………… Date: ……………………………..

**Submission**

* Please email this application form, alongside any documentation, to [**preapp@coventry.gov.uk**](mailto:preapp@coventry.gov.uk)ensuring that ‘PREAPP’ is written in the subject of the email.

**Fees**

**A schedule of fees can be viewed here**

[**https://www.coventry.gov.uk/downloads/download/5970/pre-application\_fees\_schedule**](https://www.coventry.gov.uk/downloads/download/5970/pre-application_fees_schedule)

**Fees can be paid on submission using our online payment area.**

You should calculate the fee carefully as any refunds will incur a **£35** administrative fee.

Pay online here

<https://www.coventry.gov.uk/>

select Pay it from the landing page

then select ‘other payments’,

‘Planning and Development’,

‘Planning Pre-App Advice’

When completing the payment you will be asked to provide a reference please use ‘**PREAPP**’ so we can quickly identify they payment.

**BAC’s Transfer**

**You can pay by BAC’s transfer using the following details**

**Account Name:** Coventry City Council General

**Account Sort Code:** 56-00-45

**Account Number:** 38490927

**Address for NatWest Bank:** Coventry City Branch 24 Broadgate, Coventry, CV1 1NE

**\*\* please add the reference as the ‘site address’ when making the payment.**

**\*\*\*Please note that all fee refunds are subject to a £35 administration charge.**

**Once payment has been made, please notify us (email** [**preapp@coventry.gov.uk**](mailto:preapp@coventry.gov.uk) **and include any receipt/reference provided, along with the payment date. This will help us quickly locate and process your payment. Failure to do so may result in delays to the progression of your submission.**

**If you do not submit the fee we will write to advise you of the cost, no work will be started on your submission until the payment is made.**