

Planning Services

Bedford Borough Council
Borough Hall
Caldwell Street
Bedford, MK42 9AP
Telephone: 01234 718068
Email: planning@bedford.gov.uk



Request for Pre-Application and Other Planning Advice

Please complete this form using block capitals and black ink and then return to the address above with your cheque or if paying by card please ring 01234 718068. Please complete all fields and submit any documents / plans which are necessary in order to deal with your enquiry.

1. Your Details

Applicant Name:	<input type="text"/>	Agent Name (if applicable):	<input type="text"/>
Address:	<input type="text"/>	Address:	<input type="text"/>
E-mail:	<input type="text"/>	Email:	<input type="text"/>
Tel. No:	<input type="text"/>	Tel. No:	<input type="text"/>

2. Type of Planning Enquiry (see Explanatory Note and then tick the relevant box)

Basic written advice	<input type="checkbox"/>
Detailed written advice	<input type="checkbox"/>
Officer meeting & written advice	<input type="checkbox"/>
Follow up written advice	<input type="checkbox"/>

If requesting follow-up advice please state the original planning enquiry number:

3. Applicable Fee or Exemption (see Explanatory Note)

Please state the fee applicable: £

If paying by cheque please state the cheque number:

If no fee is applicable please state why:

4. Site Address and Interest in Property/Land

Please give the full site address and state your interest in the property or land; e.g. owner, occupier, tenant, developer, prospective purchaser.

5. Description of proposal or general planning question

Please provide an accurate, detailed description and include any known constraints such as listed building information, biodiversity issues etc.

6. Plans and supporting Information

An Ordnance Survey location plan with a red line drawn around the application site must be provided with your enquiry. These plans can be purchased online or via the Customer Service Centre on Horne Lane, Bedford. You can call in advance on 01234 718068.

Please note that the response to this enquiry is based on the information / plans / documents submitted. It is not the responsibility of the Local Planning Authority to request additional information in order to answer your enquiry, therefore if you require any further advice a new enquiry will need to be submitted and will be charged at the 'follow up advice' fee rate.

Types of plans that might be required

1. Block Plan (scale of 1:200 or 1:500) – show neighbouring properties, parking areas, bin storage, access points etc.
2. Elevations (scale of 1:100 or 1:50) – necessary if you require design advice. Photographs can be used for existing elevations.
3. Floor Plans (scale of 1:100 or 1:50) – this is particularly necessary if your building is listed. Show where any extensions are to be located. If you are asking for change of use advice show the layout of the building and where any extraction systems will be located.
4. Planning statements and supporting information – if there are known issues on the development site e.g. flood plain, conservation area, listed building, protected trees etc. then these issues should be outlined at pre-application stage. If you do not submit any information relating to these issues then the response given will be limited.

Please note that it is useful to draw your plans to a recognised scale and provide a scale bar on the plan. If you are unable to produce plans to scale then you should annotate the dimensions on your drawing.

7. Viewing the site

Please indicate if the whole site can be viewed from the road or other public land or right of way such that there is no need for an officer to enter the site:

Yes No

Please indicate whether the development has already started Yes No N/A

8. Disclaimer

Freedom of Information Act 2000

Please note that the confidentiality of information held by the Council cannot be guaranteed. We may receive requests under the Freedom of Information Act to disclose information about pre-application advice requests and the advice that we have provided. If you consider your inquiry to be confidential, please set out the reasons why, and for what period, any information about the enquiry needs to remain confidential. If you submit a request for confidentiality and we receive an application for disclosure, we will take your request into account when deciding whether to release the information. More information about the Freedom of Information Act can be obtained from the Department of Constitutional Affairs on the following website: <http://www.foi.gov.uk>.

Note: The final decision on planning applications is made by Council Members or senior officers. It can only be taken once we have received an application and carried out consultations with adjoining occupiers, those bodies which we have a statutory requirement to consult and other interested parties. You should therefore be aware that the Council's officers are unable to give any guarantees about the decision that will be made on an application.

Signed:

Date:

EXPLANATORY NOTE

PLANNING ADVICE CHARGING SCHEDULE 1st January 2017

The Council's Scheme for charging for planning advice is set out below.

When submitting an enquiry, which must be on the Council's standard form, you will receive an acknowledgement, letting you know who the case officer is and setting out the target date for the Council to respond. The target date for providing 'Basic' written advice will be no more than 14 days from receipt of payment and, for more 'Detailed' written advice or a meeting, no more than 28 days from receipt of payment. Please note that 'follow up' advice can only be applied for if it is pursuant to a previous chargeable pre-application enquiry.

In addition the Council undertakes to consult all relevant Council departments on the proposal before providing a formal response and to provide the appropriate representatives of all relevant Council departments at any meeting (please note that 'Basic' advice will not include comments from any other department due to the time given to process these enquiries). The formal response would not be binding upon the Council, but it will provide guidance on the issues that would be material considerations when the Council considers any subsequent application for planning approval for the development.

Advice on whether planning permission is required can be obtained through the interactive house which is available via www.planningportal.gov.uk or by submitting an application for a Lawful Development Certificate. For more information on this please contact Planning on 01234 718068.

EXEMPTIONS & REDUCTIONS

Discussions relating to the discharge of the conditions attached to a full planning permission that has already been granted. (This exemption does not apply to discussions in respect of applications for Reserved Matters approval)

Enquiries from Parish / Town Councils for their own developments and enquiries proposing development which will assist people with disabilities (basic option only) Requests for detailed advice or meetings a 50% reduction of the full fee is applicable

Initial enquiries from registered charities (basic option only, if applicable within the charging schedule) All other requests will be charged the full fee

To encourage inward investment and job creation, we will not charge for initial advice for floorspace proposals consisting of development wholly within Use Classes B1, B2, B8 or A1 (offices, R & D, industry, warehousing or retail) (for any subsequent enquiries the full fee is applicable)

An exemption will also apply in cases where a developer has already entered into a Planning Performance Agreement or similar formal agreement relating to staff resourcing with the local planning authority

**For the full charging schedule please refer to
www.bedford.gov.uk/planningenquiries**

For information relating to the Archaeology Charging Schedule please go to
www.bedford.gov.uk/planning