

Request for Chargeable Planning Advice

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| Please complete all sections of the form. Upon completion submit this form, plans and supporting information and the correct fee to Planning Applications Group, Invicta House, Maidstone, Kent ME14 1XX or email to [planning.applications@kent.gov.uk.](mailto:planning.applications@kent.gov.uk)  **Please read the Guidance Notes to help you complete this form**. |

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| 1. **Your Details** |  |
| Applicant Name and Address:  **Click here to enter Name and Address.** | Agent Name and Address:  **Click here to enter Name and Address.** |
| 1. **Main Contact Details** |  |
| **Name: Click here to enter Name.** | **Email: Click here to enter Email.** |
| **Tel No: Click here to enter Number** | **Mobile No: Click here to enter Number.** |
| 1. **Interest in the Property/Land** | |
| Please state your interest in the property/land e.g. owner, developer, prospective purchaser | |
| **Click here to enter Interest.** | |
| 1. **Location of Proposed Development** | |
| Please provide the site address of the development site, including postcode or grid reference (where necessary). | |
| **Click here to enter Location Details.** | |
| 1. **Description of Proposal** | |
| Please provide a **detailed** description of the proposed development | |
| **Click here to enter Description.** | |
| 1. **Viewing the Site** | |
| Can the whole site be seen from the road or public land? | **Select item.** |
| 1. **Freedom of Information Act and Environmental Information Regulations** | |
| If you consider your enquiry to be confidential, please set out the reasons why, and for what  period any information should remain confidential | |
| **Click here to enter text.** | |

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| 1. **What Advice are you seeking?** | | | | | | | | | |
| Meeting on Site (verbal advice) | | |  | Standard written advice **following**  a meeting | | | |  |
| Teams Meeting (verbal advice) | | |  | Standard written advice **following**  a meeting | | | |  |
| Standard Written advice only  (no meeting) | | |  | Additional specialist advice  (including relating to Noise, Air Quality, Landscape, Geotechnical – See Question 10 below) | | | |  |
| Detailed Written advice only  (no meeting) | | |  | Follow on officer advice | | | |  |
| Subsequent meeting on site | | |  | Subsequent Teams meeting | | | |  |
| Other written advice - including commenting on a draft application  (prepared following advice contained in the Council’s validation documents) | | |  | Work in connection with a legal agreement (post identification of the heads of terms, including relating to Biodiversity Net Gain) or KCC legal advice (pre-application) | | | |  |
| Planning histories/solicitor enquiry | | |  |  | | | |  |
| 1. **Do you require additional specialist advice?**   Please see Guidance Note for further details | | | | | | | **Select item.** | |
| If yes please specify which: **Enter details / Select item.** | | | | | | | | |
| 1. **Attached Supporting** | | | | | | | | |
| If you are unsure about the level of detail to be submitted please refer to the guidance  notes for further advice. **Details mark in bold with an \* are mandatory** | | | | | | | | |
| **Site location plan (e.g. 1:1250 or 1:2500) with the site outlined in red and other land within the ownership of the applicant in blue\*** | | |  | **Details of the current use of the land and building\*** | | | |  |
| **Outline of proposal on plan\*** | | |  | **Proposed access arrangements and vehicle movements including number of HGVs\*** | | | |  |
| Photographs and/or drawings showing site, buildings and trees as existing | | |  | Sketch drawings showing height/scale of development and elevational treatment | | | |  |
| **For waste management development** details of annual throughput, waste sources/types and potential catchment areas, hours of operation and any proposed ecological and amenity mitigation\* | | |  | **For mineral development** details of quantities to be extracted or processed per annum, likely timescales and value added processes, proposed hours of operation, and any proposed ecological and amenity mitigation \* | | | |  |
| Site history – what has the site previously been used for? | | |  | Draft design and access statement (Community Development only) | | | |  |
| How Biodiversity Net Gain requirements are to be met | | |  |  | | | |  |
| **Other Supporting Information – please specify** | | | | | | | | |
| **Click here to enter text.** | | | | | | | | |
| 1. **Payment and Declaration** | | | | | | | | |
| I, the undersigned, confirm that I am requesting planning advice and have enclosed a fee of  £ **Click here to enter text.** as payment for the service.  I also agree to pay any additional fees that may arise from the provision of this service, as outlined in the Planning Advice Charging Guidance. | | | | | | | | |
| **Signed:** | | | | **Date:** | | | | |
|  | **Click here to enter text.** | | |  | **Click to enter a date.** | | | |
| **Office Use Only** | | Ref No: | | | | Officer: | | | |
| Date Received: Date. | | Reference. | | | | Click here to enter text. | | | |