

**Pre- Application Enquiry Request Form**

Please complete and return, with proof of payment, to [**environment@eastlothian.gov.uk**](mailto:environment@eastlothian.gov.uk)**.** You can pay the fee [online](https://www.eastlothian.gov.uk/homepage/10421/pay_for_it), using the planning discretionary fees payment option and you will be able to obtain a VAT receipt.

To request advice on a development proposal prior to submitting a planning application. Please read the Customer Guide to Pre-application Enquiries before submitting. Pre-application advice will be offered solely on the information that has been submitted by the customer. The Council will not request any additional information to inform a response to a pre-application enquiry. The customer must therefore ensure that all relevant information on what they are proposing has been provided.

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|  | **1** | **APPLICANT** | | |
|  | |
| a | Full name |  |
| b | Organisation |  |
| c | Postal address |  |
| d | Contact telephone number |  |
| e | Email address |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **2** | **AGENT (IF APPLICABLE)** | | |
| **a** | Full name |  |
| b | Organisation |  |
| c | Postal address |  |
| d | Contact telephone number |  |
| e | Email address |  |

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| **3** | **ADDRESS/LOCATION OF PROPOSED DEVELOPMENT INCLUDING EXISTING LAND USE** |
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| **4** | **DESCRIPTION OF PROPOSED DEVELOPMENT INCLUDING SITE AREA** |
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| **5** | **SERVICE** |
| Please mark below the standard service that relates to your development proposals along with any optional additional services required. Please consult the Customer Guide to Pre-application Enquiries for more information on each service. |

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|  | **A- Householder developments (including change of use of land for domestic purposes only) / advertising and signage** | | | | |
|  | Standard service (desktop review by case officer based solely on the information submitted by the enquirer) | One dwelling - £105+VAT **(£126)**  Two or more dwellings - £185+VAT **(£222)** | | | □ |
|  | **B- Local development (small) including Section 42 applications (up to 10 residential units / 999m2 class 4/5/6/other/mixed space)** | | | | |
| Standard service:   * Unaccompanied site visit by case officer within 14 days of submission/validation at the Council’s discretion * Review by case officer based solely on the information submitted by the enquirer | | 50% of the cost of the planning application fee, subject to a maximum of £1000 + VAT (£1200) | □1 | |
| + Maximum 1 hour meeting with case officer either on site/virtual/in person at the Council’s discretion  – at the request of the enquirer and with the agreement of the case officer specialist service advice (i.e. Road Services attendance) | | £205.83 + VAT (£247) for each meeting  Additional £103.33 + VAT (£124) for each service that attends | □  □ | |

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|  | .  **C - Local development (medium) including Section 42 applications (11 – 49 residential units | 1000m2 to 9999m2 class 4/5/6 space | 1000m2 to 4999m2 other/mixed space | Development proposals where the fee is calculated by site area)** | | | | |
| Standard service:   * Accompanied site visit by case officer if requested (max 1 hour), unaccompanied if not, within 14 days of submission/validation * Review by case officer of the information submitted by the enquirer | | 50% of the cost of the planning application fee, subject to a maximum of £2000 + VAT (£2400) | □1 | |
| *+* Maximum 1 hour meeting with case officer either virtual/in person at the Council’s discretion | | £205.83 + VAT (£247) for each meeting | □ | |
| *+* at the request of the enquirer and with the agreement of the case officer specialist service advice (i.e. Road Services attendance) | | Additional £103.33 + VAT (£124) for each service that attends | □ | |
| **D - Major or national development including Section 42 applications (50+ residential units | 1000m2 + class 4/5/6 space | 5000m2+ other/mixed space | 2 hectares+ site size | Development proposals where the fee is calculated by site area | Other criteria per The Town and Country Planning (Hierarchy of Developments) (Scotland) Regulations 2009)** | | | | |
| Pre-position discussion only (no additional services can be added) | | £1235.83 + VAT (£1483) | □ | |
| Standard service:   * Maximum 1 hour discussion meeting with case officer, Road Services and other relevant Council officers at the Council’s discretion, date to be agreed within 10 working days * Unaccompanied site visit by case officer * Maximum 1 hour follow up meeting with case officer, Road Services and other relevant Council officers at the Council’s discretion | | 50% of the cost of the planning application fee, subject to a maximum of £8000 + VAT (£9600) | □1 | |
| *+* Maximum 1 hour meeting with case officer, Road Services and other relevant Council officers at the Council’s discretion either virtual/in person at the Council’s discretion  + Above meeting can include team manager/service manager in which case the additional meeting cost is  (Note: Both boxes must be marked to include team manager/service manager at the additional maximum 1 hour meeting) | | £309.17 + VAT (£371) for each meeting  £515 + VAT (£618) | □  □ | |
|  | **E - Major renewable energy related developments - energy, transmission and infrastructure developments including windfarms, solar farms, onshore infrastructure for both onshore and offshore wind and Battery Energy Storage Systems**  This category includes proposals for planning permission in principle, planning permission, approval of matters specified in conditions, Section 42 applications and Section 36 and Section 37 consents under the Electricity Act 1989 | | | | |
|  | Standard service:   * Maximum 2 hour discussion meeting with case officer, Road Services and other relevant Council officers at the Council’s discretion, date to be agreed within 10 working days * Accompanied site visit by case officer * Maximum 2 hour follow up meeting with case officer, Road Services and other relevant Council officers at the Council’s discretion | £10300 + VAT (£12360) | | | □1 |
|  | + Maximum 1 hour meeting with case officer, Road Services and other relevant Council officers at the Council’s discretion either virtual/in person at the Council’s discretion  + Above meeting can include team manager/service manager, in which case the additional meeting cost is  (Note: Both boxes must be marked to include team manager/service manager at the additional maximum 1 hour meeting) | £515 + VAT (£618) for each meeting  £720.83 + VAT (£865) | | | □  □ |
|  | **F - Works to listed buildings** | | | | |
|  | Standard service *(desktop review by case officer based solely on the information submitted by the enquirer. Comments restricted to the affect on the character of the building as one of special architectural or historic interest only.)* | | £105 + VAT (£126) | □ | |
|  | + Site visit by case officer | | £123.33 + VAT (£148) | □1 | |

1 – By ticking this box you confirm your authorisation for the planning officer dealing with the pre-application enquiry to enter any land or building at any reasonable time for the purposes of surveying it in connection with the enquiry.