

**Pre- Application Additional Meeting Request Form**

Please complete & return to **environment@eastlothian.gov.uk****.** You can pay the fee [online](https://www.westlothian.gov.uk/article/47583/Planning-Building-Standards), 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.

Please state below the pre-application enquiry reference number that relates to this request for optional additional services:

**Pre-application enquiry reference number:**

|  |  |  |
| --- | --- | --- |
|  | **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 |  |

|  |  |
| --- | --- |
| 3 | **SERVICE** |
| Please mark below the additional meeting(s) requested that relates to your development proposals. The number of meetings being requested should be entered into the box. Please consult the Customer Guide to Pre-application Enquiries for more information on each service. |

|  |  |
| --- | --- |
|  | **A- Local development (small) including Section 42 applications (up to 10 residential units / 999m2 class 4/5/6/other/mixed space)** |
| + Maximum 1 hour meeting with case officer either on site/virtual/in person at the Council’s discretion | £200 + VAT (£240) 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 £100 + VAT (£120) for each service that attends – Please write below which Council services you request to attend the meeting: | □ |

|  |  |
| --- | --- |
|  | .**B - 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)** |
| *+* Maximum 1 hour meeting with case officer either virtual/in person at the Council’s discretion | £200 + VAT (£240) 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 £100 + VAT (£120) for each service that attends – Please write below which Council services you request to attend the meeting: | □ |
| **C - 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)** |
| *+* 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 | £300 + VAT (£360) for each meeting | □ |
| + Above meeting can include team manager/service manager(Note: Both boxes must be marked to include team manager/service manager at the additional maximum 1 hour meeting) | £500 + VAT (£600) | □ |
|  | **D- 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 |
| + Maximum 1 hour meeting with case officer either on site/virtual/in person at the Council’s discretion | £500 + VAT (£600) for each meeting | □ |
|  | + Above meeting can include team manager/service manager(Note: Both boxes must be marked to include team manager/service manager at the additional maximum 1 hour meeting) | £700 + VAT (£840) | □ |