

# PLANNING PRE – APPLICATION ADVICE REQUEST FORM

Please complete this form and submit to 'planning@basildon.gov.uk'.

Physical submissions may also be provided, which should be addressed to (\* ensuring that a cd or memory stick containing an electronic copy of submitted documents is also provided):

Development Management (pre-app enquiries)  
 Basildon Borough Council  
 St Martin's Square  
 Basildon  
 Essex SS14 1DL

1. Applicant Details		2. Agent Details	
Name		Name	
Address		Address	
Postcode		Postcode	
Telephone		Telephone	
Email		Email	

3. Interest in Property / Land (eg. owner / occupier / developer / prospective purchaser)

4. Location of Proposed Development

5. Description of Development

## 6. Plans & Supporting Information

Below is a basic list of the information required in order to assess your enquiry, although this will vary depending on the nature of the proposal and how advanced your scheme is:

Document:	Included	Comments
Site Location Plan (1:1250)		
Drawings (if scaled, include scale bar)		
Site Photographs		
Draft Design & Access Statement		
Other – Please state		

## 7. Advice Requested

Payment can be made by cheque made payable to Basildon Borough Council. Payment by phone can also be made using a debit or credit card by calling 01268 533333 (during office hours)

Development Type	Written Advice only	Y	Meeting with a Planning Officer (with written follow up)	Y	Follow up meeting (with written follow up)	Y
Strategic Developments	N/A		£1,833.70 + VAT		£1,191.30 + VAT	
Large Major Developments	£733.71 + VAT		£1,466.30 + VAT		£916.30 + VAT	
Standard Major Developments	£641.33 + VAT		£1,191.30 + VAT		£733.71 + VAT	
Minor Developments	£201.33 + VAT		£458.71 + VAT		£238.71 + VAT	
Total Payable:						

## 8. Freedom of Information Act

If you consider your application to be confidential, please set out the reasons why, and for what period any of the information needs to remain confidential.

<b>Signature</b>		<b>Date</b>	
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