

Malvern Hills District Council – Planning Services

PRE – APPLICATION ADVICE REQUEST FORM

(Please DO NOT use this form for Permitted Development advice requests)

Please complete each section of this form as this will help the planning officer make a comprehensive response to your enquiry

Your contact details: including a telephone number & email address

Address of property or site which your query relates (if different from above) - please include post code if known

A detailed description of your proposed development (please use a separate sheet if necessary)

A location plan to scale 1:1250,
or 1:2500 with the site clearly outlined
in red (this must include the access or
any proposed access)

Site area or proposed floor area

(sq.mtrs or hectares)

Please attach any photographs
that will support your application

Sketch/outline drawings of
what you propose, indicating
general layout of the site, size
and scale of the proposal and
floor plans and elevations where
appropriate. (1:50 or 1:100)

Any other details you feel would
help us to provide a comprehensive
response

The appropriate fee of £_____ is enclosed
The fee must be received with your application
before your request can be dealt with
Telephone payment can be made by phoning
01684 862151.

The fee table is below, please tick the relevant box:

Pre-application and General Advice

<i>Proposed Development Type</i>			<i>Cost</i>	<i>Cost of additional meetings (each)</i>	<i>Please Tick</i>
<i>Residential Development*</i>	<i>Development Site Area</i>	<i>Proposed Gross Floor Area**</i>			
Householder			£41 (flat rate)	£20 (if required)	
1 - 4 dwellings	Less than 0.5ha	500 m ² or less	£255	£102	
5 - 9 dwellings	0.6 - 0.99ha	501– 999m ²	£511	£102	
10 - 49 dwellings	1.0 - 1.25ha	1000 - 2499m ²	£1021	£510	
50 - 199 dwellings	1.26 – 2.0ha	2,500 - 9,999m ²	£2043	£766	
200+ dwellings	More than 2ha	10,000m ² +	£3064	£1021	

<i>Proposed Development Type</i>	<i>Cost</i>	<i>Cost of additional meetings (each)</i>	<i>Please Tick</i>
Advertisements	£51	£26	
Change of Use	£153	£77	
Telecommunications	£153	£77	
Glasshouses/Poly Tunnels	£204	£102	
Other***	£102	£51	

* includes one-for-one replacements and conversions/subdivisions

** measured externally

*** includes all other development proposals not falling within any of the above categories such as variation or removal of conditions, car parks & roads and certificates for lawfulness.

Please send your completed form by email: development.control@malvernhills.gov.uk

or by post to Malvern Hills District Council, Planning Services (Development Control), The Council House, Avenue Road, Malvern WR14 3AF

To pay the fee (by Credit or Debit card) please call the Worcestershire Hub - 01684862151

FOR OFFICE USE ONLY:

Pre-app Reference: PA/_____

Date Received: _____