



WIRRAL

Pre-Application Planning Advice REQUEST FORM

Please use this form if you wish to engage in our pre-application enquiry service. Do not complete this form until you have read the guidance set out on the Council's website. This explains the levels of service available and the fees required. Before you apply, please also see our privacy note:
<https://www.wirral.gov.uk/planning-and-building/planning-permission/applying-planning-permission/pre-application-privacy-notice>

The form should be completed and submitted together with the requisite fees.

We will contact you within 5 working days of receiving the form to;

- Provide the unique reference number and the name of the case officer who will be dealing with your enquiry.
- Suggest dates for any meeting paid for.

1. Applicant Name and Address:		2. Agent Name and Address:	
Title:	First name:	Title:	First name:
Last name:		Last name:	
Company:		Company:	
Email address (preferred method of contact):		Email address (preferred method of contact):	
Address:		Address:	
Postcode:		Postcode:	
Telephone Number:		Telephone Number:	
Mobile Number:		Mobile Number:	
3. Address of the Site		4. Description of proposed development:	
Postcode:			

If this request follows an earlier planning application, or pre-application advice, please state the reference number(s) here:					
5. Please indicate type / scale of development proposed			Baseline Fee	Tick	
Householder Development	House Extensions Development within the curtilage of a residential property which requires an application for planning permission and is not a change of use.		£207.60		
Other Development	Advertisements		£207.60		
Other Development	<ul style="list-style-type: none"> • Changes of use where no operational development and/or floorspace created • Telecommunications; • Renewable energy (including wind turbines etc.) up to site area of 1Ha; • Listed building consent (where written advice, redesign or a site visit is needed). 		£467.10		
Minor Development	Residential	1 Dwelling	£519		
		2 – 4 Dwellings	£830.40		
		5 – 9 Dwellings	£1245.60		
	Non-residential/ commercial	Up to 499 sqm	£830.40		
		500 – 999sqm	£1245.60		
	Small Scale Major Development: Residential 10 to 50 Houses/up to 1.99 Ha Commercial/non-res floor space 1,001 to 4,999sqm Site area between 1to 1.99 Ha. Mixed use schemes	Residential Development	10 - 24 dwellings	£2595	
25 - 50 Dwellings or unknown number of dwellings and site of up to 1.99Ha			£3633		
Non-residential/ commercial		1001 sqm to 3000 sqm	£2595		
		3001sqm to 4999sqm or unknown floor space on site of up to 1.99Ha	£3633		
For mixed use schemes the combined residential units and commercial floorspace fees should be used to assess the category.			<i>Please complete</i> £		

Medium Scale Major Development	Residential 50 to 99 houses or site area 2 to 3.99Ha.	£5190	
	Residential 50 to 99 houses or site area 2 to 3.99Ha. or; Commercial/non-residential floor space – 5000 to 9,999sqm or site area 2 to 3.99Ha.	£5190	
	Mixed use schemes	For mixed use schemes the combined residential units and commercial floor space fees should be used to assess the category.	<i>Please complete</i> £
Large Scale Major Development	Residential – Greater than 100 houses or site area over 4Ha, or Commercial/non-res floor space – Over 10,000sqm or site area over 4Ha. Significant Minerals and Waste Development Environmental Impact Assessment Development	£7266	
6. Additional services and fees		Fee	Tick
Please include one site meeting (Householder, Minor and Other)		£186.84	
Please include one site meeting (Small scale major)		£207.60	
Please include one site meeting (Large Major)		£259.50	
Please include one MS Teams meeting (Householder, Minor, Other)		£103.80	
Please include one MS Teams meeting (Small scale major)		£124.56	
Please include one MS Teams meeting (Large major)		£155.70	
Please include MEAS consultation		See fee schedule	
7. Payment summary (Baseline fee plus any additional fees)			
Payment can be made online via our website.		£	

8. Below is a list of basic information which should accompany every request for advice. Please indicate what is provided:	Tick
Location plan (1:1250 scale) with the site outlined in red.	
A written description of the proposed development	
Sketch drawings providing details of the proposed layout and where possible elevations that are sufficient to indicate the initial architectural approach (i.e. height and scale of development)	
Photographs of the site (optional)	
Details of any consultations already undertaken e.g. highways authority	

9. Confidentiality:

You should be aware that disclosure of the information you have provided may be requested by a third party under the **Environmental Information Regulations 2004**. *(The Information Commissioner has clarified that this is a more appropriate access regime than the Freedom of Information Act, as pre-application advice is considered to involve “environmental information”).*

If such a request is received the Council is obliged to determine whether it would be appropriate to release it, or whether it should be withheld under one of the exemptions provided for in the Act.

Weighing up whether or not it is in the public interest to disclose or withhold information is a balancing act, where both factors in favour of disclosure and the factors against must be determined and evaluated. In making this assessment the following will be relevant:

- a) Was the information submitted voluntarily in the expectation that such information will not be disclosed to other parties, and that it has not already been released to any third parties.
- b) Were discussions conducted in the expectation that they will be confidential,
- c) Will the interests of the applicant/provider be adversely affected by the disclosure? (It is not sufficient that releasing it might result in an adverse effect, it must be more probable than not).
- d) Finally there is a presumption in favour of disclosure when considering public interest arguments. The public interest in not disclosing must therefore be greater than disclosing.

To assist the Council in this exercise should a request be made please provide answers to the following questions? Whilst your views will be taken into account, ultimately the

