



## Pre-Application Planning Advice REQUEST FORM

Please use this form if you wish to engage in pre-application discussions.

Do not complete this form until you have read the guidance set out in the Council's protocol for pre-application enquiries. This explains the levels of service available and the fee required. Before you apply, please see our privacy notice:

[www.wirral.gov.uk/planning-and-building/planning-permission/applying-planning-permission/pre-application-privacy-notice](http://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 initial fee to cover the Council's costs. Payments can be made by Debit/Credit card via the following link: <https://www.wirral.gov.uk/make-payment> using the suffix 'PRE' followed by the site address as payment reference, or by telephone 0151 691 8454.

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

- Provide the unique reference number and the name of the case officer who will be dealing with your enquiry.
- Suggest dates for a meeting (if this is required).

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:		
<b>5. Please indicate with a tick which category your proposal falls within:</b>		<b>Tick</b>
<b>Householder Development</b>	House Extensions  Development within the curtilage of a residential property which requires an application for planning permission and is not a change of use.	
<b>Minor Development</b>	<b>Residential</b>	1 Dwelling
		2 – 4 Dwellings
		5 – 9 Dwellings
	<b>Non-residential</b>	Up to 499 sqm
		500 – 999sqm
<b>Other Applications</b>	<ul style="list-style-type: none"> <li>• Changes of use where no operational development and floor area up to 1,000sqm;</li> <li>• Advertisements;</li> <li>• Alterations where no floor space is created;</li> <li>• Telecommunications;</li> <li>• Renewable energy (including wind turbines etc.) up to site area of 1Ha;</li> <li>• Listed building consent (where written advice, redesign or a site visit is needed).</li> </ul>	
<b>Small Scale Major Development:</b>  Residential 10 to 30 Houses/up to 1.99 Ha  Commercial/non-res floor space 1,000 to 4,999sqm  Site area between 1to 1.99 Ha.  Mixed use schemes	Residential Development	10 - 19 dwellings
		20 - 30 Dwellings
	Non-residential development	1 – 1.5 ha. or up to 3,500 sqm
		1.5 ha. to 1.99sqm
For mixed use schemes the combined residential units and commercial floorspace should be used to assess the category.		

<b>Medium Scale Major Development</b>  Residential 31to 149 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.  Mixed use schemes	Residential 31to 149 houses or site area 2 to 3.99Ha.	
	Commercial/non-residential floor space – 5000 to 9,999sqm or site area 2 to 3.99Ha.	
	For mixed use schemes the combined residential units and commercial floor space should be used to assess the category.	
<b>Large Scale Major Development</b>	Residential – Greater than 150 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	
<b>7. Payment details, please indicate with a tick as appropriate:</b>		
Cheque attached, made payable to Wirral Council, in the amount of (please complete amount):	£	
If you would like to make your payment by credit/debit card over the phone please contact 0151 691 8454.		
<b>8. Below is a list of basic information which should accompany every request for advice. Please indicate what is provided:</b>		<b>Tick</b>
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 Council reserves the right to determine whether the information should be withheld or released.

**9 a)** Would disclosure of any of the information harm someone’s commercial interests?

**YES/  
NO**

**9 b)** If yes, which information and what would that harm entail?

**9 c)** Do you consider that you are giving the information in confidence?

**YES/  
NO**

**9 d)** If yes, what is it about the information that has the necessary quality of confidence (i.e. how is it sensitive)?

**10. Please sign and date this form:**

Signed:.....

Date:.....

Please return this form to:

**DEVELOPMENT MANAGEMENT:** [planningapplications@wirral.gov.uk](mailto:planningapplications@wirral.gov.uk)

By Post: Planning Department, Wirral Council, PO Box 290, Brighton Street, Wallasey,  
Wirral CH27 9FQ