

# Mansfield District Council

*Creating a District where People can Succeed*

## Development Control



### PRE-APPLICATION PLANNING ADVICE REQUEST FORM

Please use this form if you wish to engage in pre-application discussions. The form should be completed and submitted together with the required fee. We will contact you within 5 working days of receiving the form to

- Confirm if the Council is prepared to offer pre-application advice
- Confirm if any other information is required to be submitted.
- Provide the name of the Case Officer who will be dealing with your enquiry

Should you require any assistance in completing this form please call our Technical Support Team on 01623 463069 or Email us at [pbcc@mansfield.gov.uk](mailto:pbcc@mansfield.gov.uk)

Applicant Details:	Agent Details (if any):
Name	Name
Address	Address
Post Code	Post Code
Telephone	Telephone
Email	Email

Site Details
Site Address
Site Area (square metres)
Present use of building/land (or if vacant last known use)

Site Ownership – The applicant is the: (please tick ✓)							
Owner	<input type="checkbox"/>	Occupier	<input type="checkbox"/>	Leaseholder	<input type="checkbox"/>	Prospective Purchaser	<input type="checkbox"/>

Description of Proposed Development
Please give a full description of the proposal (including number and types of units if residential or floor area if other)

Accompanying Documents (please tick as appropriate)	√
Site Location Plan	
Sketch drawings providing details of the proposed layout and elevations that are sufficient to indicate the initial architectural approach and details of proposed materials	
Photographs of the site	
Draft statement outlining the development principles	
Details of consultations already undertaken, e.g. highways authority	
Any other relevant Information (please list)	

Required Fee	
Fee Enclosed (please see attached Fee Schedule)	£_____
<p><b>NOTE:</b> Please note that your enquiry will <b>NOT</b> be registered until the required payment is received. Should you wish to make a telephone payment by credit or debit card please call 01623 463069 or 01623 463077 within <b>TWO</b> working days of submitting your enquiry.</p>	

Declaration
<p>I the undersigned confirm that I am seeking pre-application advice on the proposed development described in the attached documentation:</p> <p>Signed _____ Date _____</p> <p>Please return this form to Development Services, Mansfield District Council, Civic Centre, Chesterfield Road South, Mansfield, Nottinghamshire NG19 7BH or <a href="mailto:psc@mansfield.gov.uk">psc@mansfield.gov.uk</a></p>

**Privacy Statement:** We will use the information provided by you for processing Pre Application Advice Requests. The basis under which the Council uses personal data for this purpose is for carrying out Public Tasks.

The information that you have provided will be kept in accordance with the Council's retention schedule which can be found at [www.mansfield.gov.uk/Privacy](http://www.mansfield.gov.uk/Privacy)

The information provided by you may also be used for the purpose of any other function carried out by the Council. Information about these functions and the legal basis on which information is used by them, your rights and the Council's Data Protection Officer (DPO) can be found on the Council's detailed privacy notice which can be found at [www.mansfield.gov.uk/Privacy](http://www.mansfield.gov.uk/Privacy) on the Council's website or requesting a copy by writing to the Data Protection Officer, Mansfield District Council, Chesterfield Road South, Mansfield, Notts, NG19 7BH.

<b>FEE SCHEDULE FOR PRE-APPLICATION ADVICE FOR PLANNING APPLICATIONS</b>		
Development Type	Fee	Fee + VAT
1-2 dwellings (inc apartments)	<b>£108.33</b>	<b>£130.00</b>
3-5 dwellings (inc apartments) and site of less than 0.2 ha	<b>£162.50</b>	<b>£195.00</b>
6-9 dwellings (inc apartments) and sites greater than 0.2ha but less than 0.3ha	<b>£325.00</b>	<b>£390.00</b>
10-50 dwellings (inc apartments) and sites greater than 0.3 ha but less than 1.5ha	<b>£541.67</b>	<b>£650.00</b>
51-100 dwellings (inc apartments) and sites greater than 1.5 ha but less than 3.0ha	<b>£812.50</b>	<b>£975.00</b>
101 -200 dwellings (inc apartments) and sites greater than 3.0ha but less than 6ha	<b>£1,083.33</b>	<b>£1,300.00</b>
201 or more dwellings (inc apartments) or sites greater than 6ha	<b>To be agreed (minimum £1624.00)</b>	<b>To be agreed (minimum £1948.80)</b>
Non-residential development (including extensions) up to 500 sqm. floor area or sites of up to 1ha.	<b>£162.50</b>	<b>£195.00</b>
Non-residential developments (including extensions) greater than 500 sqm. but less than 1,000sqm. in floor area or sites or greater than 1ha. but less than 2.5ha	<b>£325.00</b>	<b>£390.00</b>
Non-residential developments (including extensions) of greater than 1,000sqm but less than 5000sqm in floor area or sites greater than 2.5ha. but less than 6ha	<b>£704.17</b>	<b>£845.00</b>
Non-residential developments (including extensions) over 5,000 sqm. floor area or sites over 6 ha.	<b>£1,083.33</b>	<b>£1,300.00</b>
Alterations to non-residential development where no floor space is to be created and changes of use (excluding to residential)	<b>£162.50</b>	<b>£195.00</b>
Telecommunications proposals	<b>£108.33</b>	<b>£130.00</b>
Signage proposals	<b>£54.17</b>	<b>£65.00</b>
Householder developments (alterations and extensions to a domestic property)	<b>£65.00</b>	<b>£78.00</b>
Tree advice for trees covered by a TPO or trees in Conservation areas	<b>£33.33</b>	<b>£40.00</b>
Listed Building advice Proposals by Parish Councils		Free Free

**NOTES:**

Fee will include one written response and one meeting. Fees for any further requested meetings or written responses will be negotiated based on the scale of the development proposed

Should you require any assistance in calculating the required fee please call our Technical Support Team on 01623 463069 or Email us at [pubc@mansfield.gov.uk](mailto:pubc@mansfield.gov.uk)