

Pre-application enquiry form

Use this form for informal advice on your proposal. For advice on an existing dwelling house use our [householder pre-application enquiry form](https://www.northumberland.gov.uk/Planning/Pre-application-enquiry.aspx). If you have already completed the works, you cannot use this service. In this case a Lawful Development Certificate (LDC) may be an option for you. [Read about LDC on the Planning Portal](https://www.planningportal.co.uk/planning/planning-applications/consent-types/lawful-development-certificate).

**Before you fill this form in** [**read our pre-application charter**](https://www.northumberland.gov.uk/NorthumberlandCountyCouncil/media/Planning-and-Building/PlanningServicesPre-ApplicationCharterAndGuide.pdf). It explains our service, the cost, and the options you have. If you want to know how we handle your information, [view our planning privacy notice](https://www.northumberland.gov.uk/NorthumberlandCountyCouncil/media/Planning-and-Building/PlanningApplicationPrivacyNotice180719.pdf).

# Choose the service you need

Pick the level of advice you need:

Do I need planning permission (non-householder) at cost of £100

Minor development

Preliminary pre-application advice at a cost of £200

Detailed pre-application advice at a cost of £500

Add advice relating to a listed building(s) at an additional cost of £200

Medium development

Preliminary pre-application advice at a cost of £400

Detailed pre-application advice at a cost of £1000

Add advice relating to a listed building(s) at an additional cost of £250

Major development

Preliminary pre-application advice at a cost of £500

Detailed pre-application advice at a cost of £1200

Add advice relating to a listed building(s) at an additional cost of £350

Large scale major development

Preliminary pre-application advice at a cost of £800

Detailed pre-application advice at a cost of £2000

Add advice relating to a listed building(s) at an additional cost of £450

Strategic scale development

Preliminary pre-application advice at a cost of £1200

Detailed pre-application advice (price on application)

Telecommunications and digital infrastructure

Pre-application advice at a cost of £200

Advertisement

Pre-application advice at a cost of £100

Add advice relating to a listed building(s) at an additional cost of £200

# Add a meeting

You have the option of selecting one of the following to add to the above advice

Preliminary stage meeting at a cost of £250

Pre-app meeting at a cost of £250

Pre-app meeting including a development management manager at a cost of £400

Pre-app meeting including head of service at a cost of £600

Pre-app meeting with other stakeholders or consultees (fee upon application)

# Applicant contact details

Title and name:

Address and full postcode:

Email:

Telephone:

# Agent contact details

Leave this section blank if you are not using an agent.

Title and name:

Company name:

Company address and full postcode:

Email:

Telephone:

# Site details and proposed works

Question 1: What is the site address and full postcode (include Easting and Northing if known):

**Answer 1**:

**Question 2:** What is the current use of the building or land?

**Answer 2**:

**Question 3:** What is the site area in hectares or square metres?

**Answer 3**:

**Question 4:** What additional proposed external floor area is proposed (in square metres)?

**Answer 4**:

**Question 5:** How many residential units are proposed?

**Answer 5**:

**Question 6:** Are there any reasons why an officer could not access the site?

**Answer 6**:

Question 7: Please provide a full description of the proposal**.**

**Answer 7**:

# Confidentiality

We don't publish pre-application enquiries on our website. However, they are not treated as confidential. If you think we should keep it confidential, explain why and for how long.  But we may have to share certain details. This is because of the Freedom of Information Act 2000 (FOI). And Environmental Information Regulations 2004 (EIR). If we receive a FOI or EIR request, we will review why you don't want us to share the information.

Enter your reasons:

# Declaration

By signing this form you are requesting informal advice from Northumberland County Council. You confirm that you understand the advice given:

* will be based on the information submitted;
* may be void or inconclusive if you submit inaccurate or incorrect details;
* is not a formal planning decision or certificate of lawfulness; and

We will not process your application until we receive the correct information. By signing this form you confirm you have included the following.

1. This form completed in full.
2. A location plan, ideally at 1:1250 scale. Clearly mark the site boundary with a red line. We will not accept photos of plans or google maps. [Location plans can be purchased online from ReQuestaPlan (new window)](https://www.requestaplan.co.uk/).
3. A payment of the required fee. Note the reference here:

[Pay for this service on our website (new window).](https://www.northumberland.gov.uk/SelfService/Pay.aspx) Or phone Customer Services on 0345 600 6400 to pay by card.

Type or write your signature:

Enter the date:

# Submitting your pre-application

We prefer to receive applications by email to planning@northumberland.gov.uk

Or post it to us at Development Management, Place and Regeneration, Northumberland County Council, County Hall, Morpeth, Northumberland, NE61 2EF.

We will confirm within five working days if we have received your pre-application. If you have an agent we will contact them by email, not the applicant.

For further information on the pre-application process [visit our Northumberland County Council website](https://www.northumberland.gov.uk/Planning.aspx).