



Northumberland County Council

This form must be completed in full and submitted alongside the required supporting documents and relevant fee in order for us to process your pre-application enquiry.

Please select one option only for the level of advice you require. Please read the [pre-application advice protocol and schedule of fees](#) before completing this form.
www.northumberland.gov.uk/planning/pre-application-enquiry.aspx

- £30 Do I need permission
- £60 Householder
- £150 Small Scale Minor

- £300 Large Scale Minor
- £1500 Major Development
- £2500 Strategic Development

Part A - Personal Details

Applicant Details	
Name:	<input type="text"/>
Company/ Address:	<input type="text"/>
Telephone:	<input type="text"/>
Email:	<input type="text"/>

Agent Details (If Applicable)	
Contact:	<input type="text"/>
Company/ Address:	<input type="text"/>
Telephone:	<input type="text"/>
Email:	<input type="text"/>

Part B - Site Details

Site Address:

Site Area
Hectares/ m²

Present Use of
Building/ Land:

Part C - Proposals

Please give a full description of the proposal - include the number and types of units if residential and site area if a change of use is required

Proposed
additional floor
area m²

Part D – Attachments and payment method

Mandatory requirements for all pre-applications (your application will be delayed if you do not provide the following):

- Site Location Plan (Scale: 1:1250) with the application site edged with a red line. Plans can be purchased online via www.planningportal.co.uk/homepage/4/buy_a_planning_map
- Fee, please indicate payment method:

Online

Telephone

Cheque

Additional information (optional):

- Drawings/ Plans of Proposal
- Photographs of Site and Surroundings
- Other (please state)

Part E - Declaration

I (undersigned) confirm that I have read the 'Pre-Application Advice Protocol' document and request the views of the Council on the pre-application proposal*.

Signed:

Date:

* Please note that the advice provided does not constitute a formal determination regarding the lawfulness of the proposed development under Section 191(1) or 192(1) of the Town and Country Planning Act 1990.

Part F - Confidentiality

Please provide a reason below if you would like your pre-application to remain confidential:

Part G - Payment and Submission

This form can be filled in and submitted electronically. Please email the form alongside all the supporting information to planning@northumberland.gov.uk. Alternatively, post them to us at:

Development Services
County Hall
Morpeth
NE61 2EF

Payment can be made by any of the following methods.

- Online payments can be taken via our website www.northumberland.gov.uk, go to Pay > Pre-application enquiry > Pay a pre-application fee. Please provide the applicant name as the reference.
- Secure credit and debit card payments can be made over the phone to Customer Services on 0345 600 6400.
- Alternatively send a cheque payable to Northumberland County Council.