

Development Management

Pre-application advice - Request form

Please read the guidance notes to help you complete this form

1

Your details

Applicant /
agent
name:

Address:

Daytime
Tel No:

Email:

2

Location of proposed development

Please provide the site address of the development site or building

Address:

3 **Current (or last known) land use**

Please confirm the current or last use of the site

4 Description of proposal

Please provide an accurate, detailed description of the proposed development
For example two storey side extension, single storey rear extension or change of use from shop to betting office.

5 Plans and supporting information (please refer to guidance note 6)

Please make sure to include the documents listed in the box below with your enquiry and list any additional supporting material in the white box. Make sure the location plan clearly identifies the site or building in question.

Site location plan	Sketch plan	Block plan	Photographs
--------------------	-------------	------------	-------------

Large or complex developments will require more supporting material.

Other supporting material:
(please specify)

6 Other information

Please provide any other information that you would like us to take into account when considering your proposal/request for advice.

7 Fees (please refer to guidance note 8)

Please confirm what fee you paid and whether you paid it online or by phone. Please note that pre-application fees are subject to VAT. The fee will include VAT charges.

Payment
method

Fee paid

£

Print
Name

Date:

Please return to: Email customerfirst@eastbourne.gov.uk

If you have a question about your pre-application enquiry please read the guidance notes below. If these do not answer your questions please contact us by telephone on 01323 410000. Alternatively, you can email customerfirst@eastbourne.gov.uk. When you have submitted your request, you will be assigned a caseworker who will be your point of contact for your request.

Guidance notes

The following notes are to help you complete the form.

1 Your details

You can seek pre-application advice yourself or employ an agent. If an agent is used all correspondence will be sent to them. Please supply a telephone number and/ or an email address where the applicant or agent may be contacted during office hours. If you supply an email address, correspondence will be sent by email unless advised otherwise.

2 Location of proposed development

Please indicate the location or address of the development site or building. If there is no postal address, please give a clear and accurate description of the site location.

3 Current or last known land use

Please describe the current or last use of the site. If the site is vacant it would be useful to know how it was last used.

4 Description of proposal

Please describe your proposal as fully as possible. Please state the number of storeys if a new building/extension is proposed and the number of flats/houses if residential development is proposed. If the development includes a change of use of the property, please state the existing use as well as the new use.

5 Plans and supporting information

Plans and other information must be submitted electronically (in PDF format). The minimum information to be submitted with the form is:

- A site location plan, clearly identifying the site or building in question with the development site edged in red. The plan must show adjoining streets, land and properties including street names and numbers
- An annotated block plan, to an appropriate scale. This should show the relationship of the development site and proposal to existing buildings and adjoining properties/boundaries
- Annotated sketch plans and/or illustrations of the development proposals, which must include elevations and floorplans
- Good quality photographs of the site and adjoining buildings to show the site and its immediate context

Further details may be required where the proposed development is of a large scale.

6 Other information

Please provide any other information that you would like us to take into account when considering your proposal/request for advice.

7 Fees

Please refer to the charging schedule below. Fees are subject to VAT.

If you apply online fees can be paid instantly online. If you use a credit card to pay online please note there is a 1.5% charge. If there are any issues with this you can also pay by telephone or by visiting the Customer First contact centre at 1 Grove Road, Eastbourne, BN21 4TW.

If you submit a paper form, you can either come in to pay at the Customer First contact centre or a customer caseworker will be touch within 5 working days to take payment by phone.

Application types	Application category	Cost excl. VAT	Cost incl. VAT	Level of service delivery	Normal response times
Householder	Householder Schemes Works or alterations to an existing residential dwelling, including extensions, garages, satellite dishes, garden structures etc.	£12.50	£15	Written advice Site visit to take place only if deemed necessary by caseworker/ specialist advisor	20 Working days from receipt of valid information.
Medium	Listed building schemes (If no planning permission required) Works to listed buildings	£12.50	£15	Written advice Site visit to take place only if deemed necessary by Specialist Advisor	25 Working days from receipt of valid information.

Medium	<p>Other</p> <p>Advertisements; • Telecommunications (excl Reg 5 applications); • Changes of use where no operational development (except residential/holiday) • Renewable Energy – (including Wind turbines etc.) up to site area of 1ha Anything that is not covered by the other categories.</p>	£75	£90	<p>Written advice, site visit and up to 1 meeting.</p> <p>£60 per additional meeting and written advice</p> <p>Site visit/meeting to take place only if deemed necessary by Case Officer</p>	25 Working days from receipt of valid information.
Medium	Residential schemes for 1 - 2 dwellings including replacement of a single dwelling	£150	£180	<p>Written advice, site visit and 1 meeting.</p> <p>£60 per additional meeting.</p> <p>Site visit/meeting to take place only if deemed necessary by Case Officer</p>	25 Working days from receipt of valid information.
Medium	<p>SMALL MINOR</p> <p>All residential schemes for the change of use to or erection of 3 - 5 dwellings (or holiday lets) or conversion of building(s) to 3 - 5 residential units (or holiday lets); • All minor non-residential schemes for new buildings • Non-residential buildings/extensions up to 499 sq. m floorspace</p>	£250	£300	<p>Written advice, site visit and 1 meeting.</p> <p>£60 per additional meeting.</p> <p>Site visit/meeting (s) to take place only if deemed necessary by Case Officer</p>	25 Working days from receipt of valid information.
Medium	<p>MINOR</p> <p>Residential proposals (including holiday lets) involving the</p>	£450	£540	<p>Written advice. site visit and Up to 2 meetings.</p> <p>£120 per additional meeting.</p>	25 Working days from receipt of valid information.

	erection of or change of use to between 6 – 9 residential units • Non-residential 500 – 999sq m floorspace			Site visit/meeting (s) to take place only if deemed necessary by Case Officer	
Major	SMALL SCALE MAJOR Residential 10-30 houses or site area up to 2 ha; • Non-residential 1,000 – 4,999 sq. m or site area between 1 -2 ha • Renewable Energy – (including Wind turbines etc.) site area of between 1 – 2 ha	£900.	£1,080	Written advice, site visit and up to 2 meetings £200 per additional meeting Site visit/meeting (s) to take place only if deemed necessary by Case Officer	Initial contact made within 5 working days to agree timetable.
Major	MEDIUM SCALE MAJOR Residential 31- 149 houses or site area 2 – 4 ha; • Non-residential 5,000 – 9,999 sq. m floor space or site area between 2-4 ha • Renewable Energy – (including Wind turbines etc.) site area of between 2-4 ha	£1,800	£2,160	Written advice, site visit and up to 4 meetings *£360 per additional meeting Site visit/meeting (s) to take place only if deemed necessary by Case Officer	Initial contact made within 5 working days to agree timetable.
Major	LARGE SCALE MAJOR Residential greater than 150 houses or site area greater than 4ha; • Non-residential 10,000sqm floorspace or site area greater than 4ha; • All Environmental Impact Development • Renewable Energy – (including Wind turbines etc.) site area of greater than 4 ha	£3,600	£4,320	Written advise, site visit and up to 6 meetings*, *£500 per additional meeting Site visit/meeting (s) to take place only if deemed necessary by Case Officer	Initial contact made within 5 working days to agree timetable.