

## Request for pre-application planning advice (from **APRIL 2025**)

Please complete all sections of the form and use **BLOCK CAPITALS**

### 1. Address of proposed development site

Address: .....  
..... Postcode: .....

### 2. Agents Details:

Name: .....  
Address: .....  
..... Postcode: .....  
Tel: ..... \*Email: .....

### 3. Applicant/Developer Details:

Name: .....  
Address: .....  
..... Postcode: .....  
Tel: ..... \*Email: .....

### 4. Description of Proposed Development (continue on separate page if necessary):

.....  
.....

### 5. Attached Information –please complete or tick boxes as necessary to confirm that all this information is provided:

Current use(s) of the site: .....

☐ 1:1250 site plan  
(Available from Ordnance Survey or Agents) ☐ Photographs/sketch drawings  
Drawings to a known metric scale of the site as existing and surroundings

☐ Sketch drawings to a known metric scale of the proposal showing height and scale of development

Other supporting details and information where appropriate (e.g. Environmental Statement, Transport Assessment, Flood Risk Assessment, Ecological Survey, etc)  
.....

### 6. Declaration:

I confirm that pre-application advice is requested for the above proposal by:

Payment can also be made on line via [www.swale.gov.uk/planning-payment](http://www.swale.gov.uk/planning-payment) quoting site address

I enclose a cheque (payable to Swale Borough Council) for £ .....as payment for the Pre-Application Service

Please see Scale of Charges (overleaf) for the appropriate amount.

I understand that additional charges will apply for subsequent meetings beyond the initial response from the Council.

Name (please print): .....

Signed ..... Date: .....

\* all correspondence will be by email unless you indicate otherwise

e-mail YES / NO

## **Pre-application Planning Advice GUIDANCE NOTES**

### **How do I arrange a meeting or written advice?**

Requests for pre-application advice must be made on this form and sent to [planningapplications@swale.gov.uk](mailto:planningapplications@swale.gov.uk) or to Planning Services, Swale Borough Council, Swale House, East Street, Sittingbourne, Kent ME10 3HT. If a request for a meeting is accepted, the case will be allocated to an Officer to arrange a mutually convenient time to meet with you; no discussion will be entered into regarding which Officer will deal with a specific request. The Council reserves the right to decline a meeting if it considers that the request could be adequately dealt with by letter.

Please note that no meeting will be arranged, or letter responded to, unless the information required by this form and the relevant fee have been received.

Meetings will be arranged for the number of hours indicated on your form. Due to other work commitments, it will not be possible to extend the meeting beyond the agreed time, nor will it be possible to discuss development proposals other than the one for which the meeting has been arranged. Fees for any complete hour(s) of a scheduled meeting that have not been used will be refunded. No refund will be made for time less than an hour.

### **What happens after the meeting?**

Following the meeting, the Officer you met will provide a written summary of the issues discussed and his/her advice on those issues.

### **What if a subsequent decision does not follow the advice I received?**

Pre-application advice is given in good faith and will represent the relevant Officer's professional view. The advice given will be as accurate as possible, but it will be based only on the information provided, or discussed at the meeting, and will reflect the Officer's personal judgement rather than necessarily that of the Authority. Please be aware that advice given at the pre-application stage does not guarantee any decision on a subsequent application.

### **What if I disagree with the advice received?**

We cannot guarantee that you will like the advice you receive. In most cases, it is differences of opinion rather than factual errors that give rise to disagreement, and these can only be resolved through the formal planning process. However, if you feel that something has gone wrong, please explain to the Officer involved, as he/she may be able to clarify the situation further.

If you are still dissatisfied with the service provided, it is open to you to make a formal complaint. A leaflet explaining the procedure is available from Planning Services.

### **Scale of Charges - Pre-application advice fee to include VAT**

<b><u>PRE-APPLICATION ADVICE – FEES STRUCTURE FOR 2025 – 2026</u></b>	<b><u>Fee including VAT</u></b>
Householder (works to an existing dwelling)	<b>£ 360.00</b>
Minor (1 – 9 houses or flats)	<b>£ 989.50</b>
Major (10 – 29 houses or flats)	<b>£ 3,545.00</b>
Major (30 – 49 houses or flats) starting at 30 dwellings	<b>£ 3,600.00 + £100 per additional property</b>
Large Major (50+ houses or flats) starting at 50 dwellings	<b>£ 6,000.00 + £100 per additional property</b>
Large Major (commercial over 10,000 sqm)	<b>£ 6,000.00</b>
Heritage & Urban Design attendance at meeting (PER HOUR) <b>NB: THIS FEE IS IN ADDITION TO THOSE ABOVE, HOWEVER WRITTEN ADVICE WILL CONTINUE TO BE PROVIDED AND CASE BY CASE BASIS.</b>	<b>£ 257.00</b>
Listed Building (householder) – WRITTEN ADVICE ONLY	<b>£ 123.50</b>
Local not-for-profit charities	<b>FREE</b>
Others not in categories above, charged at an hourly rate	<b>Price on Application</b>
<b>* Parish Councils, Voluntary Organisations, National Charities or Charities that are not 'not-for-profit' will be charged based on development size</b>	

***This is a summary of the full guidance which is available through the Council's website ([www.swale.gov.uk](http://www.swale.gov.uk))***