

REQUEST FOR HOUSEHOLDER PRE-APPLICATION ADVICE

Issued: July 2022

Please use this form, and refer to the accompanying notes overleaf, for all requests for pre-application advice in relation to development proposals for an existing residential property within the District.

1. Applicant Contact details:

Title	
First Name	
Surname	
Address	
Email	
Phone number	Mobile:
	Landline:

2. Agent Contact details:

Company Name	
Title	
First Name	
Surname	
Address	
Email	
Phone number	Mobile:
	Landline:

3. Address of the application site:

House/Flat No.	
House Name	
Road Name	
Town	
Post Code	

4. Description of the proposed development:

5. Checklist of required information:

Your enquiry will not be processed until, as a minimum, all the below is received.

- Completed Mole Valley District Council Pre-application Form (herewith)
- Red edge site location plan at a scale of 1:1250
 - This is a site plan of the property and includes the curtilage of that property. This can either be purchased online or you can outline the site from our GIS maps (for the purpose of this pre-application submission only) using the 'My Mole Valley' search facility at [My Mole Valley \(cloudmappin.com\)](http://MyMoleValley.cloudmappin.com)
- Photographs of the site
 - *Site visits are not undertaken for householder pre-application enquiries. Therefore, photographs assist officers in visualising the proposal and should generally include views of the house and the area where the proposed development would be built, site boundaries and views set back to see the proposal in a wider context which may include relationships with neighbouring properties.*
- Drawings of the proposal
 - The quality of the drawings submitted will influence how thorough the response given by officers can be. Scaled drawings which show where the proposal would be located on the site and its external dimensions and design are preferred. However, if this is not feasible, please annotate on a photograph where the proposal would be built and give a written indication of the depth, width, height to eaves and ridge height of the proposal. Measurements should be either in centimetres or metres.

Tick to confirm the above has been provided:

6. Payment:

Service Level 1.2 (Householder written advice) - £116 plus VAT

Selected Add-ons - £75 plus VAT

Historic Environment Officer:

Tree Officer:

Other (please name):

Please note that add-on's are only available for Mole Valley services. Any external bodies, i.e. Surrey Wildlife Trust, Surrey County Council Highways, need to be consulted with by the applicant and independently of this pre-application enquiry.

7. Confirmation of terms of service:

By signing this form I acknowledge that I understand and accept the terms and basis of this non-statutory service supplied by Mole Valley District Council:

This response, and any verbal response given in relation to it, forms an informal opinion of the named officer and cannot be held as binding upon Mole Valley District Council or its Members. The advice hereby given is provided in good faith and intended to assist the recipient in understanding the key planning considerations of their development proposal at this point in time. It is given without the benefit of a site visit and any publicity or consultation which will be undertaken should a formal application be submitted to the Local Planning Authority. Through the assessment of a formal application, additional information or material may come to light which can lead to an alternative view on the proposal to that given in this pre-application response. However, the purpose of the pre-application service is to provide the officer's initial views on the proposal and achieve the objective set out in the NPPF (2021, para.39):

“Early engagement has significant potential to improve the efficiency and effectiveness of the planning application system for all parties. Good quality pre-application discussion enables better coordination between public and private resources and improved outcomes for the community”.

No guarantee can be given on what the recommendation will be for any future application and whether this will be determined at delegated or Committee level.

Print Name:

Signature:

Date:

ACCOMPANYING NOTES

What is included in the advice I will receive?

- A review of the proposal by a named planning officer.
- Advice in writing outlining key policies, planning issues, recommended amendments (if applicable) and officer's assessment of the proposal
- Detail of any additional information recommended to support an application
- This service relates only to proposals relating to existing properties in the District. It cannot be used for proposals that require full planning permission, i.e. sub-division of properties into additional units.
- If the proposal relates to more than one property, they will require separate submissions.

What isn't included?

- A site visit or meeting
- Negotiations or review of amended drawings
- Follow up advice under the same submission
- We cannot advise generally on what you can/can't do to your property. Guidance of this nature can be access via the Planning Portal at [Interactive House – Planning Portal](#). The enquiry must relate to a specific proposal, i.e. erection of single storey rear extension rather than a question, for example, of "what would you allow me to do to my property?"
- Highways or other specialist advice not provided by our in-house team

How long will it take to receive a response?

- The Council aim to respond to householder pre-application requests within 28 days of receipt. There can be delays due to this being a non-statutory service, in which case, the officer will advise of the likely date that advice will be given.

How much does it cost?

- £116 plus VAT.
- There are no concessions/exemptions.
- Where specialist in-house advice is requested (Heritage or Trees) the fee will be £75 plus VAT per add-on

What happens next?

- Once the advice which is set out in a pro-forma has been issued, it concludes the enquiry from the Local Planning Authority and no further action will be taken on it.
- If, having reviewed the response, any matters require clarification please contact the relevant officer allocated to this enquiry.