

PRE-APPLICATION PLANNING ENQUIRY REQUEST

Please use this form if you are seeking advice on the merits of your planning proposals. We aim to respond to your enquiry within 30 working days for Local Applications and 40 working days for Major Applications. **The more information and detail you are able to provide now, the more comprehensive and detailed a response we will seek to offer.**

YOU MUST PROVIDE THE FOLLOWING INFORMATION WHEN SUBMITTING A PRE-APPLICATION ENQUIRY REQUEST

	<i>Please tick</i>	✓
✓ A location plan sufficient to reasonably locate the property in relation to surrounding geography (at a scale of 1:1,250 [and/or] 1:2,500)		<input type="checkbox"/>
✓ A block plan at a suitable scale so as to understand the relationship of the proposal within the context of the boundaries of the site and how the development may impact upon neighbouring properties.		<input type="checkbox"/>
✓ Sketch plans or drawings suitable to understand the design of the proposal and how it relates to existing buildings on site.		<input type="checkbox"/>
✓ For proposed changes of use, please provide floor plans as existing and as proposed.		<input type="checkbox"/>
✓ Where possible, photographs of the site, buildings and immediate surroundings.		<input type="checkbox"/>

The above information is requested in order to assist the Planning Service in providing the applicant with the most reliable advice available at this stage. Please note that, if you fail to provide this information, the Council may not be able to process the enquiry.

The Planning Service will commence the processing of your enquiry upon receipt of the above and the necessary fee:

- Householder and enquiries from 'not for profit' community organisations and registered charities: no charge.
- Non-Householder Development and all Local Applications: 50% of the planning application fee, and a maximum of £1,000). The statutory planning fees are available from our [website](#)
- Major Applications: half the planning application fee for the proposal and up to a maximum of £1,600 unless the proposal is for 100+ units in which the case fee will be £3,000.

HOW WILL YOUR PRE-APPLICATION ENQUIRY BE PROCESSED?

If we consider that a meeting to discuss your proposal would assist in our response, we will contact you direct.

We will provide our response in writing, and endeavour to provide as constructive advice as possible. This will include information on relevant policies, guidance and other planning requirements.

At the pre-application stage, we do not expect to have requested the comments of other agencies that might influence the assessment of your planning application. This will be explained further in our response.

ADVICE TO HOUSEHOLDERS

Formal pre application advice is generally given on larger, more complex, unusual or contentious cases.

If you require to know if your development proposal is householder permitted development, you should initially refer to the Scottish Government's Guidance on Householder permitted development rights <https://www2.gov.scot/resource/0038/00388268.pdf>

If you require to know if your existing or proposed development is permitted development thus not requiring planning permission, you should complete a Certificate of Proposed or Existing Lawful Use [as appropriate]. For further information and the relevant fees please use the following link [Planning application forms - East Ayrshire Council](#)

your householder proposals if you submit this form. There is no charge to householders for this service prior to submitting your planning application although we cannot confirm via this process that your proposals are permitted development.

LOCAL DEVELOPMENT PLAN

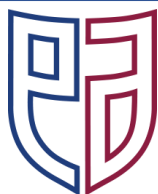
If you wish to research our policy documents yourself please go online to: [Development plans and policies - East Ayrshire Council](#)

SUBMITTING A PLANNING APPLICATION

Please submit your Planning Application online at <https://www.eplanning.scot/ePlanningClient/>

Please note that in addition to the statutory application fees and any advertisement fee that might be required, this Planning Authority will charge for all paper submissions from 3 June 2019 as noted below:-

Householder applications	£25
Non householder (Local) Applications	£50
Major Applications	£100



PRE-APPLICATION PLANNING ENQUIRY REQUEST

1. APPLICANT'S DETAILS: (Correspondence will be addressed to the person named here)					
Title:		Forename:		Surname:	
Address:					
				Postcode:	
Telephone: (Including STD Code)				Mobile:	
Fax:			E-mail*:		

**Please provide an email address if possible in order that all correspondence can be undertaken electronically. This will allow more efficient communication concerning the application.*

2. AGENT'S DETAILS: (if you are working on behalf of someone else, please provide your details here)					
Company Name:					
Title:		Forename:		Surname:	
Address:					
				Postcode:	
Telephone: (Including STD Code)			Ext:		Mobile:
Fax:			E-mail*:		

**We will correspond by email where an email address has been provided, allowing more efficient communication concerning the application.*

3. APPLICATION SITE ADDRESS: (Please provide the full address including postcode)	
Address or Location of Proposed Development (<i>please include postcode</i>)	
<i>If the application site in question has no postal address provide a description of the location of the land.</i>	
Postcode:	

4. PROPOSAL
Please provide a brief description of the proposed development of the application:

5. EXISTING SITE USE
Please provide a description of the existing use of the application: <i>(if applicable)</i>

6. ENQUIRY
Please provide an outline of the nature of your enquiry. Is there a particular aspect on which you are seeking Advice? Do you have a specific question concerning your proposal(s) that you would like us to answer? Or are you seeking general advice?

7. ADDITIONAL INFORMATION

Please provide any additional information that you may consider to be relevant (Please provide us with as much information as possible)

8. CONSULTATION

If you have consulted with other Council services concerning the application in question please tick the service below.

- | | |
|---|---|
| <input type="checkbox"/> Ayrshire Road Alliance | <input type="checkbox"/> Environmental Health (Contaminated Land) |
| <input type="checkbox"/> Ayrshire Road Flooding | <input type="checkbox"/> Development Planning and Regeneration - Policy |
| <input type="checkbox"/> Environmental Health | |

Please describe/explain the advice received:

9. POLICY AND GUIDANCE

Policy consideration to be provided (Please advise us which policies and guidance you have looked at when drawing up the application proposals. You are expected to have looked at our Development Plan and guidance in detail before seeking pre-application advice.)

10. EMPLOYMENT INFORMATION

Indicative number of jobs to be safeguarded by the development proposal	
Indicative number of jobs to be created by the development proposal	

11. DECLARATION

Signature

Date

Name (Print)

Please note: Any advice given during a pre-application enquiry does not indicate any formal decision by the Council as a Local Planning Authority. Any views or opinions expressed are given in good faith, and to the best of our ability, without prejudice to the formal considerations of any planning application, which will have regard to the Development Plan and follow any statutory public consultation, and neighbour notification, and public advertisement, as required, and evaluation of any material considerations. **Please ensure you have supplied an e-mail address as all correspondence will be managed electronically.**