

Planning Pre-Application Advice Service: Request Form

This form can be used to request advice from the City of Edinburgh Council on a development proposal prior to submitting a planning application. Personal data will be held in accordance with the Data Protection Act. Please read the Customer Service Guide at www.edinburgh.gov.uk/preapplicationadvice before submitting.

1) Contact details

	Applicant		Agent (if applicable)
Name:	<input type="text"/>	Name:	<input type="text"/>
Organisation:	<input type="text"/>	Organisation:	<input type="text"/>
Address:	<input type="text"/>	Address:	<input type="text"/>
Phone:	<input type="text"/>	Phone:	<input type="text"/>
Email:	<input type="text"/>	Email:	<input type="text"/>

2) Development proposal

Please provide the address/location of the proposed development.

Please specify the existing land use, any existing floor areas, and known environmental constraints.

Please describe the development proposal, including the site area and the type and net internal area of new space. The more information provided, the more comprehensive the advice the Council can offer.

Please set out any information that is particularly sought from the Council.

3) Service

Please mark below the standard service that relates to your development proposals along with any optional additional services required. For extra meetings, please indicate the quantity of extra one hour meetings required by inserting a number in the box. Please consult the Customer Service Guide for more information on each service. If you are unclear about which level of service applies to your development, please contact preapplicationadvice@edinburgh.gov.uk to confirm.

A Local development (small) (up to 11 homes / up to 999m² commercial/other space)

Standard service (<i>desktop review by case officer</i>)	£200 + VAT (£240)	<input type="checkbox"/>
{Additional} One hour meeting with case officer	£100 + VAT (£120)	<input type="checkbox"/>

B Local development (medium) (12 to 49 homes / 1,000m² to 9,999m² of class 4, 5, or 6 space / 1,000m² to 4,999m² of mixed or other space)

Standard service (<i>2x one hour meetings with case officer</i>)	£850 + VAT (£1,020)	<input type="checkbox"/>
{Additional} Accompanied site visit by case officer	£200 + VAT (£240)	<input type="checkbox"/>
{Additional} Extra one hour meeting with case officer and services	£500 + VAT (£600)	<input type="checkbox"/>
{Additional} Guidance on detailed information required for application	£500 + VAT (£600)	<input type="checkbox"/>

C Major or national development (criteria per the [Hierarchy of Developments \(Scotland\) Regulations 2009](#) e.g. 2+ hectare site / 50+ homes / 10,000m²+ of class 4, 5, or 6 space / 5,000m²+ of mixed or other space).

Pre-position discussion <u>only</u> (<i>NB: no additional services can be added</i>)	£1,000 + VAT (£1,200)	<input type="checkbox"/>
Standard service (<i>5x meetings with case officer inc. key consultee meeting</i>)	£4,900 + VAT (£5,880)	<input type="checkbox"/>
{Additional} Extra one hour meeting with case officer and services	£500 + VAT (£600)	<input type="checkbox"/>
{Additional} Guidance on detailed information required for application	£500 + VAT (£600)	<input type="checkbox"/>

4) Payment

How will payment be made?	Credit/debit card <input type="checkbox"/>	BACS <input type="checkbox"/>	Internal <input type="checkbox"/> (<i>no VAT</i>)
			Folio code <input type="text"/>
Who will make payment?		Applicant <input type="checkbox"/>	Agent <input type="checkbox"/>
Does your development relate <u>primarily</u> to improving access for people with disabilities?		Yes <input type="checkbox"/>	No <input type="checkbox"/>

5) Return

Please email this form and any accompanying documents to preapplicationadvice@edinburgh.gov.uk

Please include as an email attachment (in PDF format, maximum 10 MB) a location plan with the site outlined in red and any known environmental constraints (e.g. existing trees, levels, and water management issues) indicated (1:1,250 or 1:2,500 scale). If available, please also provide a block plan (1:500 or 1:250 scale); existing/proposed elevations (1:100 or 1:50 scale); existing/proposed floor plans (1:100 or 1:50 scale); and an outline design/access statement. The more information provided, the more comprehensive the advice will be.