

PLANNING PRE-APPLICATION ADVICE – REQUEST FORM

Please complete & return to preapplicationadvice@edinburgh.gov.uk

To request advice on a development proposal prior to submitting a planning application. Please read the [Customer Service Guide](#) before submitting.

1	APPLICANT OR OTHER PERSON CARRYING OUT WORKS	
	a	Full name
	b	Organisation
	c	Postal address
	d	Contact telephone number
	e	Email address

2	AGENT (IF APPLICABLE)	
	a	Full name
	b	Organisation
	c	Postal address
	d	Contact telephone number
	e	Email address

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DEVELOPMENT PROPOSAL

Address/ location of the proposed development.

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

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.

In most cases, for local developments general advice only will be provided on matters such as Drainage, Archaeology, Transport etc.

4

SERVICE

Please mark below the standard service that relates to your development proposals along with any optional additional services required. 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) (1 to 11 residential units/ less than 1,000 m² class 4, 5, 6, other or mixed space)

Desktop review by case officer and advice letter

£384

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

1 hour inception meeting with case officer + Accompanied site visit with case officer + 1 hour follow-up meeting with case officer + Advice letter.

£1,737

Additional meetings as required and agreed between case officer and applicant will be charged at £765 per hour for the Local development (medium) category. This sum reflects the cost of the meeting itself and the associated cost of preparatory and post-meeting work.

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

Standard service (1-hour inception meeting with case officer and team manager + Accompanied site visit with case officer + A 2-hour meeting with the case officer, other relevant Council service areas and statutory external consultees (based on the case officer's judgement of which service areas and external consultees are required) + A 2-hour follow-up meeting with the case officer and other relevant service areas + A 1-hour wrap-up meeting with case officer + Advice letter.

£13,892

Additional meetings for a major/national development will be arranged between the case officer and applicant, and a bespoke charge agreed.

5	PAYMENT		
	How will payment be made?	Online	
		BACS	
		Internal	
		If internal, please enter Folio Code	
	Who will make the payment?	Applicant	
		Agent	
	Does your development relate primarily to improving access for people with disabilities?	Yes	
		No	

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).

For list of other documents to be included please see the [Customer Service Guide](#).