

# PLANNING PRE-APPLICATION ADVICE

**THERE IS A FEE FOR THE PROVISION OF THIS SERVICE. PLEASE REFER TO THE COUNCIL'S WEBSITE FOR SCALE OF FEES. PLEASE READ GUIDANCE NOTES BEFORE COMPLETING THIS FORM.**

## 1. NAME AND ADDRESS OF APPLICANT

## NAME AND ADDRESS OF AGENT

Post Code:

Tel No:

Email address:

Post Code:

Tel No:

Email address:

## 2. FULL POSTAL ADDRESS OF THE PROPERTY (edged in red on the site plan)

## 3. DESCRIPTION OF PROPOSED DEVELOPMENT

#### 4. TYPE OF ADVICE

Please tick the relevant box below that relates to your development proposals. Please refer to the Council's guidance notes for further information. Please note that exemptions apply in certain cases.

##### (A) Local Development (other than housing)

Written Response	£160	<input type="checkbox"/>
Meeting with Written response	£420	<input type="checkbox"/>

##### (B) Proposals for one or two houses or flats

Written Response	£160	<input type="checkbox"/>
Meeting with Written Response	£420	<input type="checkbox"/>

##### (C) Housing Developments (3 - 49 houses)

Written Response	£365	<input type="checkbox"/>
Meeting with Written Response	£670	<input type="checkbox"/>

##### (D) Housing Developments (more than 49 houses or sites over two hectares)

Written response	£630	<input type="checkbox"/>
Meeting with Written response	£1315	<input type="checkbox"/>

##### (E) Renewable Energy projects over two hectares

Written response	£1575	<input type="checkbox"/>
Meeting with Written response	£2625	<input type="checkbox"/>

##### (F) All other major developments

Written response	£1050	<input type="checkbox"/>
Meeting with Written Response	£1575	<input type="checkbox"/>

#### 5. ADDITIONAL INFORMATION

Is there any additional information you wish to give in support of the proposal?

## 6. INFORMATION TO SUPPORT YOUR ENQUIRY (**Required information in Bold**)

1. **A scaled plan at 1:1250 or 1:2500 showing the site and identifying other land within the ownership or control of the applicant.**
2. **Scaled plans and elevations showing the development being proposed.**
3. **The appropriate pre-application advice fee** (NB: Exemptions apply in certain cases; see Guidance Notes for details).
4. Site photographs.
5. Any relevant planning history you are aware of (including current use).
6. Details of site levels where the site is sloping.
7. In the case of more significant proposals, a draft Design and Access Statement.

Please complete and return your application form:

- **By Email** to [prs@scotborders.gov.uk](mailto:prs@scotborders.gov.uk) **OR**
- **By Post** to Development Management, Planning, Housing and Regulatory Services, Scottish Borders Council, Council Headquarters, Newtown St Boswells, Melrose, TD6 0SA **OR**
- **By Hand** to Council Headquarters, Newtown St Boswells, Melrose, TD6 0SA

Upon receipt of your application you will be contacted by a member of our Registration Team to arrange payment.

**IMPORTANT: Information provided on this form will be used for development control purposes and held in accordance with the Data Protection Act**