



# Request for Planning Pre-application Advice

Development Services  
Barrow Borough Council  
Town Hall  
Duke Street  
Barrow-in-Furness  
LA14 2LD

Telephone : 01229 876543  
Email : [consultplanning@barrowbc.gov.uk](mailto:consultplanning@barrowbc.gov.uk)

Please complete all sections including the checklist before submitting your request to the Council.

## 1. Name, address and contact details

Please Tick One :	Agent :		Applicant/Owner :	
Name :				
Address :				
Postcode :				
Email :				
Telephone Number :				

## 2. Location of proposed development

Address :	
If the location of the proposed development cannot easily be identified by a simple address please attach a map showing the location of the development.	

## 3. Proposed development

Please give a detailed description of the proposed development below (please include items like floor area and number of dwellings) :

#### 4. Scheme you are applying for / fee

Which scheme are you requesting pre-application advice under ? (please select only one scheme)

Scheme	Fee	
<p><b>Simple scheme</b> covering the following types of development;</p> <p>Householder applications, changes of use (floor space up to 99m<sup>2</sup>), retail / commercial / industrial / agricultural projects (extensions and new buildings where floor space up to 99m<sup>2</sup>), works to listed buildings, works on trees in conservation areas or subject to a preservation order, a single new house.</p>	<p>£120.00 plus VAT</p>	
<p><b>Small Minor Schemes</b> covering the following types of development</p> <p>New housing (1-3 dwellings), changes of use (floor space 100-250m<sup>2</sup>), engineering operations, retail/ commercial / industrial/ agricultural projects (extensions and new buildings where floor space up to 250m<sup>2</sup>, all infrastructure and plant), telecoms (excluding prior notifications), variation of conditions (non householder).</p> <p><b>Optional Extras</b></p> <p>Site Visit</p> <p>Extra hour(s) meeting : Number of hours _____</p>	<p>£270.00 plus VAT</p> <p>£50.00 plus VAT</p> <p>£50.00 plus VAT per hour</p>	
<p><b>Large Minor Schemes</b> covering the following types of development</p> <p>New housing (4-9 dwellings), changes of use (floor space 250-999m<sup>2</sup>), engineering operations, retail/commercial/industrial/agricultural projects (where floor space up to 250-999m<sup>2</sup>), energy related schemes up to 0.5 Ha.</p> <p><b>Optional Extras</b></p> <p>Site Visit</p> <p>Extra hour(s) meeting : Number of hours _____</p>	<p>£440.00 plus VAT</p> <p>£50.00 plus VAT</p> <p>£50.00 plus VAT per hour</p>	

<p><b>Major Schemes</b> covering the following types of development</p> <p>New housing (10-49 dwellings), changes of use (floor space 1000-2500m<sup>2</sup>), engineering operations up to 2 Ha, retail/commercial/industrial/agricultural projects (where floor space up to 1000-2500m<sup>2</sup>), energy related schemes up to 2 Ha.</p> <p><b>Optional Extras</b></p> <p>Site Visit</p> <p>Extra hour(s) meeting : Number of hours _____</p>	<p>£680.00 plus VAT</p> <p>£50.00 plus VAT</p> <p>£50.00 plus VAT per hour</p>	
<p><b>Strategic Schemes</b> covering the following types of development</p> <p>New housing (50+ dwellings), changes of use (floor space is 2500m<sup>2</sup>+), engineering operations 2 Ha+, retail/commercial/industrial/agricultural projects (extensions and new buildings where floor space is 2500+m<sup>2</sup>), energy related schemes where 2 Ha+.</p> <p><b>Optional Extras</b></p> <p>Site Visit</p> <p>Extra hour(s) meeting : Number of hours _____</p>	<p>£880.00 plus VAT</p> <p>£50.00 plus VAT</p> <p>£50.00 plus VAT per hour</p>	
<p><b>Exempt scheme</b> covering the following organisations for developments they are undertaking:</p> <ul style="list-style-type: none"> <li>• registered charities, except those operating as a business,</li> <li>• disabled adaptations,</li> <li>• social clubs and non professional sports clubs,</li> <li>• community organisations undertaking work for the public benefit,</li> <li>• BUT any scheme for the development of the site for a third party is not included.</li> </ul>	<p>No Fee</p>	
<p>Please make cheques payable to Barrow Borough Council. We can accept payment at our public counter by debit or credit card if you wish to hand in your request with us rather than posting.</p>		

## 5. Declaration

By signing this declaration you confirm that you are requesting pre-application advice from Barrow Borough Council and agree to the terms of the service as listed in the guidance document and payment of the relevant fee where appropriate.

Signed :

Print Name :

Date :

**Please return completed forms to ;**

Development Services  
Barrow Borough Council  
Town Hall  
Duke Street  
Barrow-in-Furness  
LA14 2LD

## Checklist

Please ensure you have completed the following and paid the **relevant fee** where appropriate before you submit your request :

- section 1 with your name, address and contact details
- section 2 informing us of the address of the proposed development, where the address is unclear or the site is not in the grounds of an existing building please attach a map to the request form.
- section 3 details of the proposed development
- section 4 the scheme you are applying for advice under, please only select one. Any extras where applicable, and payment in the form of a cheque, unless you are handing the application in by hand at our offices where we can accept payment by card.
- section 5 the declaration
- Any plans that will be needed at the meeting. These need to be in an electronic format

## Disclaimer

Pre-application advice is officer level advice given without prejudice to any formal decision that the Planning Authority may make in dealing with a formal application for planning permission. It is not a formal decision by the Council as Planning Authority and cannot bind in any way the Council's final decision on any subsequent or related planning application. (continued overleaf)

## Disclaimer (continued)

The advice given is in accordance with the submitted information, and without the benefit of neighbours and consultee notification. A planning application is subject to the views of statutory consultees, whose representations the Council must take into account in the subsequent decision. There may be issues raised through the formal planning application process which have not been considered at the pre-application stage and which may be material to any decision made.

The pre- application advice is an aid to the overall development process. The advice is intended to:-

1. Verify the Planning Authority's requirements in terms of supporting information at the time of submission;
2. Reduce the likelihood of submitting an invalid application; and
3. Help applicants to understand how planning policies and other requirements affect the proposal.

It might be useful for applicants and/or their agents to separately contact statutory consultees before formally submitting an application in order to obtain their initial views. (e.g. Cumbria CC, The Environment Agency, Historic England) although there may be a further charge from those organisations,

**You should not rely on the advice as an assurance as to the likelihood of an application being successful/unsuccessful.**

**We will not enter into preliminary discussions on applicable schemes outside of the pre-application advice service.**

## Confidentiality

The Council treats all pre-application enquiries as confidential and information regarding these will not be available for the public.

Under the Environmental Information Regulations 2004 (EIRs), pre-application material may only be withheld if an exception listed under the EIRs is applicable e.g. confidential information. However, once a planning application has been submitted and is in the public domain, information submitted and advice given can generally no longer be treated as confidential. On receipt of a request under the EIRs, the Council will make a decision on disclosure. It is important to note however that persons requesting information have the right to appeal to the Information Commissioners Office (ICO) against the Council's decision not to disclose.

## Data Protection

The information which you provide when completing this application form will be used in accordance with the Data Protection Act 2018 and for the following purposes: to enable Barrow Borough Council to create an electronic and paper record of your application; to enable the application to be processed; to enable the organisation to compile statistics and measure its performance, any statistics published will be aggregated and not information that can identify an individual will be published. The information may be shared within other departments of Barrow Borough Council to enable the processing of the application but will not be passed on to any third parties, The information will be kept securely, and will be kept no longer than necessary.

Working together to support sustainable development within the Borough of Barrow-in-Furness

# DEVELOPMENT SERVICES

