

## Pre & Post Application Form

### Request for Pre or Post Application Planning Advice

Please fill in as much of this form as possible and email to  
[planningapps@eppingforestdc.gov.uk](mailto:planningapps@eppingforestdc.gov.uk)

Planning Services  
Civic Offices  
Epping  
CM16 4BZ  
Tel: 01992 564000

1. Applicant/Agent Details	
Name:	
Address:	
Tel:	
Email:	

2. Site Address (Full address or location of the site)

3. Proposal (Full description of proposal)			
Site Area (Hectares)		Site Dimensions (Metres)	
No. of Residential Dwellings Proposed		Gross Internal Floor Area (Sq.m)	

4. Preliminary Discussions
If you have previous discussions or correspondence with the Council regarding this proposal, please provide details of the officer and any reference number quoted by the Council below.

5. Supporting Information	
Please provide as much information as possible. Providing more information will enable a more detailed advice to be offered. Existing & proposed plans are helpful.	
Location Plan with site edged in red <input type="checkbox"/>	Block Plan <input type="checkbox"/>
Floor Plans & Elevations <input type="checkbox"/>	Supporting Documents/Statements <input type="checkbox"/>
Photographs of the Site <input type="checkbox"/>	

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6. Type of Development	
1. Major development schemes of 50 + new residential units, or the creation of commercial development or changes of use of 5,000 + sqm of floorspace	<input type="checkbox"/>
2. Major development schemes of 20 – 49 new residential units, or the creation of commercial development or changes of use between 2,500 – 4,999 sqm of floorspace, or change of use of land or earth movement on land of 2+ hectares	<input type="checkbox"/>
3. Major development schemes of 10 – 19 new residential units, or the creation of commercial development or changes of use between 1,000 – 2,499 sqm of floorspace or change of use of land or earth movement on land more than 1 hectare but under 2 hectares	<input type="checkbox"/>
4. Minor development schemes of 3 – 9 new residential units, or the creation of commercial development or changes of use between 100 – 999 sqm of floorspace or change of use of land or earth movement on land under 1 hectare	<input type="checkbox"/>
5. Minor development schemes of 1 – 2 new or replacement residential units, or the creation of commercial development or changes of use up to 99 sqm of floorspace	<input type="checkbox"/>
6. All other cases, including householder additions, adverts, other commercial developments or alterations including works to a statutory Listed Building	<input type="checkbox"/>
7. Post application advice. A fee will be calculated in accordance with the guidance note on receipt & review of documents.	<input type="checkbox"/>
8. Additional Meeting - <b>Please note that any request for a meeting (including site visits) is at the officers discretion and if deemed necessary the case officer will contact you to take payment and arrange a meeting.</b>	<input type="checkbox"/>
Your payment must be made in advance by debit or credit card by ringing 01992 564000 between 9am – 5pm, Monday to Friday. We will need to be satisfied that your payment has cleared before we can arrange a meeting or provide a written response.	

7. Freedom of Information Act
The Council is unable to keep queries confidential in the majority of cases due to the Freedom of Information Act.

8. Signature
I confirm that the above information is correct.
Signed:
Date: