

Request for
Pre-Application Meeting
with Hull City Council Planning Committee

This request should be received at least 21 days before the date of your intended meeting date (see Guidance Note). Upon receipt we will inform you of meeting availability.

Applicant's Name:	Agent's Name:
Address:	Address:
Email:	Email:
Telephone:	Telephone:

List of People Speaking at the Presentation:

Site Address:

Description of Proposal:

Documents Required:

- Site location plan
- Proposed site layout
- Plans/elevations
- Any additional plans or information to support the proposal

Plans and the attached pro-forma, plus the fee, should be received at least 14 days before the date of the meeting to confirm a meeting slot. They should be either posted or emailed to the addresses below. Following receipt of the pre-app request we will notify you of available dates.

Planning Services, The Guildhall, Alfred Gelder Street, Hull, HU1 2AA
Email: dev.control@hulcc.gov.uk

Payment can be made by credit or debit card on 01482 612345. Fees are shown in the table below.

Should you require help completing the forms or any other enquiries related to the committee pre-application meetings there is a Guidance Leaflet available on the Council's website, or alternatively you can call 01482 612345 or email dev.control@hulcc.gov.uk to arrange to speak with a planning officer.

Committee Pre-Application Meeting Fees

Schemes up to and including 10 dwellings, or site area of 0.5 ha (1.25 acres), or floorspace of up to 1,000 square metres.	£370
Schemes between 11 dwellings and 50 dwellings, or site areas of between 0.51 and 5ha, or floorspaces of between 1,001 sq m to 5,000 sq m.	£740
Schemes over the above criteria.	£1,230

Where the Committee has specifically requested a subsequent presentation, the fee shall be 50% of the above.

Disclosure

Developers and applicants should be aware that information related to pre-application requests may be subject to requests under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004. The Act and Regulations provide for some

exemptions from the need to disclose commercially sensitive information and in cases where applicants consider that specific information is exempt from the requirements of the Act or the regulations, the justification for their position should be provided to the Local Planning Department.

Disclaimer

The Council will make every effort to ensure that the advice given in the pre-application process is as accurate as possible. However, any advice given by Members or council officers for pre-application enquiries does not constitute a formal response or decision of the Council with regards to any future planning applications. Whilst it may be a material consideration, it cannot be held to bind the Council in its validation or formal determination of a subsequent application.

Signed:	Dated:
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Pre Application Planning Meetings
with Hull City Council Planning Committee

Proforma to Accompany Request for Meeting

1 Physical Context (Describe characteristics of the site and its surroundings)

2 Site History (Give details of previous planning applications, current use)

3 Local Consultation

a Give details of any pre-application consultations which have taken place with local residents and/or local Members:

b Please indicate if you are willing for information in the pro-forma to be circulated to the Local ward Members. If you only wish part of the information to be circulated please indicate what this is:

4 Policy Context (Give Development Plan, National and Emerging Policy relevant to the proposed development and how the proposal conforms to policy)

5 Design Analysis (Describe the key points resulting from Design and Access analysis using principles from Building for Life). Also include details of proposed materials.

6 Renewable Energy (Describe the way in which the proposal intends to utilise renewable energy)

7 Sustainable Construction (Describe the way in which the proposal intends to utilise sustainable construction methods)

8 Car Parking/Cycle Parking/Motorcycle Parking Provision (Describe the way in which the proposal complies with the Local Plan Policy 32, Appendix C Parking Standards and Guidelines, and SPD 5 – City Centre Parking Strategy, if applicable)

9 Equipment Required for Presentation		
	Yes	No
Screen		
Digital Projector		
Computer		
Other – please specify		
Any assistance required – please specify		

NB – Please bring paper copies of any presentation (16 sets).

If using computer and projector it is best to bring presentation on a memory stick or CD, **PowerPoint 2002** is installed on the computer that is available.

Please note – this information will be forwarded to the Members of the Planning Committee five days prior to the meeting.

Name:
Signature:

Updated July 2023