



**Mansfield District Council**

*Creating a District where People can Succeed*

**MANSFIELD DISTRICT COUNCIL**

**PRE-APPLICATION PLANNING**

**ADVICE REQUEST FORM**

Please use this form if you wish to engage in pre-application discussions. The form should be completed and returned and the required fee paid by telephoning 01623 463077 or 01623 463207. We will contact you within 5 working days of receiving the form to

- Confirm if the Council is prepared to offer pre-application advice
- Confirm if any other information is required to be submitted.
- Provide the name of the Case Officer who will be dealing with your enquiry

Should you require any assistance in completing this form please call our Technical Support Team on 01623 463077 or 01623 463207 or Email us at [abc@mansfield.gov.uk](mailto:abc@mansfield.gov.uk)

Applicant Details:
Name
Address
Post Code
Telephone
Email

Agent Details (if any):
Name
Address
Post Code
Telephone
Email

Site Details
Site Address
Site Area (square metres)
Present use of building/land (or if vacant last known use)

Site Ownership – The applicant is the: (please tick ✓)							
Owner		Occupier		Leaseholder		Prospective Purchaser	

Description of Proposed Development
Please give a full description of the proposal (including number and types of units if residential or floor area if other)

Accompanying Documents (please tick as appropriate)	√
Site Location Plan	
Sketch drawings providing details of the proposed layout and elevations that are sufficient to indicate the initial architectural approach and details of proposed materials	
Photographs of the site	
Draft statement outlining the development principles	
Details of consultations already undertaken, e.g. highways authority	
Any other relevant Information (please list)	

Required Fee	
Fee Enclosed (please see attached Fee Schedule)	£ _____
<p><b>NOTE:</b> Please note that your enquiry will <b>NOT</b> be registered until the required payment is received. You should make a telephone payment by credit or debit card by calling either 01623 463207 or 01623 463077 within <b>TWO</b> working days of submitting your enquiry.</p>	

Declaration
<p>I the undersigned confirm that I am seeking pre-application advice on the proposed development described in the attached documentation:</p> <p>Signed _____ Date _____</p>

THIS APPLICATION SHOULD BE SENT TO:	FOR OFFICE USE ONLY
Development Control Mansfield District Council, Civic Centre, Chesterfield Road South, Mansfield, Nottinghamshire NG19 7BH.  By Email to: <a href="mailto:pubc@mansfield.gov.uk">pubc@mansfield.gov.uk</a>	Application No.
	Case Officer
	Date Received

**General Data Protection Regulation 2016 (GDPR) / Data Protection Act 2018 (DPA) - Privacy Notice.**  
 Under the GDPR and DPA, Mansfield District Council, Chesterfield Road South, Mansfield, Notts. NG19 7BH is a Data Controller for the information it holds about you. The Council will hold the contact details provided by you for processing this request. The lawful basis under which the Council uses personal data for this purpose is Public Tasks.

Your data will be held in perpetuity. Subject to some legal exceptions, you have the right to request a copy of the personal information the Council holds about you; to have any inaccuracies corrected; to have your personal data erased; to place a restriction on our processing of your data; to object to processing; and to request your data to be ported (data portability). The information provided by you may also be used for other functions carried out by the Council in accordance with GDPR and DPA. For more information about how the Council may use your data and to learn more about your rights please see the Council's Privacy Statement [www.mansfield.gov.uk/privacy](http://www.mansfield.gov.uk/privacy)

If you have any concerns or questions about how your personal data is processed, please contact the Council's Data Protection Officer at the above address or by email to [dpo@mansfield.gov.uk](mailto:dpo@mansfield.gov.uk) . If you are dissatisfied with the Council's response you can complain to the Information Commissioner's Office in writing to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or by telephone 0303 123 1113 (local rate) or 01625 545 745.

## FEE SCHEDULE FOR PRE-APPLICATION ADVICE FOR PLANNING APPLICATIONS

Development Type	Fee	Fee + VAT
1-2 dwellings (inc apartments)	£129.17	£155.00
3-5 dwellings (inc apartments) and site of less than 0.2 ha	£194.17	£233.00
6-9 dwellings (inc apartments) and sites greater than 0.2ha but less than 0.3ha	£388.33	£466.00
10-50 dwellings (inc apartments) and sites greater than 0.3 ha but less than 1.5ha	£646.67	£776.00
51-100 dwellings (inc apartments) and sites greater than 1.5 ha but less than 3.0ha	£969.17	£1,163.00
101 -200 dwellings (inc apartments) and sites greater than 3.0ha but less than 6ha	£1,292.50	£1,551.00
201 or more dwellings (inc apartments) or sites greater than 6ha	To be agreed (minimum £1900.00)	To be agreed (minimum £2280.00)
Non-residential development (including extensions) up to 500 sqm. floor area or sites of up to 1ha.	£194.17	£233.00
Non-residential developments (including extensions) greater than 500 sqm. but less than 1,000sqm. in floor area or sites or greater than 1ha. but less than 2.5ha	£388.33	£466.00
Non-residential developments (including extensions) of greater than 1,000sqm but less than 5000sqm in floor area or sites greater than 2.5ha. but less than 6ha	£840.00	£1,008.00
Non-residential developments (including extensions) over 5,000 sqm. floor area or sites over 6 ha.	£1,292.50	£1,551.00
Alterations to non-residential development where no floor space is to be created and changes of use (excluding to residential)	£194.17	£233.00
Telecommunications proposals	£129.17	£155.00
Signage proposals	£65.00	£78.00
Householder developments (alterations and extensions to a domestic property)	£77.50	£93.00
Tree advice for trees covered by a TPO or trees in Conservation areas	£40.00	£48.00
Listed Building advice		Free
Proposals by Parish Councils		Free

### NOTES:

Fee will include one written response and one meeting. Fees for any further requested meetings or written responses will be negotiated based on the scale of the development proposed

Should you require any assistance in calculating the required fee please call our Technical Support Team on 01623 463207 or 01623 463077 or Email us at [pubc@mansfield.gov.uk](mailto:pubc@mansfield.gov.uk)