

Pre-application planning advice form

For commercial developments

Please see notes on final page



Your Details	
Name	
Address incl. postcode	
Email address	
Contact Phone Number	
Are you ...?	The Applicant or The Agent for the Application
Details of the Proposal	
Address incl. postcode	
Applicant Name and Company	
Description of the Development Include: <ul style="list-style-type: none"> - Is this a minor / medium / major development? - Description of proposal - Proposed uses(s) - No. of residential units (market and affordable) - Commercial Floorspace in m² - Any other details 	
I enclose the following plans and information Required: <ul style="list-style-type: none"> - Site plan - Elevations (existing & proposed) - Floor Plans (existing & proposed) - Draft Design & Access statement (not required for minor developments) 	

Meeting Dates	
Medium, Major and PPAs only Please suggest 3 or more meeting dates that would suit you (at least two weeks away)	
Planning Performance Agreement only	
Why is a planning performance agreement needed?	
List the main planning issues that need to be considered Please attach a completed draft planning performance agreement	
Payment	
Fee Payable:	Minor Development: £250 Medium Development: £400 Major Development: £600 PPAs: case by case
I have paid already	PCC Transaction number:
I attach a cheque	
Date of Application	
Date	

If you have any further questions about in this form or the pre-application process please consult the appended notes in the first instance, or call Planning Service on (023) 9268 8832.

Pre-application planning advice form - Notes

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What to Submit

Type of Development	Fee Payable	What to Submit with the application form
PAPA02 Small Scale Development	£40. Please use pre-application form for householders and small scale development.	
PAPA03 Minor Development <ul style="list-style-type: none"> Residential new build or conversion schemes for 1 to 7 units (with or without additional floorspace) Non-residential new build or conversion with extension where the increase in floorspace is between 25sqm and 499sqm Telecommunications equipment Physical / design amendment to previously approved schemes of any size 	£250	Site plan; Elevations (existing & proposed); Floor Plans (existing & proposed)
PAPA04 Medium Development <ul style="list-style-type: none"> Residential new build or conversion schemes for 8 to 19 units (with or without additional floorspace) Non-residential new build or conversion with extension where the increase in floorspace is between 500sqm and 999sqm 	£400	Site plan; Elevations (existing & proposed); Floor Plans (existing & proposed), Draft Design & Access statement
PAPA05 Major Development <ul style="list-style-type: none"> Residential new build or conversion schemes for 20 or more units Non-residential new build or conversion with extension where the increase in floorspace is between 1000 and 2000sqm 	£600	Site plan; Elevations (existing & proposed); Floor Plans (existing & proposed), Draft Design & Access statement
PAPA06 Planning Performance Agreement	Case by case	-

How to submit your application

Please complete this form and submit it to the city council's planning service by:

Email: planningpreapps@portsmouthcc.gov.uk or

Post: Pre-Applications Planning Advice, Development Management, Portsmouth City Council, Civic Offices, Guildhall Square, PO1 2AU

Fees

The case will be allocated to an officer once the correct fee of £40 has been paid. The fee can be paid as follows:

Cash: In person at Cashiers at the ground floor of the Civic Offices

Card Payments: In person at Cashiers at the ground floor of the Civic Officer or on by calling Planning Services on (023) 9268 8832.

Online payments are not yet available.

Cheque: Post a cheque with your applications payable to 'Portsmouth City Council'