

# Request for Chargeable Planning Advice



Please complete all sections of the form and use block letters. Upon completion submit this form, plans and supporting information and the correct fee to Planning Applications Group, Invicta House, Maidstone, Kent ME14 1XX or email to [planning.applications@kent.gov.uk](mailto:planning.applications@kent.gov.uk).  
**Please read the Guidance Notes to help you complete this form.**

1. Your Details	
Applicant Name and Address:	Agent Name and Address:
2. Contact Details	
Name:	Email:
Daytime Tel No	Mobile No:
3. Interest in the Property/Land	
Please state your interest in the property/land e.g. owner, developer, prospective purchaser	
4. Location of Proposed Development	
Please provide the site address of the development site including postcode	
5. Description of Proposal	
Please provide a <b>detailed</b> description of the proposed development	
6. Viewing the Site	
Can the whole site be seen from the road or public land?	Yes / No
7. Freedom of Information Act	
If you consider your enquiry to be confidential, please set out the reasons why, and for what period any information should remain confidential	

<b>9. What Advice are you seeking?</b>	
Meeting on Site (verbal advice) <input type="checkbox"/>	Planning histories/solicitor enquiry <input type="checkbox"/>
Meeting at County Hall (verbal advice) <input type="checkbox"/>	Work in connection with a legal agreement (post identification of the heads of terms) <input type="checkbox"/>
Written advice following above meeting <input type="checkbox"/>	Written advice including commenting on a draft application (prepared following advice contained in the Council's validation documents) <input type="checkbox"/>
<b>10. Do you require additional specialist advice?</b> Yes / No	
Please see Guidance Note for further details	
If yes please specify which	
<b>11. Attached Supporting</b>	
If you are unsure about the level of detail to be submitted please refer to the guidance notes for further advice. Details with an * are mandatory	
Site location plan (e.g. 1:1250 or 1:2500) with the site outlined in red and other land within the ownership of the applicant in blue* <input type="checkbox"/>	Details of the current use of the land and building* <input type="checkbox"/>
Outline of proposal on plan* <input type="checkbox"/>	Draft design and access statement <input type="checkbox"/>
Photographs and/or drawings showing site, buildings and trees as existing <input type="checkbox"/>	Sketch drawings showing height/scale of development and elevational treatment <input type="checkbox"/>
For waste management development details of annual throughput, waste sources/types and potential catchment areas* <input type="checkbox"/>	For mineral development details of quantities to be extracted or processed per annum, likely timescales and value added processes* <input type="checkbox"/>
Site history – what has the site previously been used for? <input type="checkbox"/>	Proposed access arrangements and vehicle movements including number of HGVs* <input type="checkbox"/>
<b>Other Supporting Information – please specify</b>	
<b>12. Payment and Declaration</b>	
I (the undersigned) confirm that planning advice is requested and enclose a fee of £ ..... as payment for the planning advice service. Please make cheques payable to Kent County Council.	
I also agree to pay any additional sums arising from the provision of the service as required, as outlined in the Planning Advice Charging Guide.	
<b>Signed:</b>	<b>Date:</b>
<b>Office Use Only</b>	Ref No:
Date Recd	Officer:

