



Request for pre-planning application advice

Please complete all sections of the form and use BLOCK LETTERS

1) Address of Application Site

2) Name/Address of Agent
Post Code:
Telephone:
Email :

3) Name/Address of Applicant
Post Code:
Telephone:
Email:

4) Description of Proposed Development

5) Attached Information
Please provide all of the following information
Please tick the boxes
Details of current use(s) <input type="checkbox"/>
Area of site (in Hectares) <input type="checkbox"/>
Site location plan (1:1250) <input type="checkbox"/>
Photographs of site and surroundings <input type="checkbox"/>
Layout plan of proposal (1:200 scale) <input type="checkbox"/>
Sketch drawings showing height and scale of development <input type="checkbox"/>
Fee (please refer to the pre-application guidance) <input type="checkbox"/>
If additional material is submitted, please set out the details-
Company to invoice.....
Purchase Order no:
I / We agree to pay the fees of within 14 working days
Signed:
Print Name:
Date:

Please note that all the information in this application will be shared with the Local Planning Authority.

Fees will be determined according to the type and scale of development as below:

Residential		Commercial and Retail	
Number of Dwellings		Gross Floor Area	
1 to 5	£250 + vat	Up to 100m ²	£250 + vat
6 to 10	£500 + vat	101m ² to 500m ²	£510+ vat
11 to 25	£750+vat	501m ² to 1000m ²	£765 + vat
26 to 50	£1000+vat	1001m ² to 200m ²	£1020 + vat
51 to 80	£1500+vat	2001m ² to 7500 m ²	£1530 + vat
81 to 200	£2040+vat	7051m ² to 10,000m ²	£2040 + vat
201 to 500	£2550 + vat	10,001m ² to 15,000m ²	£2550 + vat
501 to 1000	£3060+vat	15,001m ² to 25,000m ²	£3570 + vat
1001 or more	£4080 + vat	25,0001 m ² or more	£5100 + vat

Other applications:

- Reserved matter – the relevant fee (as above) will be reduced by 50%
- Mixed use – the total charge will be calculated by summing together the fees (as above) for each element of the proposal
- Residential institutions – the fee will be calculated based on the equivalent number of 3 bed dwellings

Traffic Surveys Update – February 2022:

KCC Highways will, subject to local circumstances, consider traffic flow survey data obtained from our network where these are undertaken during ‘neutral’ time periods.

However, traffic flow distributions such as turning movements can be very different as a consequence of evolving working patterns and public transport journeys. Therefore all traffic flow surveys and future year forecasts based on these, must be accompanied by a commentary/adjustment factor, potentially based on pre-COVID surveys at the location in question.

Speed surveys and parking surveys will generally be accepted also subject to local circumstances

As our teams are currently working remotely please email all completed forms and the required information to the below email addresses.

For sites in:

- Ashford, Canterbury, Dover, Folkestone and Hythe, Swale and Thanet
email DevelopmentPlanningEast@kent.gov.uk
- Dartford, Gravesham, Maidstone, Sevenoaks, Tonbridge and Malling and Tunbridge Wells
email Developmentplanningwest@kent.gov.uk.

