

City Development and Regeneration  
Planning and Building Control Service

## Major pre-application initial enquiry form

Use this form to request a fee quotation and timescale for pre-application advice from the Planning and Building Control service for **major schemes only**.

These usually include:

- 10 or more units or dwellings of residential accommodation
- site area exceeding 0.5 hectares where it is not known how many residential units are being created
- non-residential development of 1,000 square metres or more
- commercial development site area is 1 hectare or more

Potential applicants are encouraged to enquire about pre-application advice, agree the timescale and pay the fee as soon as they have decided to use the service.

The service can be booked in advance and design documents subsequently submitted; you do not need to wait for a complete package of information to be available.

### Your details

Name:

Simon Bareham, Lewis and Co Planning

Email:

Simon.bareham@lewisplanning.co.uk

Address:

Lewis and Co Planning, 2 Port Hall Road, Brighton, BN1 5PD

Phone:

01273 413700

## Location and description of proposed development

Site address including postcode:

Space above Co-Op Store, 76-82 Blatchington Road, Hove, BN3 3YH

Description of proposal:

Conversion of the first floor, and the addition of a new second storey, to create a total of 17 flats (8 on the converted first floor, and 9 on the new second floor).

## Plans and supporting information

The quality of the advice we can give depends on the quality of information we have received. List the documents that you are anticipating supplying with your application (if known):

Document or plan
Lewis and Co Planning letter
SK10 – Site Layout Plan SK11 – Proposed Ground Floor and First Floor Plans SK12 – Proposed First Floor Plan SK13A – Proposed Second Floor Plan SK14 – Proposed North and South Elevations SK15 – Proposed East Elevation and Section SK16 – Proposed Section

Do not submit any plans or documents with this form.

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### Proposed scope of service

The following scope of service is requested:

- ☐ Written response only
- ☐ Virtual Meeting (via Microsoft Teams) and written response
- ☒ Site visit followed by written response (*subject to pandemic restrictions*)
- ☒ \_\_0\_\_ (insert number) of follow up meetings

Input from the following additional consultee or specialist officers to the response and at the virtual meeting is requested:

<input type="checkbox"/> Heritage Team	<input type="checkbox"/> Environmental Health
<input type="checkbox"/> Policy	<input type="checkbox"/> Economic Development
<input type="checkbox"/> Sustainability	<input type="checkbox"/> Ecology
<input type="checkbox"/> Archaeology	<input type="checkbox"/> Urban Design

Input from the following additional consultee or specialist officers to the response and at a site visit is requested:

<input type="checkbox"/> Heritage Team	<input type="checkbox"/> Environmental Health
<input type="checkbox"/> Policy	<input type="checkbox"/> Economic Development
<input type="checkbox"/> Sustainability	<input type="checkbox"/> Ecology
<input type="checkbox"/> Archaeology	<input type="checkbox"/> Urban Design

## Timescales

The following timescales are required for the advice:

Service	Requested completion date
Written response only	
Virtual meeting and written response	
Site visit and written response	October 2024

Complete and delete as appropriate. The Planning Service will contact you direct to discuss alternative dates if our current resources and existing commitments mean that we are unable to deliver the service to this timescale.

## Additional advice and support

You may also want to consider the benefits of commissioning direct advice from the following:

### DesignPLACE Panel

Once you have purchased pre-application advice, we will let you know when it is most appropriate to present to the DesignPLACE Panel. The DesignPLACE review panel provides impartial advice and feedback on how proposals for development could be improved. More information on the service can be found on the council's website by searching for "DesignPLACE Panel."

### Highways Advice

If you would like to apply for pre-application advice from the highway authority on transport matters, please email them direct [transport.dcapps@brighton-hove.gov.uk](mailto:transport.dcapps@brighton-hove.gov.uk) and they will send you their application form and fee estimate.

If your development is likely to result in an adverse impact on the safety of, or queuing, on the strategic road network (SRN); is likely to prejudice the improvement or construction of the SRN or consists of or includes the construction, formation or laying out of access to or from the SRN, you should contact National Highways for their pre-application service direct by emailing [planningSE@highwaysengland.co.uk](mailto:planningSE@highwaysengland.co.uk)

### Fire safety

From 1 August 2021, the HSE is a statutory consultee for all planning applications which involve high rise buildings, as part of Gateway One. They can provide pre-application advice on scheme proposals to applicants and can be contacted by emailing [PlanningGatewayOne@hse.gov.uk](mailto:PlanningGatewayOne@hse.gov.uk) .

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**Fee scale**

The fee schedule below is for information. We will confirm the fee for the service requested when we respond to this form.

Major applications		All fees include VAT at 20%
Over 100 residential units or 10,000 m <sup>2</sup> for commercial developments	Written response	£1,756.75
	Virtual Meeting (maximum 2 hours) with written response	£2,927.34
	Site Meeting (maximum 2 hours) with written response	£3,029.09
	Urban Design advice (advised for development schemes of this scale) – per day or part thereof	£855.74
Over 26 and less than 99 residential units or between 5,000 m <sup>2</sup> and 9,999 m <sup>2</sup> for commercial developments	Written response	£1,142.08
	Virtual meeting (maximum 2 hours) with written response	£1,902.64
	Site meeting (maximum 2 hours) with written response	£2,004.13
	Urban Design advice (advised for development schemes of this scale) – per day or part thereof	£855.74
Over 10 and less than 25 residential units or between 1,000m <sup>2</sup> and 4,999m <sup>2</sup> for commercial developments	Written response	£877.68
	Virtual meeting (maximum 2 hours) with written response	£1,463.82
	Site Meeting (maximum 2 hours) with written response	£1,565.29
	Urban Design advice (advised for development schemes of this scale) – per day or part thereof	£855.74
Additional consultee or specialist (including attendance at meetings or site visits)	First Additional Consultee	£89.69 per hr
	Second Additional Consultee	£89.69 per hr
	Third additional consultee	£89.69 per hr

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Follow up meetings	Each additional meeting with case officer (virtual and maximum 2 hours)	£760.56
	First additional consultee	£89.69 per hr
	Second additional consultee	£89.69 per hr
	Third additional consultee	£89.69 per hr

## How to submit your form

Submit your completed form and any attachments to  
[planning.applications@brighton-hove.gov.uk](mailto:planning.applications@brighton-hove.gov.uk).

We will respond to this enquiry with a fee proposal, timescale for completing the work and the application form within 5 working days of receipt.