**Request for Major Pre-Application Advice**

Please complete all sections of this form. This form can be filled in electronically. Please send your completed form to [majorpreapps@highland.gov.uk](mailto:majorpreapps@highland.gov.uk) eProcessing centre, Highland Council, Headquarters, Glenurquhart Road, IV3 5NX.

Once you submit this initial application form **in paper**, you will receive an acknowledgement letter which will include your planning reference number. Once received, please upload all supporting information using the [ePlanning.scot Portal](https://www.edevelopment.scot/eDevelopmentClient/CustomPages/login.aspx) by selecting the Post Submission Additional Documents (PSAD) form and attach your documents.

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| **Data Protection** |
| Your personal data will be managed in compliance with the Data Protection legislation. You can read our privacy notice for planning related certificates on the Council’s website at: <https://www.highland.gov.uk/directory_record/1052173/planning_applications_consents_and_notice_of_review>  ​​I have read and understood the privacy notice. |

**1a Applicant Details 1b Agent Details**

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| --- | --- | --- | --- | --- |
| Name |  |  | Name |  |
| Address |  |  | Address |  |
| Telephone Number |  |  | Telephone Number |  |
| E-mail Address |  |  | Email Address |  |

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| **2. Interest in the Property/Land (e.g. owner/occupier/developer/prospective purchaser)** |
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| **3. Address of Proposed Development (including Postcode)** |
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| **4. Description of Proposed Development (please give as much information as possible)** |
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| |  |  |  | | --- | --- | --- | |  | Yes | | |  | No | | | Do you wish for the information submitted and the advice given to remain confidential until the time of any future planning application? If yes, please send a covering letter/e-mail explaining why you require it to be confidential.  Please note that the Council will only withhold information if its disclosure could prejudice commercial interests, inhibit the free and frank provision of advice or exchange of views during the planning process, or could prejudice the effective conduct of public affairs. | | |
| **5. The following details of the proposed development need to be submitted to enable an assessment to be made: (please indicate if enclosed)** | | | | |
|  | Location Plan \*  (Mandatory) | |  | Preliminary Plans |
|  | Photographs of the site and surroundings | |  | Relationship to Adjacent buildings |
|  | Details of existing use and ownership | |  | Access |
|  | Parking | |  | Servicing |
|  | Architectural approach | |  | Use of Materials |
| \* *Location Plan – If possible, please supply a DWG drawing showing the red line boundary and access with all geospatial data or if you use GIS then the geospatial shapefile. Please note if using AutoCAD, please export the data in model space in 2010 version as newer versions are not compatible with GIS software. Please email the shapefile to* [*majorpreapps@highland.gov.uk*](mailto:majorpreapps@highland.gov.uk)  *when you receive your planning reference number.* | | | | |

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| Any other useful documents/plans which you feel may aid in the consideration of the proposal |
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| **6. Type of Development** | | | |
| **Types of Uses Proposed** | **Quantity** | **Type of Uses Proposed** | **Quantity** |
| Residential Development (units) |  | Energy (m² and MW) |  |
| Office (m²) |  | Quarry (m²) |  |
| Retail (m²) |  | Road/Infrastructure Project  (distance in km) |  |
| Fish Farm – Surface Area of Marine Waters (m²) |  | Fish Farm – Area of Sea Bed (m²) |  |
| Hotel (rooms) |  | Other (m²) |  |

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| **7. Make payment** | |
| There is a fee to deliver this value added service, please check our [Other Planning and Environment Fees and Charges document](https://www.highland.gov.uk/downloads/file/20630/other_planning_and_environment_fees_and_charges_-_applicable_as_of_1_april_2019) for more details on how much you need to pay. See  Pre-application Advice for Major Developments. | |
| **Make sure you pay the correct fee**  To assist with calculating how much you need to pay please use the [Planning Fee Calculator](https://www.eplanning.scot/ePlanningClient/CustomPages/feecalculator.aspx) and our [Planning application charges](https://www.highland.gov.uk/downloads/file/1375/planning_application_charges)  **To Pay**  Payment should be made when completing this application form using the Council's [PAY button](https://www.highland.gov.uk/pay) and select [Planning and building Standards payment form](https://self.highland.gov.uk/service/Planning_and_Building_Standards_payments?noLoginPrompt=1).  Quote your payment reference below.  For more information on other ways to pay, please visit our [Planning Payment options page](https://www.highland.gov.uk/info/180/planning_-_applications_warrants_and_certificates/143/planning_permission/3). | |
| **Please quote your on-line payment reference here e.g. (FSXXXXXXX)** |  |

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| **8. Preferred meeting date** |  |

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| I can confirm that I understand that any advice provided under this service will be given on the basis of the professional opinion of the officer(s) concerned, based on the information provided and the planning policies and site constraints prevailing at the time, and any views expressed are not intended to prejudice the Council’s determination of any subsequent formal planning application. | | | |
| Signed |  | Date |  |
| Print Name: |  | | |

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| **Please send your completed form to:** | |
| eProcessing Centre,  Highland Council  Headquarters  Glenurquhart Road  Inverness  IV3 5NX | E-mail to: [majorpreapps@highland.gov.uk](mailto:majorpreapps@highland.gov.uk) |

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| Please note submission of this form and the supporting information must be received by us a minimum of 4 weeks before the date of a pre-application meeting. |