

## Planning pre-application advice

A guide for anyone who wants to know if they are likely to get planning permission before they submit a formal planning application.

### What is pre-application advice?

It is a way of finding out whether you are likely to get planning permission before the submission of a formal planning application. It can reduce the time taken to determine your planning application and improve the quality of the application you submit. Additionally, although the pre-application advice should not be treated as certainty of getting planning permission, the process serves to discourage the submission of applications which are clearly inappropriate. This could potentially save you paying a costly planning fee for a proposal which may not get planning permission.

### How much does my pre-application cost?

The charging schedule is as follows: -

Item	Scheme Type	Fee as of 1 April 2025	Fee as of 1 April 2026
<b>A</b>	Householder proposals (ie domestic extensions)	<b>£100.00</b>	<b>£103.50</b>
<b>B</b>	Change of use proposals	<b>£250.00</b>	<b>£258.75</b>
<b>C</b>	1 to 4 dwellings	<b>£250.00</b>	<b>£258.75</b>
<b>D</b>	5 or more dwellings	<b>£1,000.00</b>	<b>£1,035.00</b>
<b>E</b>	Commercial proposals <10,000 sqm	<b>£250.00</b>	<b>£258.75</b>
<b>F</b>	Commercial proposals >10,000 sqm	<b>£1,000.00</b>	<b>£1,035.00</b>
<b>G</b>	Telecommunications	<b>£333.00</b>	<b>£344.66</b>
<b>H</b>	Advertisement (Hoardings)	<b>£250.00</b>	<b>£258.75</b>
<b>I</b>	Advertisement (Other)	<b>£50.00</b>	<b>£51.75</b>
<b>J</b>	Listed Building Consent	<b>no fee</b>	<b>no fee</b>
<b>K</b>	Pre-application meetings	<b>no fee<sup>1</sup></b>	<b>no fee<sup>1</sup></b>

As part of your submission you will need to include the following information:-

1. Relevant fee
2. Completion of the pre-application form
3. A plan identifying the site
4. A drawing of the proposal either with measurements or a scaled drawing with scale bar.

### **Who will we consult**

Depending on the nature of the application we will consult the following services: -

- Highways
- Planning - Urban Design
- Planning – Policy
- Environmental Health

### **How long will a response take?**

We will provide a response within 28 days of when we receive a valid pre-application enquiry

### **How should I submit my pre-application query?**

You can email your enquiry to

**planning@sandwell.gov.uk**

Alternatively, your request can be posted to us at the following address:

Sandwell Metropolitan Borough Council  
Development Management Section  
P.O. Box 2374  
Council House  
Freeth Street,  
Oldbury  
West Midlands B69 3DE

### **What happens next?**

We will contact you as soon as possible if we require any further information. The more information you provide the more comprehensive the response will be.

The advice we provide will be formally recorded so it can be referred to in any subsequent pre-application discussions or when considering any subsequent planning application. If, following pre-application discussions, the submitted scheme does not comply with the pre-application advice given; we reserve the right not to undertake further negotiations/discussions whilst we determine the application.

## **What if I just want to know if I require planning permission?**

You must not use the pre-application process for this. To find out if you require planning permission please visit the Government's website:

[www.planningportal.gov.uk](http://www.planningportal.gov.uk) Or

contact us directly at:

[planning@sandwell.gov.uk](mailto:planning@sandwell.gov.uk)

## **Confidentiality**

Information provided to us as part of the pre-application service will not be publicly available. However, any information submitted as part of a subsequent planning application will be available for public inspection and published on our website.

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<sup>1</sup> Meetings will be held at officer discretion depending on the size and nature of the scheme.