



Old Oak and Park Royal Development Corporation (OPDC) Request Form for Pre-Application Advice

Completing this form

Before completing this form, we recommend that you confirm that the site for which you are seeking pre-application advice is located within the OPDC's boundary. Please use the map of the OPDC planning area shown on our website to locate your site. The map can be found here:

<http://bit.ly/OPDCBoundaryAreaMap>

If your site is located within either Brent or Ealing, we may decide to delegate the application to the relevant authority under our adopted Schemes of Delegation. Please check with us before submitting your pre-application fee to OPDC. The Schemes of Delegation can be found online:

[Planning applications | London City Hall](#)

Submitting the form

Please fill out and respond to the questions below and return this form to us by email at planningapplications@opdc.london.gov.uk.

Forms that are submitted with incomplete information may be returned.

Part 1 - Contact Information

Applicant details	
Title	
Name	
Job title*	
Company*	
Address	
Telephone	
Email	

*Note – where relevant

Agent Details (where applicable)	
Title	
Name	
Job title*	
Company*	
Address	
Telephone	
Email	

***Note** - where agent details are provided all communications will be with that agent, unless otherwise requested.

Part 2 – Site Information

Site Address (including Postcode)

Site Area in Sq.m / Ha (if known)

Current Use of the Site (list all uses that apply and if vacant please list last known use and date vacated)

Part 3 – Proposal Details

Brief Description of Proposed Development
(please include details of proposed works and proposed uses e.g. housing, retail, health, open space, business and commercial, education, sports and leisure, tourism, industry, utilities, community facilities, waste management)

Part 4 – Fees and Payment

Please confirm below which category of pre-application advice is requested. We will check your pre-application enquiry and contact you if we consider that the incorrect category of advice has been requested.

The fees include:

- a review of the planning information submitted
- an officer meeting
- written advice

The fee does not include reviewing additional information provided after the meeting has taken place.

Development Type	Initial meeting fee	Please Tick	Follow Up meeting fee (see below)	Please Tick
Strategic Development (more than 150 residential units or 10,000sqm of non-residential floorspace or proposals involving tall buildings greater than 15 storeys or 48 metres)	£12,000+VAT (£14,400 inc.VAT)	<input type="checkbox"/>	£7,800+VAT (£9,360 inc.VAT)	<input type="checkbox"/>
Large Major Development (50-149 residential units or 5,000-9,999sqm of non-residential floorspace)	£9,000+VAT (£10,800 inc VAT)	<input type="checkbox"/>	£5,400+VAT (£6,480 inc. VAT)	<input type="checkbox"/>
Major Development (10-49 residential units or 1,000-4,999sqm of non-residential floorspace)	£6,600+VAT (£7,920 inc VAT)	<input type="checkbox"/>	£4,500+VAT (£5,400 inc. VAT)	<input type="checkbox"/>
Minor Development (less than 10 residential units or 1000sqm of non-residential floorspace)	£4,200+VAT (£5,040 inc VAT)	<input type="checkbox"/>	£2,400+VAT (£2,880 inc. VAT)	<input type="checkbox"/>
Householder and other minor works	No Charge	<input type="checkbox"/>	No Charge	<input type="checkbox"/>

Follow up Fee

To benefit from the reduced fee for a follow-up meeting, the proposal must be for (or include) the same site as the initial meeting, be for a similar use (or uses) as the initial meeting and the request must be received within three months of the initial pre-application meeting date.

Planning Performance Agreements (PPA's)

For particularly large and/or complex proposals that require a series of meetings, we encourage the use of Planning Performance Agreements (PPAs). For further details, please speak to the Head of Development Management.

We cannot process your enquiry until we have received the appropriate fee. We do not accept cheques and are currently only able to accept payment by BACS transfer. To make a payment by BACS transfer please use the following details

Payment to: Old Oak and Park Royal Development Corporation

Sort Code: 16-00-38

Account number: 11371962

Payee Reference: <Insert the first line of your site address>

Please ensure that your covering letter and/or email clearly indicates that payment has been made via this method and if possible provide evidence (payment receipt, etc.) to assist us in joining up your payment and pre-application submission.

Customer Details – The following details are required for invoicing/receipting purposes. Failure to complete all fields will result in your request being returned.

Company name	
Trading name	
PO required for payment? Yes/no	
Your Purchase Order (PO) or reference number	
Registered address	
Trading/billing address (if different from above)	
Companies House Registration Number	
Accounts payable contact name(s)	
Generic Accounts Payable email address for invoices to be sent to	
Alternative email address	
Accounts payable telephone number	

Part 5 – Details of Documents Supplied

The following documents are required before we can process your enquiry.

Compulsory Documents (please indicate as appropriate)
<div><input checked="" type="checkbox"/>: Completed Request Form (this form)</div> <div><input type="checkbox"/>: Site Location Plan (preferably at 1:1250)</div> <div><input type="checkbox"/>: Plans and Elevations</div> <div><input type="checkbox"/>: Supporting Statement</div>
<div>Other Supporting Documents: Please list below all other supporting documents submitted with your enquiry. This could include existing site plans, photographs, planning history, ownership details or details of any other site constraints.</div> <div></div>

Part 6 – Involvement of Local Authorities

Local Boroughs
<p>The OPDC planning boundary includes parts of the London Boroughs of Hammersmith and Fulham, Ealing and Brent.</p> <p>OPDC will as a matter of standard practice seek to ensure that the Local Boroughs are kept up to date on pre-application discussions for sites within their areas and will aim to seek their input on large and more complex schemes.</p> <p>Further details on how we work with the Local Boroughs at both pre-application and the planning application stage are set out in the OPDC Development Management Ways of Working on our website here</p> <p>Although OPDC is the local planning authority for the OPDC area, the boroughs remain the relevant authority for matters such as highways and environmental health.</p> <p>Please tick here <input type="checkbox"/> if you do not agree to OPDC notifying the relevant local authority of your pre-application enquiry.</p>
<p>It should be noted that in some instances the Local Borough may reserve the right to charge a separate and additional fee to attend any pre-application meetings.</p>

Part 7 – Declaration

Please Complete this Section	
<p>I confirm that pre-application advice is requested and that I am the applicant/agent acting with the full authority of the applicant. I have submitted, or will submit at least 5 working days before the meeting date, the documents detailed in Part 5 and acknowledge that these will be assessed and discussed at the subsequent meeting.</p>	
Signature	
Print Name	
Date	

Part 8 – Next Steps

On receipt of a valid request, including compulsory documentation and the required fee, it will be passed to the Head of Development Management who will then allocate the enquiry to an appropriate planning officer.

Following allocation, the appropriate planning officer will then contact you in due course.