

Minerals and Waste Planning Team,  
Shared Service for Bedford Borough and  
Central Bedfordshire Councils,  
Priory House, Monks Walk,  
Chicksands,  
Shefford,  
SG17 5TQ

Email:  
[mwapplications@centralbedfordshire.gov.uk](mailto:mwapplications@centralbedfordshire.gov.uk)



## Minerals and Waste Preapplication advice request form 2026

(for sites within the Bedford Borough area only.  
Please complete the Minerals and Waste Preapplication advice  
eform if your site falls within Central Bedfordshire).

Please complete this form and send, with relevant supporting documents to  
[mwapplications@centralbedfordshire.gov.uk](mailto:mwapplications@centralbedfordshire.gov.uk)

Please make your cheque payable to 'Bedford Borough Council' and send to:

Bedford Borough Council,  
Planning 4<sup>th</sup> Floor,  
Borough Hall,  
Cauldwell Street,  
MK42 9AP

Please write '*payment for minerals and waste preapplication advice*' as well as  
the address of the proposed site on the back of the cheque.

If you have a query relating to your advice request please email  
[mwapplications@centralbedfordshire.gov.uk](mailto:mwapplications@centralbedfordshire.gov.uk) for further advice.

It is important that you complete this form correctly and accurately otherwise  
there may be delay in registering and processing your request.

Applicant Name	
Applicant's address and postcode	
Applicant's email address	

<b>Applicant's telephone number</b>	
-------------------------------------	--

<b>Agent Name</b>	
-------------------	--

<b>Agent's address and postcode</b>	
-------------------------------------	--

<b>Agent's email address</b>	
------------------------------	--

<b>Agent's telephone number</b>	
---------------------------------	--

<b>Location of Proposed Development</b> If there is no postal address, please give a clear and accurate description of the site location.	
--	--

<b>Site Area</b> What is the site area? (hectares or squared metres)	
---	--

<b>Interest in Property/Land</b> <b>State your interest in the property or land</b> (e.g. owner, occupier, tenant, developer, prospective purchaser)	
--	--

<b>Advice requested (please tick the appropriate category – see Explanatory Note)</b> Preapplication advice meeting and letter for all minerals and waste development proposal types within Bedford Borough. <b>£2,277.60 including</b>	<table border="1"><tr><td></td></tr></table>	

<p><b>VAT</b></p> <p>Preapplication advice letter (without meeting) for all minerals and waste proposal types within Bedford Borough <b>£1,302 including VAT</b></p> <p>Pre-application advice letter regarding a submission of a scheme to discharge a condition or request for confirmation that a condition has been discharged or complied with <b>£217.15 including VAT</b></p>	
<p><b>Description of Proposal</b></p> <p>Please provide an accurate, detailed description of the proposed development. Please continue on a separate sheet if necessary.</p>	
<p><b>Plans and supporting information</b></p> <p>Below is a basic list of information which should accompany a request for advice. However, what you can provide will vary depending upon the nature of the proposal and how advanced your scheme is. Please provide 1 copy of each of the following (unless submitted electronically).</p>	
	<p>Please tick each box below to confirm the information has been provided.</p>
<p>Description and summary of the proposals</p>	
<p>Site Location Plan (at a scale of 1:1250 or 1:2500 on an ordnance survey base outlined in red)</p>	

Block Plan (at scale of 1:100, 1:200 or 1:500 site outlined in red)	
Photographs or drawings showing the site and proposals, including trees, buildings or other features. Scaled in metric or 1:200.	
<u>Optional</u> Existing and proposed elevation plans and floor plans (at scale of 1:50 or 1:500)	
<u>Optional</u> Existing and proposed site sections and site levels (at scale of 1:50 or 1:100)	
Please specify any other plans, illustrations, statements or technical information submitted with this request.	
<b>Viewing the site</b> Can the entire site can be viewed from the road or other public land or right of way such that there is no need for an officer to enter the site:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has the development already started?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
<p><b>Disclaimer</b> <b>Freedom of information Act 2000</b></p> <p>Please note that the confidentiality of information held by the Council cannot be guaranteed. We may receive requests under the Freedom of Information Act to disclose information about pre-application advice requests and the advice that we have provided. Ward Councillors will also be advised of all major proposals within their area for information purposes as part of early engagement. If you consider your inquiry to be confidential, please set out the reasons why, and for what period, any information about the enquiry needs to remain confidential. If you submit a request for confidentiality and we receive an applicaiton for disclosure, we will take your request into account when deciding whether to release the information.</p> <p>More information about the Freedom of Information Act can be obtained from the Ministry of Justice.</p> <p>Note: In providing pre-application advice, it should be understood that the advice given will not bind the Council to making any particular decision and that the views expressed are those of the case officer only. The advice will only</p>	

be applicable so long as there is no change in policy or other relevant circumstances.

The final decision on planning applications is made by Council Members or Senior Officers at Bedford Borough Council. It can only be taken once we have received an application and carried out consultations with adjoining occupiers, those bodies which we have a statutory requirement to consult and other interested parties. You should therefore be aware that the Council's officers are unable to give any guarantees about the decision that will be made on an application.

**Signed:**

**Date:**