



PRE-APPLICATION ADVICE CUSTOMER CHARTER – April 2010

The following charges will apply to all email requests, letters and face to face meetings. No advice will be given over the telephone, except for simple householder enquiries. The prices are based upon one meeting lasting no more than 1 hour and a written reply related to one development site only.

Types of development	Charge
Householder proposals	N/A
<i>Residential</i>	
i) 1 – 3 dwellings	£90 initial meeting/response (£45 further meeting/letter)
ii) 4 – 9 dwellings	£200 initial meeting/response (£100 further meeting/letter)
iii) 10 - 49 dwellings	£450 initial meeting/response (£225 further meeting/letter)
iv) 50 or more dwellings	£900 initial meeting/response (£450 further meeting/letter)
<i>Industrial/commercial/COU</i>	
i) less than 1000sqm of floor space/ less than 0.5ha site area	£200 initial meeting/response (£100 further meeting/letter)
ii) 1001sqm - 4999sqm of floor space/ 0.5ha – 3.9ha site area	£450 initial meeting/response (£225 further meeting/letter)
iii) 5000sqm + floor space/ 4ha+ site area	£900 initial meeting/response (£450 further meeting/letter)
<i>Other development</i>	
Community uses which are non-profiting (including minor application schemes that are entirely for affordable housing);	N/A
Works relating solely to trees/Listed Buildings	N/A
Advertisements	N/A
Lawful Use Certificates	N/A

How pre-application advice will be provided

Development Control will continue to provide a Householder service between 10:00am – 10.45am and 12.15pm – 12.45pm, Mondays to Fridays. This service is free but is only for proposals affecting an existing residential property and a meeting will normally be required to be booked in advance during these times.

All other requests for advice are likely to be subject to a charge and payment must be made before any meeting or discussion takes place. Also meetings will not be arranged without payment having first been agreed. On receipt of your Request for Pre-Application Advice form, the payment and supporting plans/information will be checked and, if complete, your request will be acknowledged and given a unique case reference. The acknowledgement will notify you of the date by which you can expect to receive a response and the name and contact details of the relevant officer who will be dealing with your enquiry.

Please note that where planning applications are submitted more than six months after the advice has been given, or where there has been a change in national or local planning policy, it may be the case that little or no weight may be attached to pre-application advice previously given.

Pre-application views and opinions are given 'without prejudice' to the consideration by the Council of a formal planning application, which will be subject to wider consultation and publicity. Advice given does not constitute a guarantee about the decision that will be made. The advice is no substitute for applicants undertaking their own investigative or surveying work. It is the applicant's responsibility to ensure that any subsequent planning application is properly detailed and explained (and is accompanied by any relevant technical reports if appropriate), and that it complies with all our adopted guidelines and policies. Please be aware that some of the more significant or controversial proposals may ultimately be decided by the Development Management Committee.

Commitment

In order to achieve the maximum benefits from the pre-application process, the applicant and the Council need to ensure that they are fully prepared for any discussion, and should commit to the following:

(a) Applicant/Agent

- Fully investigate site history and be familiar with relevant development plan policy, any supplementary guidance, Government guidance, highway standards and any other material planning considerations. These are constantly changing and you are advised to check for updates on the web or by contacting Development Control.
- Visit the site and make a detailed analysis to establish site characteristics, constraints opportunities and surroundings. A contextual survey and analysis should be carried out to help inform the layout of the scheme and to form the basis of your design and access statement. This will assist the Case Officer in understanding the rationale for your design approach to the proposed scheme.
- Submit the correct payment based on the pre-application advice charges that apply; a copy of the Request for Pre-application Advice form and the following supporting information:

- i) A clear and accurate description of the proposed development and a schedule of existing and proposed uses;
- ii) The site location plan;
- iii) Photographs and sketch drawings showing the existing site, buildings, trees and other features;
- iv) Sketch drawings showing the proposed layout, height and scale of the development;
- v) Outline plan of proposed development; and
- vi) Draft Design and Access Statement (this should be a contextual survey and analysis of the constraints and opportunities).

NB – Omitting any relevant information will result in the pre-application request being invalid and is therefore likely to delay any response.

- Consider what payments may be required for an associated legal agreement and be prepared to discuss heads of terms for the agreement.

(b) Council

- Will acknowledge your initial pre-application enquiry within 2 working days of receipt, by email or letter and, if it is valid, will advise you of the case reference number and the relevant officer who will be your main point of contact.
- The relevant officer will contact you within 5 working days of receipt of a valid pre-application enquiry, offering a date for a meeting if one is required.
- A meeting will be arranged at a mutually convenient time and the Council will issue a written response to the pre-application enquiry within 5 working days of that meeting. If a longer period of time is required to respond, the relevant officer will agree an extension of time with you.
- If a meeting is not requested, the Council will endeavour to issue a written response within 10 working days of receipt of a valid pre-application enquiry.
- The relevant officer will carry out any internal consultations considered appropriate, research and analyse the site history and relevant planning policy, guidance and legislation and carry out an initial assessment of your pre-application drawings.
- The written response will identify the key issues that the proposal has raised or is likely to raise. Advice will be given on the relevant planning policies and the information that will be required to submit a formal application. Advice will also consider any amendments or alterations that are necessary to make the proposal acceptable in the opinion of the relevant officer. An indication of any financial contributions or other obligations that may be required will also be identified.
- All written responses will be agreed with Team Leaders within Development Control and/or the Development Services Manager prior to dispatch. The advice will be objective and accurate but without prejudice to the formal consideration of a subsequent planning application.
- The pre-application advice service will assist in ensuring that development proposals comply with policy requirements, add value to the environment and enable quality decisions to be made in a timely and transparent way, which will be of benefit to the developer, the local planning authority and the wider community.