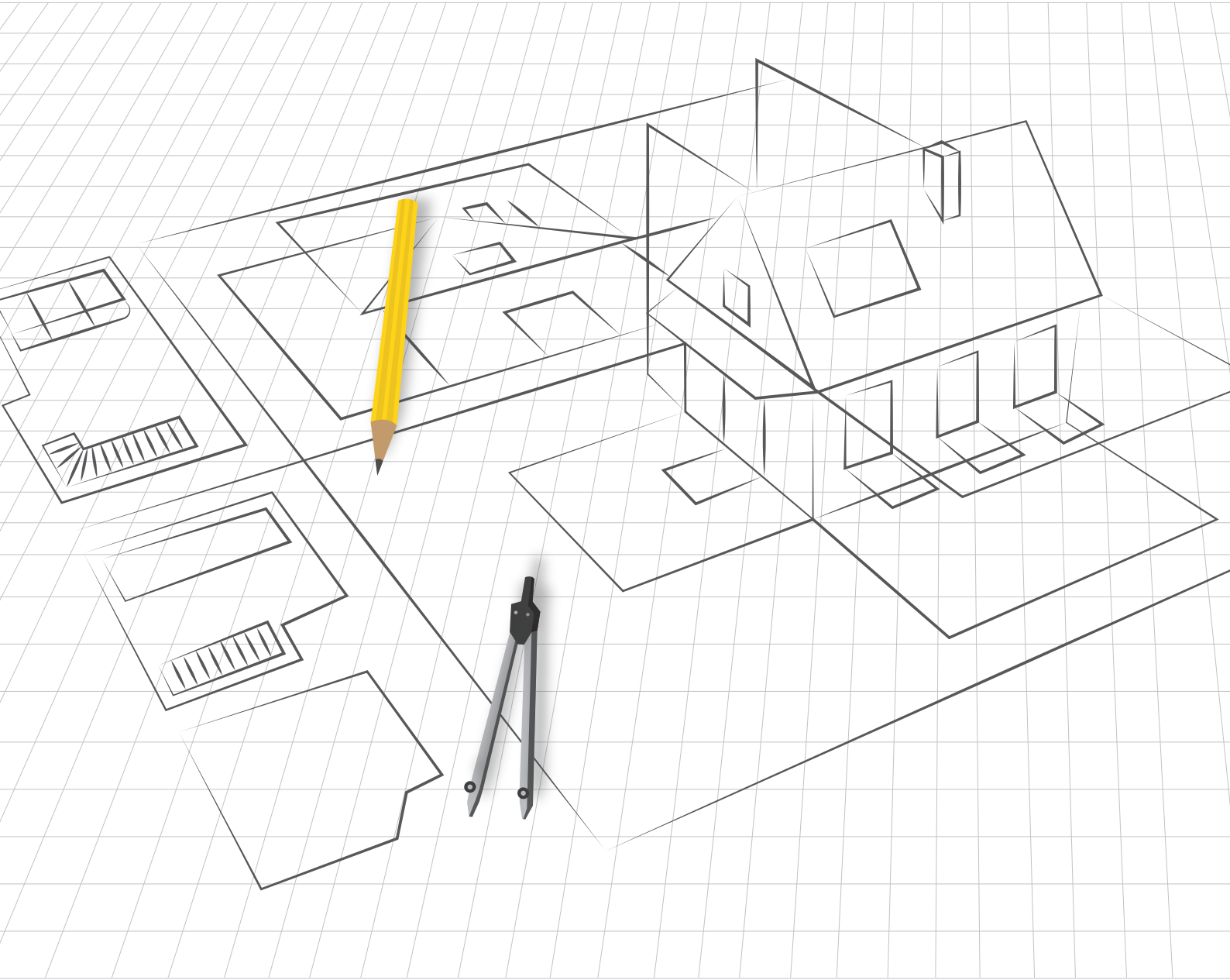


# Planning Pre-Application Advice Guidance Note



1st April 2025

**Havant**  
BOROUGH COUNCIL

# Introduction

We recognise the value of constructive informal pre-application advice in guiding and progressing development proposals. We believe that providing considered advice prior to the formal submission of a planning application can ensure that the quality of a development is improved and that certainty in the outcome can be increased for the applicant. We are committed to providing the highest possible quality of pre-application advice.

## Why seek pre-application advice?

We are able to provide you with advice and information on a variety of matters that you will need to consider before you make a planning application. Pre-application advice will help you to:

- Receive, where possible, a clear indication as to whether or not officers believe the proposal is likely to receive a favourable recommendation in the light of current policies and circumstances.
- Identify any aspects of your proposal that may need to be amended or resolved prior to you submitting a planning application.
- Identify the adopted (and where necessary emerging) policies relevant to development proposals.
- Identify relevant planning history of the site as well as any planning constraints.
- Receive guidance on Planning Obligations (S106 Agreements) where applicable.
- Receive advice on any consultation or publicity you should carry out before submitting your application.
- Identify relevant material planning considerations.
- Identify the information that you will be required to submit with your application.

To ensure that we are operating effectively and are able to sustain our current levels of service, we have revised our charges in accordance with the terms of the Local Government Act 2003. This ensures that the cost of providing the service is recovered directly, and does not fall as a general cost to the council tax payer. The fee structure has been devised to ensure that the levels of charges are proportionate to the scale of development.

## What are the charges for pre-application advice?

The table below outlines the service that the Council will provide depending on the type of case involved.

All fees shown are inclusive of VAT (effective from 1.4.25)

## Pre-Application Service - Fee schedule from 1 April 2025

| Type of Development   | Includes  | Fee            |
|---|---|----------------|
| Preapplication advice -<br>Householder Permitted<br>Development<br>enquiry<br><br>(i.e. is the proposal likely to<br>need planning permission?)                                   | Written advice  | <b>£46.00</b>  |
| Preapplication advice –<br>Householder or other small scale<br>development enquiry<br><br>(i.e, does the proposal need and<br>is it likely to get planning<br>permission?)        | Written advice  | <b>£69.00</b>  |
| Preapplication advice -<br>Householder or other small scale<br>development – site visit and<br>written advice.<br><br>(i.e. is the proposal likely to get<br>planning permission) | Site meeting appointment and<br>follow up letter within 10 working<br>days of site meeting. | <b>£123.00</b> |
| Preapplication advice - Self-<br>contained granny annexes at<br>domestic properties.  | Written advice  | <b>£170.00</b> |
| Preapplication advice - Change<br>of use – up to 100 sqm  | Written advice  | <b>£170.00</b> |
| Preapplication advice - Change<br>of use – over 100 sqm but less<br>than 1000 sqm   | Written advice  | <b>£324.00</b> |
| Preapplication advice –<br>Advertisements   | Written advice  | <b>£74.00</b>  |

|  |  |   |
|--|--|---|
| Preapplication advice - development of a single dwelling   | Written advice   | <b>£176.00</b>                                    |
| Preapplication advice – <ul style="list-style-type: none"> <li>• Residential development of 2-49 dwellings;</li> <li>• up to 4999sqm commercial development;</li> <li>• or sites of up to 2ha in area</li> </ul> | Site meeting appointment and written advice.   | <b>25% of equivalent planning application fee</b> |
| Preapplication advice <ul style="list-style-type: none"> <li>• major development of 50+dwellings (gross);</li> <li>• &gt;5000sqm commercial development;</li> <li>• or sites in excess of 2ha in area</li> </ul> | Site meeting appointment and written advice.<br><br>All in accordance with a Planning Performance Agreement. | <b>Planning Performance Agreement (PPA)</b>       |
| Specialist Tree advice (relationship with trees the subject of Tree Preservation Orders and Conservation Areas)  | Written advice (desk based advice only)<br><br>Site Visit (1 hour only) and written response                 | <b>£86</b><br><br><b>£170</b>                     |
| Specialist Heritage advice (Listed Building/Conservation Areas)  | Written advice (desk based advice only)<br><br>Site Visit (1 hour only) and written response                 | <b>£86</b><br><br><b>£170</b>                     |

All fees shown are inclusive of VAT (effective 1.4.25).

For all enquiries, please provide clear information regarding the site, the type and scale of development including written details and either plans, sketches, photographs or other information which helps describe your proposal. It will only be possible to offer broad advice on the principle of the proposal where limited information is provided. In these cases the extent of our response will be dependent on the level of information you provide.

**Additional advice and meetings will be charged at 50% of the initial fee.**

## How do I obtain pre-application advice?

Please send a written enquiry via email [planning.development@dhavant.gov.uk](mailto:planning.development@dhavant.gov.uk) or by **online form**. Payment will **be required before any advice can be given**.

To benefit from this service, please note that you will need to provide clear information regarding the site, the type and scale of development proposed. Please provide plans, sketches and/or photographs with your enquiry.

For the most significant schemes or strategic scale development, we offer pre-application advice linked to a Planning Performance Agreement. We would offer comprehensive support to the applicant throughout the process, to agreed standards, with a phased payment schedule built into the Planning Performance Agreement.

You can contact a Councillor to notify him/her about your proposal from the outset and there is an advantage to Councillors and officers in having an early presentation of your draft plans. However, Councillors may be members of the Development Management Committee and are strictly constrained in what they can do or say but nonetheless it is a courtesy to inform local Councillors well in advance.

## What can I expect from the process?

Upon receipt of your request for pre-application advice and fee, we aim to contact you within 5 working days to request further details if required. A full response will be sent within the timescale specified in the fee schedule.

Requests for advice will be allocated to case officers according to **their complexity**.

Major schemes will normally be dealt with by a senior planner. To ensure that the process is as seamless as possible, the case officer will usually deal with any subsequent planning application. In the case of significant development proposals, it may be necessary to consult statutory consultees and other groups prior to providing advice. In such cases, the pre-application advice may take longer (than shown in the table above) in order that we are in a position to provide a comprehensive response. Please note that where planning applications are submitted more than 6 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.

## **Confidentiality**

Requests for pre-application advice and the response provided will not be placed on the Council's website. There is however, the possibility that under the Environmental Information Regulations, we will be asked to provide information about enquiries for advice and copies of any advice given. We will need to decide whether such information can be treated as exempt from disclosure, for example if it is clear that its release could adversely affect the interests of the person supplying the information. You are therefore encouraged to indicate whether and for how long any information needs to remain confidential when making your request for advice.

## **Development Consultation Forums**

In the case of significant proposals, once you have obtained pre-application advice from the Council, we would encourage you to arrange and attend a 'Development Consultation Forum'. A Development Consultation Forum aims to improve Councillor, stakeholder and public involvement in the pre application process, and provides developers with a greater understanding of the community's expectations. The cost of a Development Consultation Forum is available on application. Please contact the Council if you wish to obtain further information on this matter.

## **Contact Details**

Havant Borough Council  
Planning Services  
Public Service Plaza  
Havant  
Hants  
PO9 2AX

02392 446019  
[planning.development@havant.gov.uk](mailto:planning.development@havant.gov.uk)

## Pre-Application Checklist

You do not need to submit a checklist with your enquiry but submission of the checklist with your (non-Householder) pre-application enquiry **helps** ensure that the Council's response meets with your needs. Please circle ALL options required.

| No.  | Required Information   | Yes/No |
|--|--|--------|
| 1  | Officer opinion only<br>No consultations to be carried out<br>(Broad in Principle Advice only required at this stage)  | Y/N    |
| <b>OR Officer opinion plus (please circle options as required)</b> |  |        |
| 2  | Internal Havant Borough Council consultee advice (if applicable)<br>Please note that specialist tree and conservation/listed building advice incurs an additional charge | Y/N    |
| 3  | External Consultee Advice (if applicable)<br>Please note some external consultees charge separately for full consultation responses.                                     | Y/N    |
| 4  | Relevant Planning History  | Y/N    |
| 5  | Relevant Policies to be listed   | Y/N    |
| 6  | Developer Contributions/Section 106 requirements to be listed (if applicable)  | Y/N    |
| 7  | Community Infrastructure Levy (CIL) requirements (if applicable)   | Y/N    |
| 8  | Validation requirements listed   | Y/N    |
| 9  | Any areas which require more detailed response. If yes please provide brief detail below:  | Y/N    |