

# PRE-APPLICATION ADVICE PROTOCOL

## 1. INTRODUCTION

The Council is able to provide you with advice and information if you are considering carrying out work or changing the use of buildings or land that may require planning permission or a related consent (e.g. advertisement consent or listed building consent). We would encourage you to seek advice before submitting a formal application in order to help speed up the development process and avoid wasting resources on proposals which will clearly be unacceptable.

The provision of technical advice is time consuming and costly so we have formalised the procedures for handling this area of work to ensure a consistent level of service. In most cases, we charge a fee for providing advice under the provisions of the Local Government Act 2003.

Wherever possible the Council has tried to base charges on an assessment of the cost in terms of officer time for providing the advice and the charging arrangements will help the Council to sustain and improve the service provided and ensure that the cost of providing advice to individuals does not fall as a general cost to the council taxpayer.

## 2. THE BENEFITS OF PRE-APPLICATION ADVICE

Pre-application advice will provide you with the following benefits:

- a. An understanding of how our policies will be applied to your proposal
- b. Identify the need for specialist input at an early stage e.g. for listed buildings, transportation, trees, landscape, noise, health, ecology, contaminated land or archaeology
- c. Assist in the preparation of proposals for formal submission, which, if you follow our advice, should be handled more quickly and be more likely to result in a positive outcome
- d. Help to reduce the time that you or your professional advisors spend in working up the proposals
- e. Identify those proposals that are completely unacceptable, so saving you the cost of pursuing a formal application.

### 3. PROPOSALS REQUIRING A FEE

A fee will be charged for pre-application advice on the following types of development:

#### a. **Householder Development**

For the purposes of pre-application charging this includes proposals to alter and extend individual houses for domestic purposes including where such houses are listed buildings.

#### b. **Minor Development**

Minor developments include proposals for: -

- Alterations to an existing building (excluding individual houses which fall within the Householder Development Category) where there is no increase in floor space or where any increase in floor space is less than 999m<sup>2</sup>.
- Development resulting in 1-9 new or additional residential units or the creation/change of use of up to 999m<sup>2</sup> floor space.
- New or replacement shop fronts.
- Alterations to a listed building (excluding individual houses) where there is no increase in floor space or any increase in floor space is less than 999m<sup>2</sup>.
- Demolition within a Conservation Area where there is either no replacement development or the increase in floor space of any associated development is less than 499m<sup>2</sup>
- Proposals for Telecommunications Equipment
- Proposals for Air Conditioning / Ventilation Equipment

#### c. **Major Development**

Major proposals include proposals for 10 or more new or additional residential units or for the creation/change of use of 1,000m<sup>2</sup> or more of floor space or the development of a site in excess of 1 hectare or the winning and working of minerals or the use of land for mineral-working deposits or waste development.

#### d. **Advertisements**

New or replacement advertisements.

### 4. PROPOSALS NOT REQUIRING A FEE

- a. Advice relating to protected trees (covered by a Tree Preservation Order or within a Conservation Area).
- b. Advice to third parties affected by development proposals.
- c. Advice to parish, city, town councils and area boards relating to development they will commission/undertake themselves.

- d. Advice relating to development specifically for the benefit/use of disabled persons. (A disabled person is one to whom Section 29 of the National Assistance Act 1948 applies or a child who is disabled for the purposes of part III of the Children Act 1989. A medical practitioner's certificate may be required in some cases.)
- e. Applications required following the removal of permitted development rights by planning condition or Article 4 Direction.
- f. Advice on playing fields/recreational facilities for their own use sought by non-profit making clubs, societies or other organisations whose objectives are to provide facilities for sport and recreation.

## **5. HOW TO MAKE A REQUEST FOR PRE-APPLICATION ADVICE**

### **Householder Proposals**

You should make your request for advice about householder development proposals on a [Pre-Application Advice Request Form](#), which is available upon request of from the Council's website.

The Council will acknowledge receipt of your request and the fee. Please note that the service offered does not include officers either undertaking a site visit or attending a meeting with you. You will be contacted by the office dealing with your query in exceptional cases where our officers consider it necessary either to gain access to the property or site or to meet you to discuss the proposal.

### **All Non-householder and Commercial Proposals.**

You should make your request for advice about non-householder and commercial development proposals on a [Pre-Application Advice Request Form](#), which is available upon request of from the Council's website.

The Council will acknowledge receipt of your request and the fee. Please note that the service offered does not include officers either undertaking a site visit or attending a meeting with you unless it is either covered by the initial fee or you make the appropriate payment.

Following receipt of the correct fee, the relevant information and, where necessary, the site visit and/or meeting, we will endeavour to respond to your queries on householder proposals within 15 working days and non householder proposals within 20 working days. Your request for pre-application advice will not be dealt with until we have received the fee and all of the necessary supporting information.