

# DEVELOPMENT MANAGEMENT

march 2012

2 PRE APPLICATION  
ADVICE SERVICE  
FOR PLANNING  
APPLICATIONS



# Introduction



## CONTACT DETAILS

### Telephone

0191 433 3416 / 0191 433 3426

### Fax

0191 477 8422

### E-mail

[preapp@gateshead.gov.uk](mailto:preapp@gateshead.gov.uk)

### Address

Development Management, Civic Centre,  
Regent Street, Gateshead, NE8 1HH

### Opening hours

A duty officer is available on a drop-in basis at the following times but if you want to speak to a specific officer please make an appointment with them first.

The duty officer will not be able to provide specific advice on sites

Monday to Thursday: 8.45am - 5.00pm

Friday: 8.45am - 4.35pm

The service is closed on weekends and Bank Holidays.

The Council is committed to providing an efficient and effective planning service. The Council therefore offers a dedicated pre-application advice service providing impartial and professional advice aimed at helping you submit a complete and accurate planning application which complies with the relevant plans, policies and guidance. We will also confirm if we believe a development is not acceptable.

## WHAT ARE THE BENEFITS OF PRE APPLICATION ADVICE

- It explains how plans, policies and other requirements affect your proposals;
- It identifies at an early stage any need for specialist advice or issues that need to be addressed and indicates the third party organisations you should seek advice from;
- It helps you prepare your planning application and ensures that all the necessary plans and supporting documents are submitted with your planning application;
- It gives an indication of the likely requirement for contributions to be made by the developer (e.g. levels of affordable housing, play areas or sustainable travel contributions);
- It can reduce the time that you and your professional staff / consultants spend on working up your proposals;
- It highlights unacceptable proposals saving you the time and costs of submitting a formal application;
- Providing you take all the advice into account it means your application can be assessed without any unnecessary delay.

## ENGAGEMENT WITH MEMBERS

A weekly list of pre application enquiries will be circulated to Ward Members. For larger proposals it may be considered appropriate to hold a meeting to allow developers to present emerging proposals to Members. A Members Protocol for involvement in the planning process sets out how pre application engagement with Members will be conducted.

## CHARGES

Pre-application advice is a non-statutory part of our service and the Council has a duty to make effective use of its resources. To help offset the cost of supplying this service and improve efficiency the Council has decided to charge a fee for providing pre-application advice and other planning enquiries. These charges are made in accordance with the provisions of the Local Government Act 2003.

The fee required depends on the nature of your enquiry and the scale of development proposed but it should be noted that this does not fully cover the cost of delivering this service. The fees will be regularly reviewed.

The Council continues to provide free planning advice in the form of application validation guidelines; pre prepared pre-application advice notes as well as planning and design guidance. These guides can be downloaded from the Council's website at [www.gateshead.gov.uk](http://www.gateshead.gov.uk) or are available from the Development and Enterprise Reception, on the second floor of the Civic Centre. Further information is also available online via the Planning Portal at [www.planningportal.gov.uk](http://www.planningportal.gov.uk).

The Council's adopted Unitary Development Plan and emerging Local Development Framework are also available on the Council's website to provide a policy context.

We can also offer other assistance such as contacts in Building Control, business grants and recruitment assistance through Economic Development colleagues.

Details of current and past planning applications are available through the Council's Public Access for Planning Service which can also be accessed via the Council's website and the website also outlines the constraints that may affect your site (for example: if you are located in a conservation area). You can also check if your property has had its permitted development rights removed on the website.

## HOW DO I PAY?

- At Development and Enterprise reception, we can accept cash cheque or card payment;
- By post;
- By telephone - by bank card.

All cheques should be made payable to Gateshead Council and please write the site address on the reverse.

## CONCESSIONS

There will be no charge for customers who are disabled and are seeking advice to adapt their property to meet their needs due to their disability. There will also be no charge for registered charitable organisations or for internal Council projects being funded by the Council (externally funded projects will be charged).

## WHAT PRE APPLICATION SERVICES DO WE PROVIDE?

The Council offers a range of pre-application advice for both householder and non-householder (mainly commercial) development.

## HOUSEHOLDER PLANNING SERVICE

This service is aimed at local residents who wish to carry out works to extend their home or carry out other works. This could include building an extension, a detached garage or outbuilding, decking, paving, driveways or boundary walls, fences or gates. This service would also include works to trees if they are in your garden and listed buildings if your home is listed.

We offer 2 levels of householder service

- Householder Permitted Development Enquiries (Do I need permission?)
- Householder Pre-Application Enquiries (Will I get permission?)

## NON-HOUSEHOLDER PLANNING SERVICE

This service covers all other non-householder development including new development, alterations and extensions to existing properties, changes of use, advertisements and telecommunications development.

This service also includes works to trees and listed buildings where they are non householder development.

Our non-householder planning services include:

- Non-Householder Permitted Development Enquiry
- Minor Development Enquiry
- Major Development Enquiry
- Strategic Development Enquiry
- Telecommunications Enquiry
- Planning History Search

## POINTS TO NOTE

- Whilst we always aim to provide an impartial and professional response to all enquiries we cannot act as planning consultants and any advice given cannot prejudice the Council's final decision on your proposal when a formal planning application is made. All planning applications will be subject to public consultation and ultimately may be decided by the Planning and Development Committee.
- Where a planning application is submitted without the benefit of pre-application advice, or pre-application advice is not followed, the application is likely to be determined without further negotiation except where only very minor amendments are required to make a development acceptable. Failure to seek or follow pre-application advice may result in your application not being valid as you have not included relevant and necessary information. Failure to seek and/or follow pre-application advice could lead to the refusal of planning permission. Failure to seek pre-application advice may also lead to a refusal.
- It should be noted that subsequent alterations to local and national planning policies might affect the advice given and it is prudent therefore to act in a timely manner. We shall of course endeavour to make you aware of potential changes we are aware of at the time of your enquiry that may affect your proposal.
- Whilst we will seek to identify third party organisations that should be consulted on your proposals we cannot provide advice on their behalf.
- Whilst we can provide advice

that will assist you in developing the design for your proposals we cannot assist in the drawing up of plans or recommending certain companies to you (for example architects or planning consultants).

- Our pre-application advice relates only to issues relating to planning. You should be aware that your development may also require consent under other legislation including building control, licensing and highways legislation. Your land may also have legal covenants on it that the Council are unaware of and these would need to be dealt with as a civil matter by you with any interested party. We can of course put you in contact with the relevant people with regard to other forms of consent you may require.



## **CONFIDENTIALITY**

We treat all pre-application enquiries confidentially. However, if a request is made under the Freedom of Information Act -we may be obliged to reveal the details of your enquiry. Please advise us if you have any particular concerns about confidentiality when making your submission.

# Fee table

If your proposed development has separate elements in the same fee category, e.g. a change of use and adverts, then you pay a single fee for that category. If your development has elements in different fee categories e.g. a major residential scheme with small scale retail, then you pay only the higher fee. Fees are not payable for disabled adaptations to houses or for proposals by charitable organisations.

**Contacts: All pre application correspondence should be directed to [preapp@gateshead.gov.uk](mailto:preapp@gateshead.gov.uk)**

Type of Enquiry	Fees	Information Requirements
<b>HOUSEHOLDERS PERMITTED DEVELOPMENT (FORM A)</b>		
Householder Permitted Development Enquiry (Do I need Planning Permission?)	£25	<ul style="list-style-type: none"> <li>Completed Form.</li> <li>Sketch plan, drawn to scale if possible, but as a minimum dimensions should be clearly marked.</li> <li>Photographs of the property if available</li> </ul>
<b>Target response time 15 working days</b>		
<b>HOUSEHOLDERS PRE APPLICATION ENQUIRY (FORM B)</b>		
Householder Pre-Application Enquiry (Will I get Planning Permission?). Including alteration to a listed building used as a dwelling.	£40	As above
<b>Target response 20 working days</b>		
Householder Pre-Application Enquiry (submitted within 3 months of a Householder Permitted Development Enquiry)	£20	As above
<b>Target response time 20 working days</b>		
<b>TREE ENQUIRY (FORM C)</b>		
Applications to carry out works to trees (including Tree Preservation Orders (TPOs) and works to trees in conservation areas)	£40	<ul style="list-style-type: none"> <li>Completed form</li> <li>A sketch plan clearly showing the position of trees on an A4 sheet</li> <li>A plan identifying all the trees you wish to carry out works to</li> </ul>
<b>Target response time 20 working days</b>		
<b>NON HOUSEHOLDERS (FORM D)</b>		
Non-Householder Permitted Development Enquiry (Do I need planning permission?)	£45	<ul style="list-style-type: none"> <li>Completed form</li> <li>Sketch plans, drawn to a scale, but as a minimum the proposed dimensions should be clearly marked.</li> <li>Photographs of the property if available</li> </ul>
<b>Target response time 15 working days</b>		
<b>MINOR DEVELOPMENT (FORM E)</b>		
<ul style="list-style-type: none"> <li>- Residential development of 1-9 dwellings</li> <li>- Residential development on sites of less than 0.5 Ha</li> <li>- Non-residential development of less than 1,000m<sup>2</sup></li> <li>- Non-residential development on sites of less than 1 Ha</li> <li>- Changes of Use (less than 1,000m<sup>2</sup>)</li> <li>- Minor development including listed buildings if not for a householder</li> </ul>		
Minor Development Enquiry	£200	<ul style="list-style-type: none"> <li>Completed Form</li> <li>Site Location Plan at 1:1250 with the site edged in red</li> <li>Existing and Proposed Site Plans drawn to scale (1:100 or 1:200) showing details of existing buildings, access, parking, trees and hedgerows</li> <li>Indicative plans of the proposed development drawn to scale (1:100 or 1:200) to include plans and elevations, access, parking and landscaping</li> <li>Photographs of the site if available</li> <li>Any other information that you think would assist us, such as a Design and Access Statement.</li> <li>Any other information specifically listed in the Council's Pre-Prepared Pre-Application Note relevant to your type of enquiry (if applicable).</li> </ul>
<b>Target response time 25 working days</b>		
Minor Development Enquiry (revised scheme submitted within 3 months of our response to an initial enquiry or subsequent enquiries)	£100	As above
<b>Target response time 25 working days</b>		

## ADVERTS (FORM F)

Advertisements	£50	<ul style="list-style-type: none"> <li>Completed Form</li> <li>Site Location Plan at 1:1250 with the site edged in red and showing the proposed location of the advertisement(s).</li> <li>Drawing(s) of the proposed advertisement(s), including a section through. If the advertisement(s) are to be displayed on a building, the drawings will need to show clearly where on the building the advertisement(s) are proposed to be positioned. The drawings should be to scale and in metric.</li> <li>Photographs of the site if available.</li> <li>Any other information that you think would assist us, such as manufacturer's specifications.</li> </ul>
<b>Target response time 25 working days</b>		

## MAJOR DEVELOPMENT (FORM G)

- Residential development of 10-99 dwellings
- Residential development on sites of 0.5 Ha or more and less than 2.5 Ha
- Non-residential development of 1,000m<sup>2</sup> or more and less than 10,000m<sup>2</sup>
- Non-residential development on sites of 1 Ha or more and less than 5 Ha
- Change of use (1,000m<sup>2</sup> or more and less than 10,000m<sup>2</sup>)

Major Development Enquiry	£1000	As For Minor Development plus <ul style="list-style-type: none"> <li>Project Brief and Vision</li> <li>Site Appraisal / Survey</li> <li>Any other information that would assist us such as completed flood risk assessments or retail studies.</li> </ul>
<b>Target response time 25 working days</b>		
Major Development Enquiry (revised scheme submitted within 3 months of our response to the initial enquiry or subsequent enquiries)	£500	As above
<b>Target response time 25 working days</b>		

## STRATEGIC DEVELOPMENT (FORM H)

- Residential development of 100 dwellings or more
- Residential development on sites of 2.5 Ha or more
- Non-residential development of 10,000m<sup>2</sup> or more
- Non-residential development on sites of 5 Ha or more

Strategic Development Enquiry	£2000	As for major development
Further fees to be agreed by Planning Performance Agreement (PPA)		
<b>Target response time 25 working days</b>		

## TELECOMMUNICATIONS (FORM I)

Telecommunications Enquiry	£200	<ul style="list-style-type: none"> <li>Completed application form</li> <li>Site plan</li> <li>Indicative plans of installation</li> <li>An explanation of the coverage requirements of the area</li> <li>Details of alternative sites considered</li> <li>Proposed traffic light model rating and the consultation strategy</li> </ul>
<b>Target response time 25 working days</b>		

## PLANNING HISTORY

Planning History Search	£60 PER HOUR	<ul style="list-style-type: none"> <li>Plan clearly identifying the site</li> </ul>
<b>Target response time 15 working days</b>		

# Householder Permitted Development Enquiries

## (Do I need planning permission?)

Under the provisions of the Town and Country Planning (General Permitted Development) Order 1995 (as amended) it is often possible to extend or alter your home without planning permission (although Building Regulations Approval may still be required).

Guidance that will help you assess whether your proposal is 'permitted development' is available on the Council's website [www.gateshead.gov.uk](http://www.gateshead.gov.uk) or via the Planning Portal [www.planningportal.gov.uk](http://www.planningportal.gov.uk) (including the interactive house) however the Council does offer an additional service should you require further assistance. This may be particularly useful if you wish to confirm whether or not your property still has its permitted development rights, as sometimes these can be removed. This information will not be available on the Planning Portal but is available on the Council website.

### WHAT WE WILL PROVIDE?

- We will confirm whether planning permission is required for the proposed development.
- Should your proposal require planning permission we will not offer any advice in relation to the merits of the proposed development however if you require this advice you can make a Householder Pre-Application Enquiry at a discounted rate (see below).

### WHAT DO WE REQUIRE FROM YOU?

You should complete our Householder Permitted Development Enquiry Form (Form A) which ensures that we have all the information necessary to consider your proposal. This includes:

- Your contact details including

contact phone number and e-mail address;

- The address of the property and brief details of any previous works to the property (including outbuildings);
- A brief description of the proposed works;
- Sketch plans, drawn to scale if possible, but as a minimum the proposed dimensions should be clearly marked;
- Photographs of the property if available.

The enquiry form and your plans can be submitted via e-mail but we cannot begin to assess your proposals until we have received your completed enquiry form, plans and the relevant fee.

### WHAT WILL THIS COST?

**The current fee for a Householder Permitted Development Enquiry is £25.**

Should it be confirmed your proposal needs planning permission and you subsequently require the Council to assess the merits of your proposal a Householder Pre-application Enquiry can be made within 3 months at a discounted rate of £20.

### HOW LONG WILL THIS TAKE ?

When we receive your enquiry, plans and fee we will acknowledge receipt and confirm the name of the case officer dealing with your enquiry.

We will normally provide a written response to your enquiry within **15** working days. If this is not possible we will let you know why this is the case and agree a timescale for response.

### HOW WE WILL CONTACT YOU ?

We would prefer to provide our written response by e-mail but if you prefer we will provide this by post. You should indicate on your enquiry form how you would prefer to be contacted.

### POINTS TO NOTE

Whilst our response to a Householder Permitted Development Enquiry will normally provide you with sufficient reassurance that your proposal does or does not require planning permission it is not a formal determination.

Should you require a formal determination you should apply for a Certificate of Proposed Lawful Development. When selling a property solicitors acting for the purchaser may prefer to see a formal determination in the form of a Certificate of Proposed Lawful Development.

Please note that even when planning permission is not required it may still be necessary to apply for Building Regulations Approval, and other consents such as Listed Building Consent.

Before you contact us in relation to any proposal to extend or alter your property we recommend that you first discuss the proposals with your neighbours as this may help to avoid any confusion or objections should it be found that planning permission would be required. You may need their agreement under the Party Wall Act, so it will be helpful to let them know your plans.

# Householder Pre-application Enquiries

## (Will I get planning permission?)

This service is aimed at local residents who wish to carry out works to extend their home or carry out other works within the curtilage of a dwelling. This could include building an extension, a detached garage or outbuilding, decking, paving, driveways or boundary walls, fences or gates.

### WHAT WE WILL PROVIDE?

- The case officer will normally visit the site to assess the proposal. This will generally be unaccompanied where the proposed works are visible from public viewpoints but if necessary the case officer will contact you to make an appointment to visit the site.
- We will confirm whether or not planning permission is required for the proposed works as well as advise you of any related consents that may be required such as Listed Building Consent.
- We will advise you of any planning history (i.e. previous planning applications) that we consider may be relevant to your proposals.
- The case officer will discuss your proposals with other Council officers where specialist advice is required. For example if you are proposing a new driveway or garage the case officer may discuss this with a Transport and Highways officer.
- We will advise whether your proposals are likely to be acceptable or suggest any amendments that may be required to improve them. This will include reference to any relevant planning policies and guidance.
- We will confirm the drawings, supporting information and

application fee required to validate and assess your planning application.

### WHAT DO WE REQUIRE FROM YOU?

You should complete our Householder Planning Pre App Enquiry (Form B) which ensures that we have all the information necessary to consider your proposal. This includes:

- Your contact details including contact phone number and e-mail address;
- The address of the property and brief details of any previous works to the property;;
- A brief description of the proposed works;
- Sketch plans, drawn to scale if possible, but as a minimum the proposed dimensions should be clearly marked;
- Photographs of the property if available.

The enquiry form and plans can be submitted via e-mail but we cannot begin to assess your proposals until we have received your completed enquiry form, plans and the relevant fee.

### WHAT WILL THIS COST?

**The current fee for householder pre-application enquiries is £40** or £20 if submitted within three months of a householder Permitted Development Enquiry for the same development.

### HOW LONG WILL THIS TAKE ?

When we receive your enquiry and fee we will acknowledge receipt and confirm the name of the case officer dealing with your enquiry. We will normally provide a written

response to your enquiry within **20** working days. If this is not possible we will let you know why this is the case and agree a timescale for response.

### HOW WE WILL CONTACT YOU ?

We may contact you by telephone to make arrangements to visit the site.

We would prefer to provide our written response by e-mail but if you prefer we will provide this by post. You should indicate on your enquiry form how you would like to be contacted.

### POINTS TO NOTE

Before you contact us in relation to any proposal to extend or alter your property we recommend that you first discuss the proposals with your neighbours as this may help to avoid any confusion or objections later in the formal application process.

We will contact your neighbours at application stage and you may also require your neighbours agreement under the Party Wall Act.

# Trees Pre-application Enquiries

## (Will I get planning permission?)

This service is aimed at local residents who wish to carry out works to protected trees.

### WHAT WE WILL PROVIDE?

- The case officer will normally visit the site to assess the proposal. This will generally be unaccompanied where the proposed works are visible from public viewpoints but if necessary the case officer will contact you to make an appointment to visit the site.
- We will confirm whether or not permission is required for the proposed works as well as advise you of any related consents that may be required such as a Felling Licence from the Forestry Commission.
- We will advise you of any relevant application history (i.e. previous tree work applications) that we consider may be relevant to your proposals.
- The case officer will discuss your proposals with other Council officers where specialist advice is required. For example if your proposals were in connection with a potential obstruction of the highway we would consult a Transport and Highways officer.
- We will advise whether your proposals are likely to be acceptable or suggest any amendments that may be required to improve them. This will include reference to any relevant planning policies and guidance.
- We will confirm the drawings and supporting information required to validate and assess your tree works application.

### WHAT DO WE REQUIRE FROM YOU?

You should complete our Tree Pre App Enquiry Form (Form C ) which ensures that we have all the information necessary to consider your proposal. This includes:

- Your contact details including contact phone number and e-mail address;
- The address of the property and brief details of any previous works to the trees in question;
- A detailed description of the proposed works;
- A sketch plans clearly showing the position of the trees each tree should be given a reference number such as T1, T2 and so on;
- Reasons for the works;

Photographs of the trees if available.

The enquiry form and plans can be submitted via e-mail but we cannot begin to assess your proposals until we have received your completed enquiry form, plans and the relevant fee.

### WHAT WILL THIS COST?

**The current fee for Tree Work pre application enquiries is £40.**

### HOW LONG WILL THIS TAKE ?

When we receive your enquiry and fee we will acknowledge receipt and confirm the name of the case officer dealing with your enquiry.

We will normally provide a written response to your enquiry within **20** working days. If this is not possible we will let you know why this is the case and agree a timescale for response.

### HOW WE WILL CONTACT YOU ?

We may contact you by telephone to make arrangements to visit the site.

We would prefer to provide our written response by e-mail but if you prefer we will provide this by post. You should indicate on your enquiry form how you would like to be contacted.

### POINTS TO NOTE

Before you contact us in relation to any proposal that could affect your neighbour's property we recommend that you first discuss the proposals with your neighbours as this may help to avoid any confusion or objections later in the formal application process.

# Non-Householder Permitted Development Enquiry

Under the provisions of the Town and Country Planning (General Permitted Development) Order 1995 (as amended) it can be possible to extend or alter a building without planning permission (although Building Regulations Approval may still be required).

Permitted development rights exist for minor operations (walls, fences, gates etc), changes of use, temporary buildings and uses, agricultural and forestry buildings, some extensions to industrial and warehouse buildings and some extensions to schools, colleges, universities and hospitals.

Guidance that will help you assess whether your proposal is 'permitted development' is available on the Council's website [www.gateshead.gov.uk](http://www.gateshead.gov.uk) or via the Planning Portal [www.PlanningPortal.gov.uk](http://www.PlanningPortal.gov.uk) however the Council does offer an additional service should you require further assistance.

## WHAT WE WILL PROVIDE?

- We will confirm whether planning permission is required for the proposed development as well as advise you of any other related consents that may be required such as Listed Building Consent.
- Should your proposal require planning permission we will not offer any advice in relation to the merits of the proposed development. If you require this advice you can ask us to provide this by making an appropriate enquiry.

## WHAT DO WE REQUIRE FROM YOU?

You should complete our Non-Householder Permitted Development Enquiry Form (Form D) which ensures that we have all the information necessary to consider your proposal.

This includes:

- Your contact details including contact phone number and e-mail address;
- The address of the property and brief details of any previous works to the property;
- A brief description of the proposed works;
- Sketch plans, drawn to scale if possible, but as a minimum the proposed dimensions should be clearly marked;
- Photographs of the property if available.

The enquiry form and plans can be submitted via e-mail but we cannot begin to assess your proposals until we have received your completed enquiry form, plans and the relevant fee.

## WHAT WILL THIS COST?

The current fee for a **Non-Householder Permitted Development Enquiry is £45.**

## HOW LONG WILL THIS TAKE ?

When we receive your enquiry and fee we will acknowledge receipt and confirm the name of the case officer dealing with your enquiry.

We will normally provide a written response to your enquiry within **15** working days. If this is not possible we will let you know why this is the case and agree a timescale for response.

## HOW WE WILL CONTACT YOU ?

We would prefer to provide our written response by e-mail but if you prefer we will provide this by post. You should indicate on your enquiry form how you

would like to be contacted.

## POINTS TO NOTE

Whilst our response to a Non-Householder Permitted Development Enquiry will normally provide you with sufficient reassurance that your proposal does or does not require planning permission it is not a formal determination.

Should you require a formal determination you should apply for a Certificate of Proposed Lawful Development.

Please note that even when planning permission is not required it may still be necessary to apply for Building Regulations Approval or seek approval under other legislative regimes including licensing and highways legislation.

# Minor Development Enquiry & Adverts

Minor development is defined as:

- Residential development of 1-9 dwellings
- Residential development of less than 0.5 Ha
- Non-residential development of less than 1,000m<sup>2</sup>
- Non-residential development of less than 1 Ha
- Proposals for advertisements on commercial premises
- Works to listed buildings
- Works to protected trees

## WHAT WE WILL PROVIDE?

- The case officer will normally visit the site to assess the proposal. This will generally be unaccompanied where the proposed works are visible from public viewpoints but if necessary the case officer will contact you to make an appointment to visit the site.
- We will confirm whether or not planning permission is required for the proposed works as well as advise you of any related consents that may be required such as Listed Building Consent or Conservation Area Consent.
- We will advise you of any planning history (i.e. previous planning applications) that we consider to be relevant to your proposals.
- We will advise you of any relevant development plan policies that should be taken into consideration in the development of your proposals.
- We will advise you of any site constraints that may impact on your proposals such as Conservation Areas, Listed Buildings, Locally Listed Buildings, Tree Preservation Orders, Sites of Nature Conservation Importance etc.

- The case officer will discuss your proposals with other Council officers where specialist advice is required e.g. highways, conservation, biodiversity.
- We will advise whether a Section 106 Agreement is likely to be required to comply with policy (e.g play provision or sustainable travel contributions);
- We will advise you of any external organisations such as the Environment Agency, Highways Agency and English Heritage that we recommend you consult prior to the submission of a planning application.
- We will advise whether your proposals are likely to be acceptable or suggest any amendments that may be required to improve them.
- Where we are unable to offer a view as to the likely outcome of a planning application where, for example, further detailed information and analysis is required which will be fundamental to the acceptability of the proposal (such as a Flood Risk Assessment) we will advise you accordingly.
- We will confirm the drawings, supporting documents and application fee necessary for your planning application to be validated.
- The address of the property and brief details of any previous works to the property;
- A description of the proposed works;
- A site plan (1:1250);
- Existing site plans, drawn to scale, to include details of existing buildings, access, parking, trees and hedgerows (1:100 or 1:200);
- Indicative plans of the proposed development, drawn to scale, to include plans and elevations, access, parking and landscaping;
- Photographs of the property if available;
- Any other supporting information you may have available (for example the Design and Access statement).

## WHAT DO WE REQUIRE FROM YOU?

You should complete our Minor Development Enquiry Form (Form E) unless it is for an advert and then it would be Form F, which ensures that we have all the information necessary to consider your proposal. This includes:

- Your contact details including contact phone number and e-mail address;

## FOR ADVERTS

- Completed Form (Form F)
- Site Location Plan at 1:1250 with the site edged in red and showing the proposed location of the advertisement(s).
- Drawing(s) of the proposed advertisement(s), including a section through. If the advertisement(s) are to be displayed on a building, the drawings will need to show clearly where on the building the advertisement(s) are proposed to be positioned. The drawings should be to scale and in metric.
- Photographs of the site if available.
- Any other information that you think would assist us, such as manufacturer's specifications.

The enquiry form, plans and supporting information can be submitted via e-mail but we cannot begin to assess your proposals until we have received your completed enquiry form, plans, supporting information and the relevant fee.

## WHAT WILL THIS COST?

**The current fee for a Minor Development Enquiry is £200.**

Should you then revise your proposals following an initial pre-application enquiry and/or require further advice prior to the submission of a planning application the fee will be £100 provided this is requested within 3 months of our response to your initial enquiry. Any subsequent requests for further advice in relation to the same scheme will also be charged at £100 per request where this is within 3 months of the previous correspondence. If the further contact with the officer is for clarification of a minor matter then it is at their discretion whether a further fee is required.

## HOW LONG WILL THIS TAKE ?

When we receive your enquiry and fee we will acknowledge receipt and confirm the name and contact details of the case officer dealing with your enquiry.

We will normally provide a written response to your enquiry within **25** working days. If this is not possible we will let you know why this is the case and agree a timescale for response.

## HOW WE WILL CONTACT YOU ?

We would prefer to provide our written response by e-mail but if you prefer we will provide this by post. You should indicate on your enquiry form how you would like to be contacted.

We will not normally meet with you

to discuss a Minor Development Enquiry however the case officer may contact you to seek clarification of your proposals and in some cases may invite you to a meeting to discuss your proposals. Whether you are invited to a meeting is entirely at the discretion of the case officer.



# Major Development Enquiry

Major development is defined as:

- Residential development of 10-99 dwellings
- Residential development of 0.5 Ha or more and less than 2.5 Ha
- Non-residential development of 1,000m<sup>2</sup> or more and less than 10,000m<sup>2</sup>
- Non-residential development of 1 Ha or more and less than 5 Ha

## WHAT WE WILL PROVIDE?

The Council will normally deal with enquiries relating to major development proposals through a Development Team Approach. The case officer will project manage the enquiry with the support of other specialist officers where appropriate

- The case officer will offer you the opportunity of a briefing meeting to discuss your proposals.
- In advance of the meeting the case officer will normally visit the site to assess the proposal. This will generally be unaccompanied where the proposed works are visible from public viewpoints but if necessary the case officer will contact you to make an appointment to visit the site.
- We will advise you of any related consents that may be required such as Listed Building Consent or Conservation Area Consent.
- We will advise you of any planning history (i.e. previous planning applications) that we consider to be relevant to your proposals.
- We will advise you of any relevant development plan policies that should be taken into consideration in the development of your proposals.
- We will advise you of any site constraints that may impact on

your proposals such as Conservation Areas, Listed Buildings, Locally Listed Buildings, Tree Preservation Orders, Sites of Nature Conservation Importance etc.

- The case officer will discuss your proposals with other Council officers where specialist advice is required e.g. highways, conservation, biodiversity.
- We will advise whether a Section 106 Agreement is likely to be required to comply with Council policy (e.g. levels of affordable housing, highways or sustainable travel contributions);
- We will advise you of any external organisations such as the Environment Agency, Highways Agency and English Heritage that we recommend you consult prior to the submission of a planning application.
- We will advise whether your proposals are likely to be acceptable or suggest any amendments that may be required to improve them.
- Where we are unable to offer a view as to the likely outcome of a planning application where, for example, further detailed information any analysis is required which is fundamental to the acceptability of the proposal (such as a Transport Assessment) we will advise you accordingly.
- We will confirm the drawings, supporting documents and application fee necessary for your planning application to be validated.

## WHAT DO WE REQUIRE FROM YOU?

You should complete our Major Development Enquiry Form (Form G) which ensures that we have all the information necessary to consider your proposal. This includes:

- Your contact details including contact phone number and e-mail address;
- The address of the property / site and brief details of any previous works to the property;
- A project brief and vision;
- A brief description of the proposed works;
- A site plan (1:1250);
- A site appraisal / survey;
- Existing site plans, drawn to scale, to include details of existing buildings, access, parking, trees and hedgerows (1:100 or 1:200);
- Design concepts/proposals plans of the proposed development, to include indicative plans and elevations, access, parking and landscaping;
- Photographs of the property / site if available;
- Any other supporting information you may have available.

Note this information can be used to form a draft design and access statement which can be modified / updated during discussions with the Local Planning Authority.

All information relating to major development enquiries should, where possible, be submitted with all relevant documents on a CD. This will speed up our ability to respond in a timely manner.

The enquiry form, plans and supporting information can be submitted via e-mail but we cannot begin to assess your proposals until we have received your completed enquiry form, plans, supporting information and the relevant fee.

## WHAT WILL THIS COST?

**The current fee for a Major Development Enquiry is £1000 .**

Should you then revise your proposals following an initial pre-application enquiry and require further advice prior to the submission of a planning application the fee will £500 provided this is requested within 3 months of our response to your initial enquiry. Any subsequent requests for further advice in relation to the same scheme will also be charged at £500 per request where this is within 3 months of the previous correspondence. If the further contact with the officer is for clarification of a minor matter then it is at their discretion whether a further fee is required.

## HOW LONG WILL THIS TAKE ?

When we receive your enquiry and fee we will acknowledge receipt and confirm the name of the case officer dealing with your enquiry.

The case officer will contact you to arrange a briefing meeting to discuss your proposals. The briefing meeting will normally take place within **15 working days** and we will normally provide a written response to your enquiry within **25 working days**. If this is not possible we will let you know why this is the case and agree a timescale for response.

If you are unable to attend a meeting, or would prefer not too we will still provide a written response.

## HOW WE WILL CONTACT YOU ?

We would prefer to provide our written response by e-mail but if you prefer we will provide this by post. You should indicate on your enquiry form how you would like to be contacted.

## POINTS TO NOTE

When a meeting is held to discuss your proposal the case officer may also invite other specialist officers such as Transport and Highways officers for example. It is at the discretion of the case officer as to who is required .

# Strategic Development Enquiry

Strategic development is defined as:

- Residential development of 100 dwellings or more
- Residential development of 2.5 Ha or more
- Non-residential development of 10,000m<sup>2</sup> or more
- Non-residential development of 5 Ha or more

## WHAT WE WILL PROVIDE?

The Council will normally deal with enquiries relating to strategic development proposals through a Development Team Approach. The case officer will project manage the enquiry with the support of other specialist officers where appropriate however the planning case officer may not in all cases be the lead officer for strategic enquiries.

The case officer will offer you the opportunity of an initial meeting to discuss your proposals. Other specialist officers (such as Transport and Highways and Conservation officers for example) will be invited to attend this meeting where appropriate.

In advance of the meeting the case officer will normally visit the site to assess the proposal. This will generally be unaccompanied where the proposed works are visible from public viewpoints but if necessary the case officer will contact you to make an appointment to visit the site.

Where follow up meetings are likely to be beneficial in assisting the pre-application process and the further development of the proposals the Council will seek to agree a Planning Performance Agreement (PPA) with you or your representative. The aim of a Planning Performance Agreement is to agree a project plan and timetable which covers both the pre-application process and the consideration of the planning application including a future

fee schedule for pre application advice:

Following the initial meeting we will provide a written response including the following:

- We will advise you of any related consents that may be required such as Listed Building Consent or Conservation Area Consent.
- We will advise you of any planning history (i.e. previous planning applications) that we consider to be relevant to your proposals.
- We will advise you of any relevant development plan policies that should be taken into consideration in the development of your proposals.
- We will advise you of any site constraints that may impact on your proposals such as Conservation Areas, Listed Buildings, Locally Listed Buildings, Tree Preservation Orders, Sites of Nature Conservation Importance etc.
- The case officer will discuss your proposals with other Council officers where specialist advice is required e.g. highways, conservation, biodiversity.
- We will advise whether a Section 106 Agreement is likely to be required to meet Council policy (e.g. levels of affordable housing, highways or sustainable travel contributions);
- We will advise you of any external organisations such as the Environment Agency, Highways Agency and English Heritage that we recommend you consult prior to the submission of a planning application. Where appropriate representatives of these organisations may be invited to attend the initial meeting as part

of the Development Team Approach taking into account any service level agreements the Council has with those organisations.

- We will advise whether your proposals are likely to be acceptable or suggest any amendments that may be required to improve the proposals.
- Where we are unable to offer a view as to the likely outcome of a planning application where, for example, further detailed information any analysis which is fundamental to the assessment (such as a Retail Impact Assessment) we will advise you accordingly.
- We will confirm the drawings, supporting documents and application fee necessary for your planning application to be validated.
- We will confirm whether a Planning Performance Agreement is considered to be appropriate and the process for progressing the project.

## WHAT DO WE REQUIRE FROM YOU?

You should complete our Major Development Enquiry Form (Form H) which ensures that we have all the information necessary to consider your proposal. This includes:

- Your contact details including contact phone number and e-mail address;
- The address of the property / site;
- A project brief and vision;
- A brief description of the proposed works;

- A site plan (1:1250);
- A site appraisal / survey;
- Existing site plans, drawn to scale, to include details of existing buildings, access, parking, trees and hedgerows (1:100 or 1:200);
- Design concepts/proposals including plans of the proposed development, to include indicative plans and elevations, access, parking and landscaping;
- Photographs of the property / site if available;
- Any other supporting information you may have available including any completed studies (such as the Design and Access Statement).

The enquiry form plans and supporting information can be submitted via e-mail but we cannot begin to assess your proposals until we have received your completed enquiry form, plans, supporting information and the relevant fee.

All information relating to strategic development enquiries should, where possible, be submitted with all relevant documents on a CD. This will speed up our ability to respond in a timely manner.

## WHAT WILL THIS COST?

**The current fee for a Strategic Development Enquiry is £2,000** which covers the initial meeting and written response.

We would normally seek a Planning Performance Agreement and the fees associated with that would be agreed by negotiation with you.

## HOW LONG WILL THIS TAKE ?

The case officer will contact you to arrange a briefing meeting to discuss your proposals. A date for the briefing meeting will normally take place within **15 working days** and we will normally provide a written response to your enquiry within **25 working days**. If this is not possible we will let you know why this is the case and agree a timescale for response.

Following the initial meeting we will normally seek to enter into a Planning Performance Agreement to agree a project plan and timetable for further pre-application discussions/fees and the consideration of the planning application.

## HOW WE WILL CONTACT YOU ?

We would prefer to provide our written response by e-mail but if you prefer we will provide this by post. You should indicate on your enquiry form how you would like to be contacted.

# Telecommunications Enquiry

This service relates to pre-application enquiries for proposals for the installation of telecommunications equipment.

## WHAT WE WILL PROVIDE?

- The case officer will normally visit the site, and any alternative options to assess the proposal. This will generally be unaccompanied where the proposed and alternate sites are visible from public viewpoints but if necessary the case officer will contact you to make an appointment to visit the site(s).
- We will advise whether planning permission or prior approval is required for the proposal.
- We will advise you of any planning history (i.e. previous planning applications) that we consider to be relevant to your proposals.
- We will advise you of any relevant development plan policies that should be taken into consideration in the development of your proposals.
- We will advise you of any site constraints that may impact on your proposals such as Conservation Areas, Listed Buildings, Locally Listed Buildings, Tree Preservation Orders, Sites of Nature Conservation Importance etc.
- The case officer will discuss your proposals with other Council officers where specialist advice is required e.g. highways, conservation, biodiversity.
- We will advise whether your proposals are likely to be acceptable or suggest any amendments that may be required to improve the proposals.

- We will advise on the proposed Traffic Light Model rating for the site and the proposed consultation strategy.

## WHAT DO WE REQUIRE FROM YOU?

You should complete our Telecommunications Enquiry Form (Form I) which ensures that we have all the information necessary to consider your proposal. This includes:

- Your contact details including contact phone number and e-mail address;
- The address of the site;
- A site plan;
- A brief description of the type of telecommunications apparatus or structure proposed and alternative design options considered;
- Indicative plans of the proposed installation;
- An explanation of the coverage requirements for the area and details of the area of search;
- Details of alternative sites considered;
- The proposed Traffic Light Model rating for a proposed site and the proposed consultation strategy.

The enquiry form and supporting information can be submitted via e-mail but we cannot begin to assess your proposals until we have received your completed enquiry form, plans, supporting information and the relevant fee.

## WHAT WILL THIS COST?

**The current fee for a Telecommunications Enquiry is £200.**

## HOW LONG WILL THIS TAKE ?

When we receive your enquiry and fee we will acknowledge receipt and confirm the name and contact details of the case officer dealing with your enquiry.

We will normally provide a written response to your enquiry within **25** working days. If this is not possible we will let you know why this is the case and agree a timescale for response.

## HOW WE WILL CONTACT YOU ?

We would prefer to provide our written response by e-mail but if you prefer we will provide this by post. You should indicate on your enquiry form how you would prefer to be contacted

# Planning History Search

We normally provide details of the relevant planning history when responding to a pre-application enquiry.

If a detailed planning history search is required for a specific site, or sites, this information can be provided as a separate service.

The charge for this information is based on the officer time required to research the planning history and is currently charged at a rate of **£60 per hour (Excluding VAT)**.

We will require payment of the necessary fee before details of the planning history can be provided.



