

APPENDIX 1



PICTURE TO BE SELECTED

DRAFT

Getting Planning Advice before you make an application

WWW.LBHF.GOV.UK/PLANNING

Why should you get advice before making your planning application?

Getting advice before you make an application can save you time and money.

It will mean you: -

- find out how the Council is likely to approach your application before you invest time and money in getting plans drawn up in any detail;
- have a greater chance of obtaining a planning permission for your scheme;
- can understand how our policies and specialist areas of advice such as design, conservation, highway safety and trees will be considered for your scheme;
- Identify potential problems early, and give you the chance to find solutions;
- get advice on how you might improve your scheme; and
- avoid spending time and money on making an application where it is unlikely that you will get permission.
- will normally get a quicker decision once the application is submitted
- There are likely to be fewer conditions on any permission

It is important to note that getting our advice, and following it, does not guarantee that you will get planning permission. Sometimes issues, particularly with neighbouring properties, and ownership can result in additional issues. However, it will mean that you have the best possible opportunity to negotiate a positive outcome.

1. Before Applying for Pre-Application Advice

- i. Take time to look at applications that we have approved or refused around your property. You can do this by visiting www.lbhf.gov.uk/publicaccess and searching planning records by streetname or postcode.
- ii. Look at planning policies in the Development Management Local Plan, and Supplementary Planning Document. You can find these at www.lbhf.gov.uk/planning
- iii. Think about who might be affected by what you want to do and talk to them about your plans; and
- iv. Decide exactly what information you want to get from us. This will determine what service you choose.

2. Decide what Level of Advice you Want?

We provide three levels of advice depending on the degree of detail or information available. In some particularly complex cases you might choose to apply for pre-application advice a number of times, each time choosing a different level as your scheme develops.

LEVEL 1 ADVICE

What is it?

This is advice provided on matters of principle about types of development you might be considering.

The advice provided is high level and generic, about the how the Council approaches particular developments, and the planning policies that it will take into account in making a decision. The advice is in writing, but does not comment on a specific development proposed.

All you will need to supply is the site address, and a brief description of the development you are proposing.

How long does it take?

5 Working Days.

When would you use this service?

When you want to know in principle whether a development is likely to be acceptable, before you approach an architect and incur the cost of preparing plans.

What can you expect?

A written response emailed to you outlining: -

- i. Any constraints we have recorded for the site;
- ii. Statement of Planning Policies that will be considered;
- iii. A comment about how the Council approach the consideration of the scheme for the site; and
- iv. Details of what information will need to be submitted in support of any subsequent planning application.

LEVEL 2 ADVICE

What is it?

This is written advice on your specific proposals for the site. The officer might visit the site, however any guidance will be provided in writing.

You will need to provide at minimum sketch plans of your proposed development.

How long does it take?

For householder and small commercial proposals, a response will be provided within 10 working days. For more complex proposals, the officer will contact you to discuss the timescale for any response. However in all cases a response will normally be provided within 40 working days.

When further advice is required on a revised scheme, a follow-up option is available.

When would you use this service?

When you have specific proposals that you are seeking advice on.

What can you expect?

A written response emailed to you outlining: -

- i. Any constraints we have recorded for the site;
- ii. Statement of Planning Policies that will be considered;
- iii. A comment about how the Council approach the consideration of the scheme for the site;
- iv. Details of any concerns the officer might have about the proposals;

- v. Any suggested chances to address those concerns; and
- vi. Details of what information will need to be submitted in support of any subsequent planning application.

LEVEL 3 ADVICE

What is it?

This will be a meeting with the planning officer about your specific proposals, where the officer will outline the policy context and discuss any particular issues that your scheme raises, and potential solutions.

You will need to have provided drawings (at least sketches) with your initial application to enable the officer to undertake an assessment of your proposals in advance.

How long does it take?

The Officer dealing with your case will make contact with you within 10 working days to arrange a date for the meeting. Meetings will normally be held within 40 working days of receipt of the original application.

When further advice is required on a revised scheme, a follow-up option is available.

When would you use this service?

When you require specific advice about your proposal; and it raises issues of policy or impact that require discussion.

What can you expect?

A meeting with the case officer at the Council Offices, which will be followed up by the officers note emailed to you outlining: -

- i. Any constraints we have recorded for the site;
- ii. Statement of Planning Policies that will be considered;
- iii. A comment about how the Council approach the consideration of the scheme for the site and comments on specific issues and changes; and
- iv. Details of what information will need to be submitted in support of any subsequent planning application.

LARGE SCALE OR COMPLEX PRE-APPLICATION DISCUSSIONS

Where your proposals are of a particularly complex nature, and you are likely to need more than one or two meetings with officers and specialist advice, in such cases charges for the officer's time may be a more appropriate solution.

In such cases, the officer will raise this with you, and agree the best way forward in advance of the first meeting.

3. MAKE YOUR APPLICATION FOR PRE-APPLICATION ADVICE

To do this, you will need to: -

- i. Download and complete the Application Form;
- ii. Email your completed form together with any supporting information to Planning@lbhf.gov.uk

Please remember, the more information you give us, the better the response we will be able to provide to you.

What happens next?

- i. Within 5 days we will contact you to confirm that the application has been received, and **take payment over the phone**;
- ii. You will then receive an emailed acknowledgement of the application and receipt for payment together with details of the officer dealing with your application.
- iii. You will then receive the response, by email from your case officer within the target timescales.

Payment

With the exception of time charged work, all payments are required before any work is undertaken on any application. Payment can be made either over the phone, or through the Councils website.... [INSERT DETAILS]

All charges include VAT

**Fees for Pre-Application Advice
Extensions and Alterations to Homes, and small Scale Proposals**

	Level 1 Advice	Level 2 Advice	Level 2 Follow Up Advice	Level 3 Advice	Level 3 Follow up Advice
Extensions and alterations to houses and flats not including Basements	£150	£300	£250	£400	£350
Extensions and alterations to houses and flats including Basements	£400	£600	£450	£700	£550
Local Community Groups	£200	£200	£200	£300	£300
Advertisements	£350	£350	£300	£400	£350
Telecommunications	£350	£350	£300	£400	£350
Details Required by Condition	Not Available	£250	£250	£400	£350
Internal Alterations to listed buildings where planning permission is not required	Not Available	£300	£250	£400	£350

**Residential Schemes
(Including Change of Use, Care Homes etc.)**

	Level 1 Advice	Level 2 Advice	Level 2 Follow Up Advice	Level 3 Advice	Level 3 Follow up Advice
1 – 4 Units	£300	£300	£250	£400	£350
5 – 9 Units	£1800	£1800	£1300	£2000	£1800
10 – 49 Units	£2500	£3000	£2400	£3000	£2400
50 – 199 Units	£4000	£5000	£4000	£5000	£4000
Over 200 Units	£7000	£7500	£5000	£8000	£6000

**Non – Residential Schemes
(Including Changes of use, offices, hotels, industry, retail etc.)**

	Level 1 Advice	Level 2 Advice	Level 2 Follow Up Advice	Level 3 Advice	Level 3 Follow up Advice
No New Floorspace – 100m ²	£450	£450	£400	£700	£500
100 - 499m ² Floorspace	£700	£700	£450	£800	£550
500 - 999m ² Floorspace	£2,000	£2,000	£1,500	£2,200	£1,600
1,000 – 4,999m ² Floorspace	£2,500	£2,750	£2,250	£3,000	£2,500
5,000 –	£4,000	£4,750	£4,250	£5,000	£4,500

9,999m² Floorspace					
Over 10,000m²	£7,000	£8,000	£5,500	£8,500	£7,500

IMPORTANT NOTES

Freedom of Information

Under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004 we may receive a request to disclose pre-application advice requests and the advice we have provided. If you require your requests to be confidential, please advise us in writing of the reasons valid under the Act for this at the time of your request. We will not respond at the time of your request but will take it into account when deciding whether to release information. More information about Freedom of Information can be found at www.foi.gov.uk