

**Pre-Application Advice**

**1st April 2019**

**Introduction**

This advice note explains the pre-application advice services and information that we can offer to prospective applicants. These services include:

* Advice on whether permission is required for works or change of use to a house or a property;
* Advice on whether planning permission is likely to be granted;
* Specialist advice in relation to trees, hedges, listed buildings and buildings in the Conservation Area;

**Pre-application Advice**

At Gedling we are able to offer pre-application advice in relation to planning and related applications. Charges have been introduced so that we may recover our costs of providing high quality advice to perspective applicants. **Please see Appendix 1 for our current charges.**

The process of delivering development should be a collaborative and engaging process designed to solve problems associated with development and to achieve positive and sustainable development outcomes for all those engaging in the process.

The National Planning Policy Framework actively encourages pre-application engagement. It advises that early engagement has significant potential to improve the efficiency and effectiveness of the planning application process for all. It also advises that good quality pre-application discussion enables better coordination between public and private resources and improved outcomes for the community.

Submission requirements

* Completed application form (including payment) can be made online: <https://apps.gedling.gov.uk/uniform/planningforms/preapplications.aspx>
* A site location plan (scale 1:1250) with the enquiry site edged in red
* Indicative (sketch) plans of your proposal
* Any other relevant information you wish to submit with your enquiry.

Process

Once we receive a valid request, we will send out an acknowledgement letter that will advise you of your Case Officer. The Case Officer will assess the application, visit the site and carry out any necessary consultations. We will also contact you to arrange a meeting. At the meeting we will set out the issues that the scheme raises and any amendments that could be made. After the meeting we will provide you with a written response in relation to the acceptability of the proposals from an officer perspective, should a planning application be made. For the majority of the requests, we aim to provide a written response within 28 days following receipt and payment of fee. For Major proposals, this may take longer, but we will agree a timescale with you.

**Do I need permission?**

Through the submission of a householder or development questionnaire form, we will provide you with written confirmation of whether you do or do not require planning and/or building regulation approval. The cost of this service is £54.00 including VAT. We will provide a written response within 15 working days after we have received a valid request and payment. It is not normally necessary for us to visit the site or set up a meeting to provide this service.

A householder or development questionnaire form (including payment) can made online: <https://apps.gedling.gov.uk/uniform/planningforms/questionnaire.aspx>

**You can make payment in the following ways:**

Online

Via the above online forms

Over the phone

To pay for pre-application advice please telephone 0115 901 3949, you will need to advise that you wish to make a payment to Fund Code 109 and you will need to give the first line of the application site as the reference.

At our offices

There is a Paying in Machine at the Civic Centre that is available during our normal office opening hours. You can pay for a Pre-application request using this machine.

Cheque

Cheques should be made payable to Gedling Borough Council and should be sent at the same time as you post your completed form to us. If you have already submitted your form to us you should send your cheque with a covering letter that gives the first line of the site address that you are making the enquiry for.

**Answers to General Questions**

Set out below are answers to questions that we anticipate that you may wish to ask us in relation to the charges for Development Advice and Information.

**Why are some charges more than the cost of submitting a planning application?**

Planning application fees are set nationally by the government and do not take into the account the actual time and cost of determining the planning application. All of the fees that have been set by Gedling Borough Council in relation to Development Advice and Information have been calculated on the basis of total cost recovery or recovery of staff costs associated with providing that Service.

**I do not want to pay for advice, what should I do?**

If you do not wish to pay for pre-application advice the planning portal does contain a large amount of general information. You can also decide to submit an application without having requested pre-application advice. However, this can cause unnecessary delays and could be more costly for you in the long run.

**Why are the timescales so long in relation to dealing with pre-application requests?**

The timescales have been calculated taking into account the time that it would take us to check a request, carry out consultations and to assess the enquiry. The process of carrying out consultations with other bodies such as the Highway Authority can take up to 3 weeks.

**When will the time period commence for dealing with an enquiry?**

We will start the time period for dealing with an enquiry from the day after we receive a valid request. The time frames are set in relation to working days so will not cover Saturday, Sundays or Bank Holidays.

**Any other questions?**

If you have any other questions that are not covered above please contact us on 0115 901 3719 or e-mail your query to us at [P&EServiceSupport@gedling.gov.uk](mailto:P&EServiceSupport@gedling.gov.uk)

**Payment for Services**

We are only able to provide these Services once an upfront payment has been received. This enables us to recover the costs of providing advice to you and to ensure that it can be provided to a consistently high standard.

A schedule of fees is provided below:-

**Appendix 1: Fee Schedule**

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| --- | --- | --- |
| TYPE OF DEVELOPMENT | FEE (£) | FEE (£) + VAT |
| **Major Development**  New build or change of use of 10 or more residential dwellings  Non-residential floorspace of 1,000 or more square metres.  Change of use of 1,000 or more square metres.  Development of land over 1 hectare. | £1,470 | £1,764 |
| **Minor Development – Type 2**  New build or change of use to 5-9 residential dwellings  Non-residential floorspace 500-999 square metres.  Change of use non-residential floorspace 500 -999 square metres. | £390 | £468 |
| **Minor Development – Type 1**  New build or change of use to 1 -4 residential dwellings.  Non-residential floorspace up to 499 square metres.  Change of use non-residential floorspace up to 499 square metres.  Telecommunications | £275 | £330 |
| **Householder Development** | £125 | £150 |
| **Listed Buildings** | £270 | £324 |
| **Tree Advice** | £125 | £150 |
| **Enquiry Questionnaires** - does development require planning permission? | £45 | £54 |

Note: Fee will include a site visit, one written response and one meeting, with the exception of Enquiry Questionnaires.