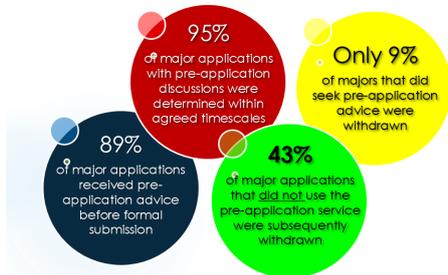


Pre-Planning Guidance (Non Household)

Seeking advice prior to submission– June 2019

WHY USE PRE-APPLICATION SERVICES



The general benefits to developers of engaging in pre-application discussions are set out in the National Planning Policy Framework. These include the potential for improving the efficiency and effectiveness of the planning application system for all parties by:

- providing an understanding of the relevant planning policies and other material considerations associated with a proposed development
- working collaboratively and openly with interested parties at an early stage to identify, understand and seek to resolve issues associated with a proposed development
- discussing the possible mitigation of the impact of a proposed development, including any planning conditions
- identifying the information required to accompany a formal planning application, thus reducing the likelihood of delays at the validation stage.

WHAT OPTIONS DO YOU HAVE?

You have two options.

A Stage One enquiry entitles you to:

- An initial assessment and advice on a proposal
- a single meeting either on site or in the office with the case officer
- A written response on the enquiry.
- Limited internal consultation will be carried. We will not normally engage with external consultees at this stage.
- Advice on the principle of the proposal that will highlight key issues to be addressed as far as these can be identified at this early stage. No detailed advice will be given on the detail of the scheme.

A Stage Two enquiry entitles you to all of the benefits of stage 1, plus:

- Discussions on matters such as design, ecology, landscape, transport, heads of terms of legal agreements and scoping the content of various studies, to support the planning submission.
- A series of meetings to discuss matters in greater detail and resolve issues prior to the submission of the application.
- For major developments you are advised to opt for a Stage 2 enquiry together with Lead Local Flood Authority advice (see next page) to get a single comprehensive response.

HOW LONG WILL IT TAKE?

Within 5 working days of receipt of the pre-application enquiry form, fee and supporting information you will receive an acknowledgement confirming receipt of the pre-application request and the case officer contact details. For stage 1 enquiries:

- For most minor and medium level developments we will aim to send you a letter with our pre-application advice within 28 working days of receipt of all information and;
- For major developments we will aim to respond within 35 working days .

For more strategic and complex developments a timetable for processing the pre-application enquiry will be agreed in writing following receipt of the proposal. This will allow us to tailor the service to your requirements. The applicant can also enter into a Planning Performance Agreement to set out timescales for the submission and determination.

JUST AFTER SOME INFORMAL ADVICE?

We appreciate that there may be occasions when you don't want formal pre-application discussions, but just want a bit of advice and guidance. In these circumstances for a payment of £250 we can offer a one-off face to face meeting where you will be able to discuss your proposals with us on an informal basis. You will not receive a formal view of the Local Planning Authority, just our advice based upon local site knowledge.

ABOUT THE SERVICE – The city council is committed to providing an effective and customer focused service, which helps guide developers through the planning process to ensure that high quality developments can be delivered. It is not compulsory and may not be appropriate for all situations. However, the Council actively encourages pre-application discussions for all development and particularly more complex major development proposals.

WHAT INFORMATION YOU WILL RECEIVE

For Stage 1 and Stage 2 enquiries you will receive a written response to your proposal which will seek to provide clear guidance on the principle of development.

The level of detail in the reply will depend on whether you have requested a stage 1 or a stage 2 response. The response may include the following information:

- Local and national policies that are relevant; whether the scheme complies in principle or not; how policies would be applied;
- Land Designations and allocations: which are relevant to the site e.g. Conservation Area, Listed Buildings, Green Belt, etc
- For residential development: acceptability of mix of units; standard of accommodation and affordable housing requests;
- Design: comments on built form, scale, massing, views, street scene, patterns, historic context, etc;
- Amenity: which properties may be affected and what further assessment may be required in terms of daylight/sunlight studies, noise studies etc.
- Landscape: Advice on site features worthy of retention and survey requirements;
- Ecology Issues affecting the site: Details of surveys and mitigation measures required.
- Public consultations: whether engaging in community consultation is appropriate and who to consult;
- Planning obligations: Possible heads of terms of planning obligations that may be necessary;
- Documentation or information requirements: What you will need to submit with your planning application; possible timescales for processing; Committee dates etc.



- Validation meeting: a meeting with the planning case officer and administration team will be offered to scope out what will be required to validate the application.

LEAD LOCAL FLOOD AUTHORITY ADVICE

Newcastle City Council as the designated Lead Local Flood Authority (LLFA) are a statutory consultee in relation to surface water management on all major planning applications and any development that may affect flooding, a watercourse or waterbody.



The benefits of undertaking this pre-application service include:

- Early advice on flood management issues that could affect a site's development options;
- Advice on the scope of a flood risk assessment to accompany an application;
- Advice regarding surface water management measures appropriate for the development, generating greater cost certainty.
- Advice on SuDS adoption and other long term management and maintenance issues;
- The early involvement of the LLFA will save the developer time and money over the length of the planning process.

You can apply for LLFA pre-application advice jointly as part of the planning advice service by ticking question 2 on the pre-planning application form available on our website.

If the application has the potential to impact upon surface water runoff, groundwater and ordinary watercourses you are strongly advised to seek advice from the Council's Flood Management Team.

Further details on the service offered by the LLFA together with details on how to apply are available on the Council website at:

<https://www.newcastle.gov.uk/services/environment-and-waste/flood-management/lead-local-flood-authority>

DISCLAIMER

The Council will make every effort to ensure that the advice given in the pre-application process is as accurate as possible. However, any advice given by council officers for pre-application enquiries does not constitute a formal response or decision of the Council with regards to any future planning applications and, whilst it may be a material consideration, cannot be held to bind the council in its validation or formal determination of a subsequent application.

If an application is subsequently submitted which fails to take on board advice given by officers, then the council may refuse it without further discussion with the applicant or their agent.

Schedule of Pre-application Fees for Planning

		Charging Stage 1 All include VAT	Charging Stage 2. All include VAT
1.	Minor Developments: <ul style="list-style-type: none"> • 1-4 dwellings, • Commercial development with no new floorspace (e.g shopfronts) • Creation or change of use of up to 499 sqm floor space 	£180 for each site.	A further fee of £240 as a follow on from stage 1, Or flat rate of £420
If your proposals include works to a listed building an additional charge of £175 is payable.			
2.	Medium Developments: <ul style="list-style-type: none"> • 5 - 9 dwellings or creation or • change of use of 500-999sqm floor space 	£420 for each site	A further fee of £780 as a follow on from stage 1, Or flat rate of £1,200
If your proposals include works to a listed building an additional charge of £225 is payable.			
3.	Major Developments: <ul style="list-style-type: none"> • 10 - 99 dwellings • creation or change of use of 1,000-9,999sqm floor space • Applications likely to need EIA 	£600 for each site	A further fee of £1,800 as a follow on from stage 1, Or flat rate of £2,400
If your proposals include works to a listed building an additional charge of £300 is payable.			
4.	Large Strategic Developments: <ul style="list-style-type: none"> • 100 or more dwellings, • creation or change of use of 10,000 sqm or more floor space • All minerals developments. • Outline / hybrid applications over 5ha 	From £3,000	From £4,000
5.	Extensions to domestic houses / flats	£50	
6.	Works to a listed building without separate planning advice (non household)	£350	
7.	Display of adverts	£185	
8.	Telecommunications development	£77	
9.	Face to face meeting (max 2 hours)	£250	
10.	Exemptions: Works to trees / Household Listed Building Advice		

Schedule of Pre-application Fees for Flood Management

	Threshold	Stage 1 All include VAT	Stage 2 All include VAT
11.	Major Developments Threshold as per 3 above	£600	£1,200
12.	Large Strategic Developments Threshold as per 4 above	£600	£2,400

Calculating the fee payable

Example 1: A minor stage 2 pre-planning enquiry including works to a listed building would cost £595 (£420 + £175)

Example 2: A Major stage 1 pre-planning enquiry where listed buildings and LLFA advice is required would cost £1,500 (£600 + £300 + £600)

We aim to provide a courteous and efficient service. If you would like to comment on the services provided by this department please feel free to contact us. Write to: Development Management, 9th Floor, Civic Centre, Newcastle Upon Tyne, NE1 8QH; Phone: (0191) 278 7878 e-mail: planning.control@newcastle.gov.uk