

## **APPENDIX A**

*(This will form the basis of a guidance note and application forms for requests to receive pre-application advice)*

### **PETERBOROUGH CITY COUNCIL PRE-APPLICATION ADVICE SERVICE PROTOCOL AND SCALE OF CHARGES**

#### **What is the pre-application advice service?**

Our pre-application advice service provides you with advice before you submit an application to help you with preparation issues.

The Local Government Act 2003 allows us to operate a scheme of charging for discretionary services e.g. pre-application advice on certain types of development so that the costs of providing the service do not fall to the Council Tax payer, and service can be improved. (The current statutory planning application fees do not cover the cost of pre-application advice).

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#### **What we will provide as part of the service**

Seek to ensure that there is consistency in dealing with your pre-application advice and any subsequent applications for planning permission

Information on key planning policies and previous planning decisions

Named contacts

Advice in relation to all relevant planning matters and the planning merits of the proposal

Informal comments and guidance, which are without prejudice, on the content, construction and presentation of an application likely to satisfy the Council's planning policies

Advice on the documents to be submitted with your planning application and procedures as necessary

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#### **Information we do not provide as part of the advice**

Detailed technical advice

Drawing up of plans

Design the proposal for you

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*Please note: The Council cannot give any weight to pre-application advice more than 1 year old, or where there has been significant change in policy or circumstances since the advice was given.*

## **The Benefits of Pre-Application Advice**

It explains how planning policies and other requirements affect your proposals

It identifies at an early stage any need for specialist input (e.g. listed buildings, conservation areas, trees, noise, health, highway issues)

It gives an indication of the likely requirement for contributions to be made by a developer (e.g. levels of affordable housing, highways, education or any other payments)

It helps you to prepare your planning application and provided you take all the advice into account, your application will be dealt with without unnecessary delay

It reduces the time that you and your professional staff / consultants spend on working up your proposals

It highlights unacceptable proposals, thereby saving you the time and costs of submitting a formal application

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***Please note: The pre-application advice you receive will help you to submit a complete and accurate application for planning permission which complies with the relevant policies, plans and guidance. The pre-application advice will be taken into account but it cannot guarantee that planning permission***

***will be granted, for example planning committees do not have to accept the officers' recommendations.***

***Where pre-application advice is not followed subsequent planning applications are likely to be determined without further negotiations.***

## **Fee Categories**

### **CATEGORY A- Major Projects (Large Scale, Complex Development)**

Residential units where the site area exceeds 1ha

2000 sq m or more commercial floor space

Mixed use developments on a site exceeding 1 ha

Development requiring an EIA

Telecommunications equipment and masts-composite proposals for 10 or more sites

Up to 2ha - £2,500

Over 2ha - This fee will be determined on a case by case basis

Planning Performance Agreements will be positively encouraged for all major projects and will form part of the negotiation starting at the pre-application stage.

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### **CATEGORY B- Other Major Developments**

Provision of 10 or more residential units or where the site area is 0.5-1ha.

Provision of 1000m<sup>2</sup> - 2000m<sup>2</sup> of commercial floor space

Mixed use developments on a site 0.5-1ha

Change of use of buildings or land exceeding 500m<sup>2</sup>

The fee for these will be £1,500

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## **CATEGORY C- Minor Developments**

Small scale residential (1-9 dwellings and where site is less than 0.5 hectares)

This is a sliding scale of:

1 dwelling - £50

2 dwellings - £150

3-5 dwellings - £400

6-9 dwellings - £750

Listed building and conservation area consent advice for non-domestic uses - £150

Small industrial / commercial developments or changes of use 250 sq m - 1000 sq m - £750

Large commercial advertisements - £750

Individual proposals for Telecommunications equipment and masts - £750

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## **Exemptions**

The charging scheme will not apply to advice sought in connection with very small business premises, and related advertisement proposals, householder schemes (small extensions / alterations), listed building and conservation area consents affecting domestic property, certificates of lawfulness, enforcement or advice to any local resident affected by a development. Such advice at this time will continue to be provided free of charge.

## **Fees and Charges**

The fee covers all research time on a case (including a site visit) by a Development Officer, meetings and a final written response. For Category C proposals, a meeting will only be held at the discretion of the case officer.

Where additional Officers are required at meetings to give specialist advice, there will be an additional flat rate of £50.00 per hour or part thereof.

## **Payment Options**

Initially:

By cheque (made payable to Peterborough City Council)

OR

Following receipt of an acknowledgement letter containing a "Pre-App" reference number

By cheque (made payable to Peterborough City Council)

(We will set out other payment methods in our guidance notes/forms)

***THE FEE NEEDS TO BE PAID BEFORE A REQUEST FOR PRE-APPLICATION ADVICE WILL BE PROCESSED***

## **How will the pre-application advice service work?**

### **Step 1**

Submit pre-application request form and payment (if payment is made by cheque)

### **Step 2**

We will write to you within 5 working days to acknowledge your request, and give you a reference number stating the fee required if you have not already paid

### **Step 3**

We will contact you within 10 working days from receipt of payment to arrange a meeting (if necessary)

### **Step 4**

Research/meeting with a development officer if necessary/site visit

### **Step 5**

For minor developments, within 10 working days following step 4 above (or within 30 working days from receipt of payment if a meeting is not necessary) we will provide you with a full written response. For major projects and some major applications, target times for projects needs to be negotiated. We will also outline any actions you may need to take in order to make your applications valid and give details of any groups or organisations we think you may need to consult with.

## **Step 6**

Is further specialist advice required?

If YES, another meeting will be arranged but an additional fee will be required. You then submit a formal application/decide not to submit a formal application, in light of our advice.

If, NO, you decide whether or not to submit a formal application in light of our advice.

## **What the applicant will need to provide in order for the officer to be able to deal with the enquiry**

(We will provide appropriate forms and a checklist). Apart from the correct fee, the applicant must provide (essential), the following information:

- Site location plan at 1:1250 or 1:2500
- Drawings and sketch elevations at suitable scales eg. Floor plans at 1:100 or 1:50, elevations at 1:100 or 1:50, block plan at 1:500 and architectural detailing at 1:10 or 1:5 (particularly relevant with proposed alterations to listed buildings)
- Written details of the proposals
- Draft outline of a Design and Access Statement

Other material such as photographs, site surveys, transport assessment, Flood Risk Assessments will be optional at this pre-application stage. The more complex and large scale the proposal, however, the more detail will be likely to be required.

## **Contact Details**

If you have any questions, then please do not hesitate to contact us by telephone or email at:

Planning Services

Peterborough City Council

Stuart House East Wing

St John's Street

Peterborough

(telephone and email address to be added)

### **Further Reference**

The Planning Advisory Service:-

“A Material World – Charging for Pre-Application Advice”

[www.pas.gov.uk](http://www.pas.gov.uk)

Department for Communities and Local Government and Advisory Team for Large Applications:-

“Implementing Planning Performance Agreements” Guidance Note

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