

Planning Advice Note Number 6 – Preliminary Enquiries

Why Seek Advice?

We welcome the opportunity to provide you with planning advice before you submit your planning application. Our aim is to enable and encourage a quality scheme whether it is a new house, an extension, garage or other new development. We can assist you when preparing your planning application. The process can reduce uncertainty and improve the quality of your application. This may help us to decide your application quicker as you will be aware of potential issues and be told what information will be required. If your proposal is unacceptable, this could provide you with the opportunity to amend your plans or even save you the cost of pursuing a formal application if it is unacceptable.

We encourage you to contact us at the earliest opportunity. Also try to obtain the views of your neighbours and wherever possible accommodate their wishes to the scheme.

What will you need to do?

We will require information from you in order to provide a response. Please use this as a checklist.

- Written details of the address and the proposal.
- Details of the nature and scale of the development.
- Site plan with the application site marked in red.
- Accurate drawings providing details of your proposal. These do not have to be professionally prepared at this stage but they must be sufficiently accurate for an officer to interpret them. They must either be to scale or have all dimensions marked.
- If appropriate, photographs.
- The preliminary advice fee paid in full.

We have a pre-prepared template for you to use that will guide you through the relevant information if you prefer. Please contact us and we can post/email it to you. Contact details are at the bottom of this page.

What we will do

On receipt of the enquiry, we will check that we have the necessary information. The enquiry will then be allocated to a case officer. If we don't have sufficient information we will request further details from you. The case officer will research our records to establish the planning history and if necessary visit the site. Our written response to you will contain the following:

1. Site history
2. Policies and guidance relevant to your case.
3. Identify constraints e.g. access, trees, flood risk.
4. Likely reports and information required for a planning application to be registered e.g. coal mining risk assessment, ecology study (bats etc).
5. Statutory designations e.g. listed building, conservation area.
6. Any likely s106 planning obligation requirements
7. The planning case officer's professional view on the acceptability of your proposal. This opinion will give you a good indication of the outcome of your future planning application.

Fee

The fee charged for responding to preliminary enquires is to cover in part the administration costs, time spent on research, assessing the scheme including if necessary a site visit. The fee is non returnable and will not be deducted from any future planning application fee. Multiple enquiries will attract multiple fees. Charges are set out overleaf.

Response Times

We will make every effort to respond to your enquiry within 20 working days. More complex proposals sometimes take longer.

Meetings

Where a meeting is requested, a senior officer will decide whether a meeting is appropriate. If it is agreed that a meeting is necessary, we will try to arrange the meeting as quickly as possible. If you require officers of other departments to attend, we will invite them but cannot guarantee their attendance.

A meeting will not be convened unless the required background information is submitted in advance of the meeting. The timing of that submission will be in agreement with the case officer on a case by case basis.

Meetings will usually be held at the Planning Office. Should a venue outside the Borough be requested, the fee may be increased to cover travelling expenses.

Disclaimer

Please note that we are unable to carry out consultations on your proposal either within the Council or with other organisations. However in our written response to you we will signpost you to others that we think are related to your case e.g. Highway Authority, Welsh Water or Natural Resources Wales. It is for you to contact these separately if you wish.

Any view expressed at the preliminary stage is not binding on the Council as local planning authority. Any formal decision of the Council can only be made after consultation with local residents, statutory consultees and other interested parties as part of a planning application.

In order to reduce delay and minimise cost, we encourage that enquires to be submitted via email.

Where a fee is disputed, the Development Services Manager will determine the appropriate fee.

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Type of Development	Written Advice	Meeting <small>with follow up written advice</small>
Compliance requests & general information		
Confirmation that planning conditions or s106 obligations have been discharged or that development has been completed in accordance with the planning permission (per enquiry)	Householder / Minor £50 Major Development £75	--
Site History	£30	--
Preliminary Enquiries		
<u>All householder development enquiries</u> <ul style="list-style-type: none"> • Permitted development enquiries • Alterations inc extensions, conservatories and loft conversions • Walls and fences • Garages, sheds and other curtilage buildings • Driveways • Operate a business from home • Micro generation for heat or electricity (<i>see notes below</i>) • Extend garden / curtilage 	£25	£50
<u>Minor Development – COU or minor alterations</u> <ul style="list-style-type: none"> • Permitted development enquiries • Change of use inc conversion to flats (9 units or less) • Alterations to exterior of commercial or retail or industrial premises (inc solar panels) 	£35	£70
<u>Single dwellings</u>	£70	£120
<u>Minor Development – New Build</u> <ul style="list-style-type: none"> • Residential 2 - 9 units or 0.49ha or less site area • Non residential - 999sqm or less floorspace • Non residential - 0.99ha or less site area. 	£150	£250
<u>Major Development</u> <ul style="list-style-type: none"> • Residential 10 or more units or 0.5 ha or more site area • Non residential - site area of 1ha or more • Non residential - floorspace 1000sqm or more. • Waste and Minerals development 	£250	£400
<u>Energy Generation inc Renewable Energy</u> <ul style="list-style-type: none"> • Wind turbine • Wind farm • Solar Park • Energy from Waste or Gas 	£250	£400
Advertisements	£40	£75
Other development not specified in this schedule	Determined by Development Services Manager	
<p><i>All fees include VAT. Payment must be made in full before an enquiry is registered.</i></p> <p><i>Domestic micro generation is defined as photovoltaic or wind up to 50kw electricity or biomass / heat pumps up to 45kw</i></p> <p><u>Exemptions</u></p> <p><i>Works to existing house to facilitate access or improve the quality of life for a disabled occupant.</i></p> <p><i>Works for and being carried out by the County Borough, Town or Community Council</i></p> <p><i>Minor works for a reg charity or housing assoc (exemption does not include major development) nor subsequent works by HA tenants.</i></p> <p><i>Works within the designated Enterprise Zone (Business Use Only).</i></p>		

Fees Updated March 2014