

# **Obtaining Pre-Application Planning Advice**



## **Summary of Services Available and Charges 2020/21**

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### **Introduction**

Pre-application advice is part of the positive and proactive planning service provided by Craven District Council. Although pre application advice is a non-statutory service, the Council welcomes and encourage early discussions with those considering development.

Providing pre-application advice is time consuming and costly and can only be provided within the resources that the Council has available. Under the Local Government Act 2003 the planning authority has decided to use its discretionary power to charge for giving pre-application advice in order to recover at least some of the costs incurred.

The income raised can be channelled to target and improve the service that is provided and also ensure that some of the cost of providing advice does not fall as a cost burden to the council tax payers of the district.

Advice for householders on the merits of an application and other smaller scale development continues to be available without charge.

## A. Pre-Application Planning Advice that requires a Fee and Fee Charges

A fee will be charged for pre application advice on the merits of development proposals as set out in the schedule below. The fee must be paid before any work on answering the request is undertaken. Any exemptions or reductions will be at the discretion of the Strategic Manager for Planning and Regeneration.

Threshold	Charge
<p><b>Category 1</b> Minor residential developments of 1–4 dwellings.</p> <p>Other development (including changes of use) where the floor space is no greater than 500m<sup>2</sup> or where the site area is no greater than 0.5 hectares.</p>	<ul style="list-style-type: none"> <li>£275.63 + VAT <u>for written advice only.</u></li> <li>£138.08 + VAT for follow up requests</li> </ul> <p>Alternatively:</p> <ul style="list-style-type: none"> <li>Free support is also available for Category 1 developments by visiting the on-duty planning officer at the Council Offices (see Section B of this document).</li> </ul>
<p><b>Category 2</b> Residential developments between 5-50 dwellings.</p> <p>Other development (including changes of use) where the floor space is between 500m<sup>2</sup> and 5000m<sup>2</sup> or where the site area is between 0.5 ha and 1ha.</p>	<ul style="list-style-type: none"> <li>£551.25 + VAT for initial meeting and written advice.</li> <li>£275.63 + VAT for all subsequent meetings and written advice.</li> </ul>
<p><b>Category 3</b> Residential developments of 51 dwellings or more.</p> <p>Other development (including changes of use) where the floor area is greater than 5000 m<sup>2</sup> or where the site area is greater than 1ha.</p>	<ul style="list-style-type: none"> <li>£1,102.50 + VAT for initial meeting and written advice</li> <li>£551.25 + VAT for all subsequent meetings and written advice</li> <li>In addition the developer must agree to cover the costs of any independent technical advice not available in-house.</li> </ul>
<p><b>Preparation of Planning Performance Agreements</b></p> <p>For a limited number of large scale major developments, the Council will consider entering into a Planning Performance Agreement (PPA) to take a project management approach to large or complex developments.</p>	<ul style="list-style-type: none"> <li>£1,102.50 + VAT for initial meeting and written advice</li> <li>£551.25 + VAT for all subsequent meetings and written advice</li> <li>In addition the developer must agree to cover the costs of any independent technical advice not available in-house.</li> </ul>

**Please Note:** The charges exclude specialist advice such as highways, arboricultural matters, contaminated land, and archaeology etc.

## **Procedure for Handling a Request**

The information expected to accompany a request is:

- A completed request form (a copy is included at the end of this document).
- A site location plan.
- A description of the proposal, including details of the proposed uses, floor areas/ number of units and site area in hectares.
- An indicative layout plan showing how the proposal would be located on the site and how access would be obtained.
- The relevant fee.
- Any other information that you consider it relevant to provide.

In response to requests for pre application advice we will:

- Allocate the request to an appropriately experienced officer and inform you of the name of the officer dealing with your enquiry.
- Inform you of any additional information required before a meeting is offered (where applicable).
- Advise you of the date of the meeting (where applicable).

We will normally seek to set up a meeting (where applicable) within 21 working days. However, we have a limited number of planning officers, and the time taken to respond will depend upon the availability of officers and the complexity of the case.

At the meeting, we will aim to provide a comprehensive assessment of the proposal. This may involve officers from other disciplines being present at meetings or providing input in any written advice.

We will use our best endeavors to ensure that comprehensive advice is provided, but we rely on outside agencies for professional guidance on matters not available in house. Input from such parties is not guaranteed as part of the service.

Following the meeting we will provide you with written advice. We will aim to do this within 14 days of the meeting. Where this is not possible, for example due to the issues being more complex, a specific time scale will be agreed at the meeting.

For cases where a meeting is not part of the pre-application advice service, we will aim to provide you with written advice within 21 days of the receipt of a valid request.

The precise nature of the advice will vary depending upon the nature of the proposal, but will typically include:

- Identification of key planning policies and constraints which may affect the proposed development.
- A broad assessment of whether the principle of the proposed scheme and its detailed layout/design is acceptable or not
- An indication of factors which require further investigation or could lead to the scheme being refused planning permission.

- An indication of matters which may need to be addressed by a Section 106 legal agreement and/or planning conditions
- Any recommendations relating to pre-application community involvement

The final written advice will be considered by an experienced Officer who has the delegated authority to determine planning applications, but please be aware the advice will be an informal officer opinion only that is not formally binding on the Council. The final decision on applications may be made by Council Members and will only be taken after consultations with neighbours, statutory consultees, and other interested parties. You should therefore be aware that pre-application advice cannot give any guarantees about the decision that will be made on any subsequent application(s).

If you have a request for pre-application advice that is subject to a charge you should send the fee and a completed request form to Planning Services. A copy of the request form together with details of where to send it are included at the end of this document.

Please note that the Strategic Manager for Planning and Regeneration may decline a request for pre application advice where it is not considered either appropriate or necessary.

## **B. Pre-Application Advice that does not require a Fee**

Householder applications and smaller scale developments do not need pre-application discussions, but if assistance is required there is a range of free sources of advice available:

- The Planning Portal is the national governments gateway to planning information throughout the UK. It includes lots of helpful information including an interactive house that can be used to help establish whether planning permission is required (<http://www.planningportal.gov.uk/>)
- The Handy Guide to Planning ([www.urbanforum.org.uk](http://www.urbanforum.org.uk)), published in conjunction with the RTPI
- The Planning Pack ([www.planningaid.rtpi.org.uk](http://www.planningaid.rtpi.org.uk)) published and updated by Planning Aid.
- Information contained on the Planning pages of the CDC Website [www.cravencdc.gov.uk](http://www.cravencdc.gov.uk)

The Council also has an on-duty planning officer service that provides free access to pre-application advice on the merits of certain types of development. The service can be accessed in person by visiting the reception at the Council Offices or by writing to or emailing Planning Services.

### **Advice available by visiting the reception on-duty planning officer.**

The reception on-duty planning officer service provides general planning advice including free access to pre-application advice on the merits of certain types of development. Free in person pre-application advice can be obtained by visiting the reception for: -

- All householder proposals (i.e. applications to extend or alter dwellings, and erect outbuildings within garden).
- Minor physical alterations to buildings, or the erection of structures that do not provide floor space.
- Proposals for advertisements.
- Works that require Listed Building Consent (unless associated works requiring planning permission are proposed that fall within Category's 1 to 3).
- Minor residential developments of 1–4 dwellings and other development (including changes of use) where the floor space is no greater than 500m<sup>2</sup> or where the site area is no greater than 0.5 hectares (Proposals within Category 1 of the Scale of Fees<sup>1</sup>).

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<sup>1</sup> Advice on Category 1 developments can be obtained freely by visiting the the reception on-duty planning officer, but written responses are included within the Charging Schedule. Written requests for advice within Category 1, that are received without a fee and the completed pre-application advice request form, will be returned and the enquirer advised of the available options to obtain pre-application advice. Exceptionally and at the discretion of the Duty Officer, should the nature of the enquiry appear very straight forward, the Duty Officer may contact the enquirer by telephone to provide advice.

The precise time when the reception on-duty planning officer service is available is published on the Council's website, but it is currently available for 20 hours a week (4 hours a day, Monday to Friday).

**Advice available by writing to or emailing the on-duty planning officer.**

Free pre-application advice on the merits of a development proposal can also be obtained in writing from [planning@cravendc.gov.uk](mailto:planning@cravendc.gov.uk) or by writing to Planning Services. The resource available to provide this service is limited and is provided by the duty officer when in person enquiries are not being answered. Written advice is only available for enquiries that fall outside of the charging schedule (see section A) and free pre-application advice on the merits of a proposal can be obtained on the following matters: -

- All householder proposals (i.e. applications to extend or alter dwellings, and erect outbuildings within garden).
- Minor physical alterations to buildings, or the erection of structures that do not provide floor space.
- Proposals for advertisements.
- Works that require Listed Building Consent (unless associated works requiring planning permission are proposed that fall within Category's 1 to 3).

Advice from the on-duty Planning Officer is an informal officer view only, based on the information available at the time, and is not a formal binding decision of the Local Planning Authority. Formal decisions on the acceptability of a development proposal can only be obtained by the submission of a formal application.

### **C. Available Advice to help establish the need for planning permission**

Establishing whether planning permission is required for a proposed development can be complex. Planning Legislation allows certain works to be undertaken without planning permission (this is referred to as 'permitted development'). However, there are lots of different criteria to check to establish whether permission is required or not. The Planning Service can undertake this check for you and provide you with an informal opinion on the need for planning permission. A fee of £25 is payable and further information on how to use this service is available at [www.cravendc.gov.uk](http://www.cravendc.gov.uk)).

If you do not wish to use this service there are a variety of free sources of advice available to help establish whether planning permission is required. In particular, the Planning Portal is the national governments gateway to planning information throughout the UK. It includes lots of helpful information including an interactive house that can be used to help establish whether planning permission is required (<http://www.planningportal.gov.uk/>)

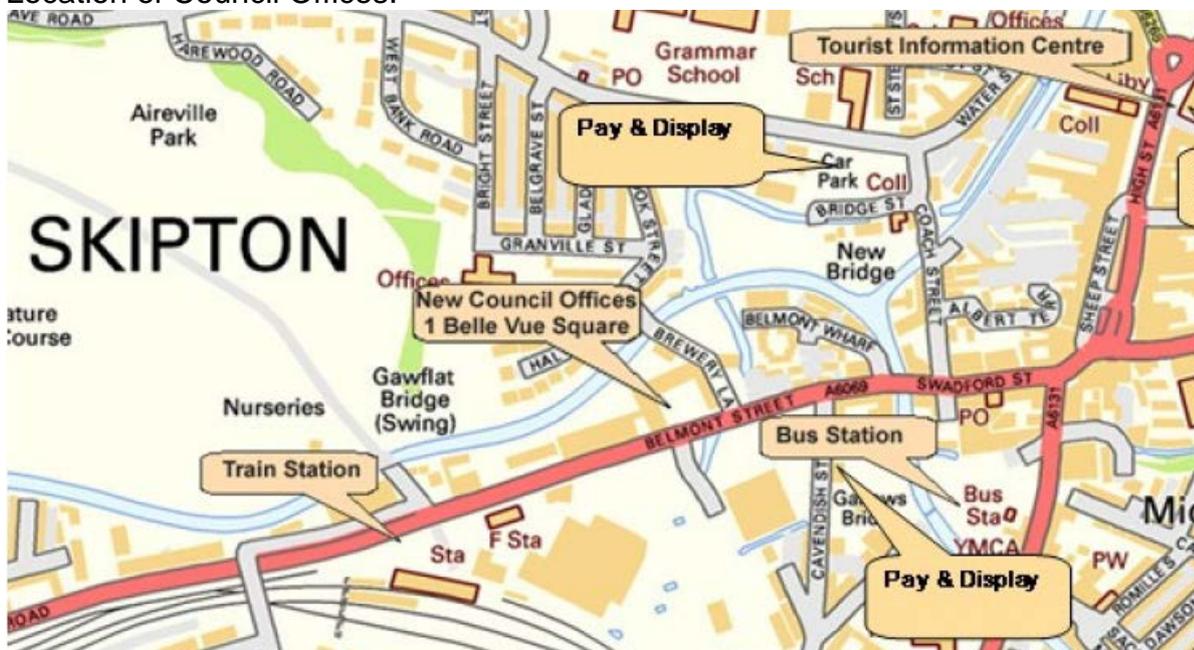
It is also possible to apply for a Certificate of Lawful Development from the Council to obtain a formal decision on the need for planning permission (such applications do require a fee and further information is available at [www.cravendc.gov.uk](http://www.cravendc.gov.uk)).

## Contacts

The on-duty planning officer can be reached by emailing [planning@cravencd.gov.uk](mailto:planning@cravencd.gov.uk) or by writing to Planning Services.

**Planning Services  
Craven District Council  
1 Belle Vue Square  
Broughton Road  
SKIPTON  
North Yorkshire  
BD23 1FJ**

Location of Council Offices:



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General Contacts for Craven District Council:

[contactus@cravencd.gov.uk](mailto:contactus@cravencd.gov.uk)

**Tel: 01756 700600**

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

**If you require this document in an alternative format or language please contact us.**

# Pre-Application Advice Request Form

(to be completed for requests for pre-application advice where a fee is payable).



Please provide details of the following: -

<b>Person or company requesting advice:</b>	
<b>Your contact address:</b>	
<b>Telephone number:</b>	
<b>E-mail address:</b>	
<b>Full address of the site you wish pre-application advice for including the postcode:</b>	
<b>Brief description of the proposal for the site:</b>	
<b>The relevant fee for obtaining pre-application advice + VAT:</b>	(insert relevant fee amount)

*Fees can be paid by Cheque (payable to Craven District Council) and Card only. Card Payments can be made at the Council Reception or via the Council's website (for online payments use the site postcode as the payment reference and the words 'Pre-application Advice').*

**You are also required to submit the following in support of your request to the Council: -**

- A site location plan with the relevant land outlined in red.
- A full description of the proposal, including details of the proposed uses, floor areas/ number of units and site area in hectares.
- An indicative layout plan showing how the proposal would be located on the site and how access would be obtained.
- Any other information that you consider it relevant to provide.

On provision of the information given above, and payment of the relevant pre-application advice charge, pre-application advice will be provided in accordance with the Council's adopted Pre-Application Advice Policy. Please note that the Strategic Manager for Planning and Regeneration may decline a request for pre application advice where it is not considered either appropriate or necessary.

Completed requests should be sent to: -

[planning@cravendc.gov.uk](mailto:planning@cravendc.gov.uk)

or

**Planning Services  
Craven District Council  
1 Belle Vue Square  
Broughton Road  
SKIPTON  
North Yorkshire  
BD23 1FJ**

**Tel: 01756 700600**

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

**If you require this document in an alternative format or language please contact us.**