

# Pre-Application Advice Service

## General Matters

Central Government sets targets to Local Authorities for the determination of planning applications within particular timescales.

Currently these targets are:

- 60% of major applications within 13 weeks of submission
- 65% of minor applications within 8 weeks
- 80% of all other applications within 8 weeks

The services outlined in this guidance note are to assist applicants, either to refrain from submitting inappropriate proposals, or to submit proposals which are most likely to achieve planning permission. Applicants who have sought pre-application advice and who follow that advice are more likely to receive speedy decisions and where small changes are required, the Council will commit to providing you with an opportunity to correct these.

This Guidance Note has been produced in order to demonstrate the Council's commitment to and means of achieving the following aims:

- To provide the best possible service and advice to all levels of planning customers; householders and developers alike, by:
- Encouragement of early discussion, resulting in:
- Speedier decision making through the ability to pre-plan resources and gain a 'rolling start' for planning applications:
- More consistent decisions

This note sets out the nature and level of service offered by the Council. The note also clarifies the commitment that YOU the customer must make in order that the service can work efficiently to the 'benefit of all'. Finally, a 'Pre-application checklist' is set out for the benefit of all customers to clarify the level of information that will be expected by the Council before advice may be given.

**The Service offered is not an alternative to employing private planning consultants or architects.**

## Councillor Involvement

Councillors represent communities and are there to help.

You can contact a Councillor to notify him/her about your proposal from the outset and there is an advantage to both officers and Councillors in having an early presentation of your draft plans.

However, all Councillors in East Hampshire are members of the planning committee and are strictly constrained in what they can do or say. Please remember this but nonetheless it is a courtesy to inform local Councillors well in advance.

### What you need to do:

- Please contact (telephone, email [planningdev@easthants.gov.uk](mailto:planningdev@easthants.gov.uk) or write) the Council at the **earliest** opportunity
- Undertake some initial research yourself (check the planning pages of the Council's website for other published guidance)
- Who will be affected by the proposal? Sound out their views
- Pre-application advice, however well considered, is not binding
- The more information you give, the more accurate the response can be
- Planning considerations change over time, so can advice
- You will not be able to see a planning officer on the 'off chance' and receive in depth advice
- Vague proposals can receive only vague advice
- On complex issues seek private professional help
- Developers – on major proposals contact statutory consultees in advance – you know who they are likely to be if you have researched the site

### Will there be a charge for the Service?

Yes. Please see details on the website.

[http://www.easthants.gov.uk/ehdc/planning.nsf/0/6DC67AB89D6D4ADF8025756D003E3A8A/\\$File/Charges+for+documents+and+services+0409r.pdf](http://www.easthants.gov.uk/ehdc/planning.nsf/0/6DC67AB89D6D4ADF8025756D003E3A8A/$File/Charges+for+documents+and+services+0409r.pdf)

### Householder proposals (for existing properties)

30 minute appointments can be pre booked and paid for at the time of booking by ringing 01730 234246 and will be held at the **Council Offices, Penns Place during normal working hours**, alternatively you may wish to send a written enquiry via email or post. Please see details of pre application fees on the website:

[http://www.easthants.gov.uk/ehdc/planning.nsf/0/6DC67AB89D6D4ADF8025756D003E3A8A/\\$File/Charges+for+documents+and+services+0409r.pdf](http://www.easthants.gov.uk/ehdc/planning.nsf/0/6DC67AB89D6D4ADF8025756D003E3A8A/$File/Charges+for+documents+and+services+0409r.pdf)

To benefit from this Service please note that :

If an appointment is sought you will need to provide clear information regarding the site, and the type and scale of development proposed

You will need to bring plans, sketches and photographs

If a scheme is considered more complex, it may need to be submitted under the more formal pre-application approach (see below)

Following the meeting a written response confirming the advice given will be sent to you.

### Other Developments

30 minute face to face appointments can be arranged. Details of your proposal need to be submitted in writing and sent to East Hampshire District Council, Penns Place, Petersfield, GU31 4EX prior to the meeting, which will be held at the **Council Offices, Penns Place during normal working hours**. Please include a summary of the information required in our planning application validation checklist, which is set out in full on the website

[http://www.easthants.gov.uk/ehdc/planningforms.nsf/0/D6295C2422BCE57880257393004BC404/\\$File/PLANNING+APPLICATION+REQUIREMENTS+\(LOCAL\)+April+08t.pdf](http://www.easthants.gov.uk/ehdc/planningforms.nsf/0/D6295C2422BCE57880257393004BC404/$File/PLANNING+APPLICATION+REQUIREMENTS+(LOCAL)+April+08t.pdf)

along with your payment

[http://www.easthants.gov.uk/ehdc/planning.nsf/0/6DC67AB89D6D4ADF8025756D003E3A8A/\\$File/Charges+for+documents+and+services+0409r.pdf](http://www.easthants.gov.uk/ehdc/planning.nsf/0/6DC67AB89D6D4ADF8025756D003E3A8A/$File/Charges+for+documents+and+services+0409r.pdf) and confirm whether an appointment is sought or if a written response will be sufficient. The same fee applies in both cases.

A written response will be given to all enquiries.

## **Major Developments**

(Development Team Approach)

Service for **MAJOR DEVELOPMENTS** including:

- Significant residential or commercial developments
- Large scale retail development
- Developments requiring an Environmental Impact Assessment
- Developments likely to need complex Section 106 Planning Agreement/Undertaking
- Other complex developments by agreement with the enquiries planning officer

**Proposals of this nature may require the involvement of other Council services and/or external consultees and in such cases a 'DEVELOPMENT TEAM APPROACH' may be adopted. The appropriate fee will be negotiated prior to any meeting being arranged.**

### **What is a 'Development Team' Approach?**

The advice will not come from a single officer but corporately resulting from an early review of potential consultees within the Council. The aim is to provide a complete, unified and consistent approach which will not only indicate the clear way forward but which will provide early warning of contributions/obligations/additional information etc. that may be necessary.

The results will be to assist in highlighting (and resolving) potential problems between consent regimes such as Environmental Health and Building Control and to allow the early progress towards planning obligations which in the past have resulted in delays to the grant of planning permission.

### **The Service**

To benefit from this service **Please note that you will need:**

- To provide the information as set out in our validation checklist (please insert hyperlink)
- To understand that any advice given by our officers is limited by the planning process and does not represent a decision. Advice is given in good faith but formal submissions are subject to public consultation and final determination by Planning Committees
- To understand that planning is dynamic. Schemes submitted more than 6 months after advice has been given or following changes in National or Local Policy may not rely upon the original advice offered
- Upon formal submission, to agree to pay reasonable legal fees for agreed and necessary obligations and to provide all necessary information to facilitate the early completion of such agreements.

**We will endeavour:**

- To acknowledge your pre-application submission within 5 working days
- To appoint, and advise you of, a 'lead officer' to manage and coordinate your proposal from pre-application to decision and to be available to assist
- To provide final response to a request within 20 working days of the submission or 15 working days following any meeting
- To advise you of any change to the timetable
- To undertake a site inspection as part of the pre-application process
- To arrange a meeting with the 'lead officer' as necessary
- To provide a multi-disciplinary and proactive service
- To provide accurate and objective advice
- To confirm advice in writing at appropriate stages.

If you have any queries with regard to any of the above please ring 01730 234246 for further assistance.