

# Pre-Application Planning Advice: Guidance Note

## Introduction

Eastleigh Borough welcomes and encourages discussion before a developer or landowner submits a planning application and is committed to providing the highest possible quality of pre-application advice.

To ensure that we are operating effectively and are able to sustain our current levels of service, we have decided to charge for some pre-planning application advice in accordance with the terms of the Local Government Act 2003. This ensures that the cost of providing the service is recovered directly, and does not fall as a general cost to the council tax payer.

The fee structure has been devised to ensure that the levels of charges are proportionate to the scale of development.

This guidance note explains the arrangements for handling requests for pre-application advice and the charges that will apply for this service.

## Why seek pre-application advice?

The Development Management Unit is able to provide you with advice and information on a variety of matters that you will need to consider before you make a planning application.

Pre-application advice will help you to:

- Receive the informal and without prejudice views of a Planning Officer on your development proposals.
- Identify any aspects of your proposal that may need to be amended or resolved prior to you submitting a planning application.
- Find out which planning policies are relevant to your application and get guidance on how we apply them.
- Identify relevant planning history of the site as well as any planning constraints.
- Receive guidance on Planning Obligations (S106 Agreements) where applicable.
- Receive advice on any consultation or publicity you should carry out before submitting your application (for example, professional bodies, the general public, Council Members etc...).
- Identify the information that you will be required to submit with your application.
- Increase your chances of submitting a successful planning application.

The level of advice you will receive will be based on the level of information that you submit to us. The more information you can provide about your proposal the more comprehensive the advice you will receive.

## What are the charges for pre-application advice?

A charge will be payable for any pre-application advice that relates to the following types of development:

- New commercial, office, retail and industrial development other than that which is listed as being exempt from charges as detailed in this note.
- New residential development which involves the provision of one or more new or additional dwellings.
- Householder development.
- Changes of use that result in any of the above forms of development.

The fees for chargeable advice are shown in the table below. All fees shown are inclusive of VAT.

Cat	Type of Development	Includes	Fee
1	<b>Small Minor</b> (1 – 3 dwellings or up to 100 sqm of floorspace)	Correspondence within 28 days of payment. (Meetings can be arranged where necessary at a cost of £145 per meeting)	<b>£375.00</b>
2	<b>Large Minor</b> (4 – 9 dwellings or creation of 100 – 999 sqm of floorspace)	One meeting* with planning officer and specialists as necessary and correspondence within 28 days of payment.	<b>£600.00</b>
3	<b>Change of Use</b>	One meeting* with planning officer and specialists as necessary and correspondence within 28 days of payment.	<b>£520.00</b>
4	<b>Major</b> (10 – 49 dwellings, creation of up to 1000 – 4999 sqm of floorspace, or for sites of between 0.5ha and 4.99ha)	Correspondence and up to 3 meetings* with planning officers and specialists as necessary with initial meeting being arranged within 14 days of payment.	<b>25% of planning application fee</b>
5	<b>Large Major</b> (50+ dwellings or 5000+ sqm of floorspace, or for sites 5.0ha and over)	Correspondence and up to 6 meetings* with planning officers and specialists as necessary with initial meeting being arranged within 14 days of payment.	<b>25% of planning application fee</b>
6	<b>Householder</b> (any development which relates to the extension, improvement, or alteration of an existing residential dwelling)	Correspondence within 28 days of payment. (Meetings can be arranged where necessary at a cost of £145 per meeting)	<b>£115.00</b>
7	<b>Condition</b> pre-application advice (Non Householder)	Correspondence within 28 days of payment	<b>£124.00</b>
<p>* Any additional meetings attended by a planning officer can be arranged at a charge of £145.00 per meeting for householder and small minor development proposals (Cat. 1), £200 Large minor and change of use (Cat. 2, 3) and £280.00 major (Cat. 4, 5).</p> <p><b>Please Note: Where there is a combined Change of Use and Minor or Major Development then both fees are required.</b></p>			

If you are unsure of the category of development that your proposal falls into please contact the Development Management Unit.

## **Non-chargeable advice**

No charge will be made for pre-application advice that relates to the following types of development:

- Advertisement proposals.
- Proposals which require only Listed Building or Conservation Area Consents.
- Community uses which are non-profitting.
- Proposals made by Local Councils.

The nature and level of advice given relating to these proposals will be at the discretion of the Council.

## **How do I seek pre-application advice?**

### **For non-chargeable proposals:**

Please submit your request using the Council's Pre-Application Advice Request Form which is downloadable from our website or is available in hard copy format upon request.

Where a proposal is of a non-chargeable nature but formal advice is requested (i.e. meetings or written advice), this will be offered at the discretion of the Development Management Unit and will be dependent on the nature of the proposal.

### **For chargeable proposals:**

If you are seeking pre-application advice for which a fee is payable, you will need to submit a formal request for the provision of advice using the Council's Pre-Application Advice Request Form which is downloadable from our website or is available in hard copy format upon request. You will need to provide the information as detailed below and submit this along with the completed form and appropriate fee to the Development Management Unit. Requests received without the appropriate fee will not be processed.

## **Information to be submitted with your enquiry**

Requests for advice should usually be accompanied by the following initial information, however, what you can provide will vary depending upon the nature of your proposal and how advanced your scheme is. Remember the level of advice you will receive will be based on the level of information that you submit to us, therefore, the more information you can provide about your proposal the more comprehensive the advice you will receive.

- Location plan with application site clearly outlined in red (e.g. scale 1:1250).
- Block plan of the site with the proposed development clearly shown (e.g. scale 1:500).
- Photographs of the site as well as the surrounding area if necessary.
- Details of the current and proposed used of the site/building.
- Details of any consultation that you have undertaken.
- A draft Design and Access Statement (if required for the type of application).
- Sketch drawings providing details of the proposal including floor plans for each floor of the proposed building together with at least sketch elevations that are sufficient to indicate the initial architectural approach and the materials proposed. Drawings should also show any adjacent buildings to identify the context of the scheme.

The Council may request the submission of further information or details about your proposal as the pre-application process progresses (i.e. following on from initial meetings or recommendations); this could include ecological, landscape, contamination, flood and transport assessments depending upon the location, nature and complexity of the development. The Development Management Unit reserves the right to decline any request for pre-application advice where it does not consider it to be either appropriate or necessary or where insufficient information has been provided. Any fee paid in relation to such proposals will be returned.

Please send your request to:

Eastleigh Borough Council  
Development Management Unit  
Eastleigh House  
Upper Market Street  
Eastleigh  
SO50 9YN

Cheques should be made payable to Eastleigh Borough Council. Card payments can also be taken by our Customer Services Team 023 8068 8000 once your application has been registered and given an application number.

Requests for pre-application advice can now also be made online at <https://www.eastleigh.gov.uk/planning-and-building/planning-permission/pre-application-service>

If you have any queries please contact the Development Management Unit:

Email: [planning@eastleigh.gov.uk](mailto:planning@eastleigh.gov.uk)

Tel: 023 8068 8000

## **Commitments**

In order to achieve the maximum benefits from the pre-application process, the applicant and the Council need to ensure that they are fully prepared for any discussion, and should commit to the following:

### **Applicant/Agent**

- Allow sufficient time and resources to facilitate full pre-application discussions and seek agreement on target dates for the submission of the planning application.
- Submit the correct payment based on the pre-application advice charges that apply; a copy of the Request for Pre-application Advice form and the appropriate supporting information.
- Attend meetings with Council officers as and when required and ensure that any representatives sent to these meetings have the authority to negotiate effectively.
- Agree and contribute to consultation and participation arrangements, which may involve public meetings and/or exhibitions.
- Respond within mutually agreed timescales to requests for further information and/or amendments.

- Consider what payments may be required for an associated legal agreement (S106) and be prepared to discuss heads of terms for the agreement.
- Provide a completed high quality planning application that takes account of the advice provided, including all necessary plans, illustrative material and supporting documentation.

## **The Council**

- Will acknowledge your initial pre-application enquiry within 1 week, by email or letter and, if it is valid, will advise you of the application reference number and the case officer who will be dealing with your enquiry.
- The case officer will contact you to arrange a meeting if one is required.
- You may also take notes/minutes at the meeting and, if you wish, the case officer will check and amend these as necessary.
- If a meeting is not offered or requested, the Council will issue a written response within 4 weeks following acknowledgment.
- The case officer will carry out any consultations considered appropriate, research and analyse the site history and relevant planning policy, guidance and legislation and carry out an initial assessment of your pre-application drawings.
- Our written response will identify the key issues that the proposal has raised or is likely to raise. Advice will be given on the relevant planning policies and the information that will be required to submit a formal application. Advice will also consider any amendments or alterations that are necessary to make the proposal acceptable in the opinion of the relevant officer. An indication of any financial contributions or other obligations that may be required will also be identified if appropriate.
- All written responses will be agreed with Team Leaders and/or the Head of Development Management prior to dispatch.
- As far as is reasonably practicable, we will ensure that the case officer assessing your pre-application enquiry will also be the case officer for your planning application should one be submitted.
- Any pre-application advice that has been provided will be assessed as a material consideration in reaching a decision or recommendation on a formal planning application; subject to the proviso that circumstances and information may change or come to light that could alter that position.

## **Will the advice I receive be reliable?**

We make every effort to ensure that any advice given is accurate and we will consider each proposal on its own merits based on the information you provide. However, it is important to note that any views or opinions expressed by Council officers on pre-application proposals are given in good faith, and to the best of their ability, without prejudice to the formal consideration of any planning application. No pre-application advice given can be binding on the Council.

Any pre-application advice that has been provided will be considered in reaching a decision or recommendation on an application; subject to the proviso that circumstances and information

may change or come to light that could alter that position. Whilst the outcome of any application cannot be guaranteed, as a general rule, those schemes where pre-application advice is followed and where effective community involvement has taken place are less likely to be delayed or refused.