

Planning Services

Pre Application Advice

Last updated 25/4/16

Pre-application discussions are important within the development management framework in ensuring that development in the County better reflects community aspirations and County Council priorities.

A successful approach to managing pre-application discussions can achieve better design outcomes and save on overall costs to the applicants as well as contributing to the delivery of the County Council's planning performance targets.

Pre application advice should result in a higher proportion of subsequent applications being valid upon receipt and the increased likelihood of such applications being determined within the target period for determination.

The County Council wishes to continue to encourage, expand and promote engagement through pre-application advice. Additionally, it is considered that the charging regime for the non statutory advice would provide a clear and time bound process for both customers and officers, adding certainty to the procedure and improving the accountability of the advice.

What kind of developments will benefit from this service?

Large Scale

- All new quarries and landfill sites.
- All new and extensions to opencast coal sites.
- Extensions to existing quarries/landfill sites where extraction/deposit exceeds 30,000 tonnes per annum (tpa) or 5 hectares (ha).
- Any development involving the creation/change of use of 2,000m² or more floorspace or sites over 5 hectares.
- Any waste management facility processing over 50,000 tpa.
- Any hazardous waste management facility processing over 5,000 tpa.

Major

- All minerals and waste proposals except those listed in Large Scale or minor categories.
- Any waste management facility processing between 5,000 and 50,000 tpa.
- Any development involving the creation or change of between 1,000 and 2,000m² floorspace or on sites over 1 hectare (but less than 5 ha).

Minor

- Minor minerals and waste proposals i.e. minor variations/non-compliance with existing schemes.
- Any development involving creation or change of use of floorspace less than 1,000m² or sites of less than 1 ha.



Charges

Large Scale:	£500.00 (+ VAT)
Major:	£300.00 (+ VAT)
Minor:	£150.00 (+ VAT)
Other Development:	Free

These fees include the amount of time taken by a planning officer from the investigation stage to the actual meeting and final written comment. They also cover the cost of time of any specialist officer at the meeting and their contribution to the final written advice.

For more complicated proposals a number of meetings may be required to cover all relevant issues before a formal application is submitted, and will attract the following fees for additional meetings

Large Scale	£250.00 (+VAT)
Major:	£150.00 (+ VAT)
Minor:	£75.00 (+ VAT)
Other Development:	Free

Please note that this fee is solely for the provision of pre application advice and does not count towards the fee for any subsequent planning application. It is also non refundable unless the meeting is cancelled by the County Council.

Other Development

- Any development involving less than 500m² of floorspace i.e. boundary treatment.
- Requests for confirmation as to whether planning permission is required.
- Proposals where there is no planning fee.
- Any proposal relating to the needs of people with disabilities.

Benefits of pre application advice

- Reduce the amount of negotiations and amendments required at the formal application stage.
- Provide a brief summary of the discussion and highlight key issues raised by the proposal.
- Highlight whether the principle of the development is supported by the prevailing planning policy context.
- Highlight the key issues to be addressed by the planning application submission to make it likely to be acceptable in planning terms.
- Identify the documentation that will be required to support an application.
- Indicate whether this application might require a formal Environmental Impact Assessment.
- Arrange a meeting and invite technical experts, as necessary, to advise you on your case (this will include a site visit if deemed necessary).
- Advice on whether a Section 106 planning obligation is required and the necessary basic Heads of Terms.
- Advice on information required to validate an application.
- To establish a timetable for the formal application.
- Advice on the community engagement

What you will receive from us?

When the County Council has received the appropriate fee / outline of proposals the level of Service is as follows:

- Acknowledgement of request and arrange an initial meeting within 3 to 5 working days of request.
- The production of a detailed written response within 25 working days of the initial meeting.
- Proposals that require more extensive consultation or investigation may be subject to a longer timescale by agreement . This will be discussed at an early stage so as to provide advice to an accepted scope/timescale.
- Additional meetings held at the applicants request .

Local Member / Community Involvement

It is important that pre-application discussions for major/significant proposals also involve appropriate member and community involvement as this is a key element of the Localism Act. Officers will offer potential applicants the opportunity to present their emerging proposals with Members of the Regulatory - Planning Committee. The meetings will help Members become engaged at the pre-application stage to give them an early opportunity to understand the details, potential impacts and the benefits of a scheme, in particular, on the local community and environment.

This will not be mandatory for applicants given that some schemes may be subject to confidentiality agreements.

Officers will also provide customers with advice on best-practice on the requirements for community consultations.

Notes

Any pre application advice that has been provided will be carefully considered when reaching a recommendation on an application; subject to the provision that circumstances and information may change or come to light that could alter that position.

Any advice given by the County Council Officers does not constitute a formal response or decision of the County Council.

Any views or opinions expressed are in good faith, and to the best of ability, without prejudice to the formal consideration of any application which will be subject to statutory public consultation and ultimately decided by the County Council

Information we require for the pre application meeting

The County Council require sufficient information to respond to proposals. The more information you can provide the more comprehensive our advice can be.

- A location plan at a scale of not less than 1:1250 showing the site clearly marked.
- Site layout plan of not less than 1:500.
- Details and photographs of the existing site and buildings including the location of trees, topography and landscape features.
- Details of what is considered to be the existing lawful use of the site or buildings on the site.
- The applicant's status regarding the ownership of the land to be covered by the application.
- A full description of your proposals including a breakdown of the site/ and schedule of proposed uses.
- Drawings and sketches of the proposed development. This should include elevations, floor plans, adjacent buildings, access, servicing, parking arrangements, the initial architectural approach and materials where known.
- For minerals and waste applications it should also include quantities to be extracted or processed per annum, likely timescales if temporary development and appropriate drawings.
- Any additional drawings that help demonstrate the impact of the proposal on its surroundings

What to do next

To request pre application advice, please complete the pre application advice request form, attach all relevant information and send it to:

Post:

Derbyshire County Council, Economy, Transport and Communities, Shand House, Dale Road South, Matlock, DE4 3RY

Email:

development.management@derbyshire.gov.uk

Payment of charges

The standard fee must be paid prior to the first meeting. Cheques should be made payable to "Derbyshire County Council".