



# **HEREFORDSHIRE COUNCIL**

## **PRE – PLANNING APPLICATION ADVICE SERVICE GUIDANCE NOTE**

## **1. What is pre-planning application advice?**

This is a procedure which enables anyone wanting to carry out development, such as building work or changing the use of land or a building, to obtain advice from a planning officer in advance of submitting a planning application.

Advice from the Council is objective. We can provide you with the best possible advice and information on all aspects of the planning process. The service will advise you as to whether your proposal is likely to gain planning permission or not, what the key issues are likely to be and what you would need to submit with any application.

The Council is committed to providing a high standard of service. The introduction of these charges will offset the cost of supplying this advice and ensure that the costs are recovered directly from the service users.

With regard to advice on whether planning permission is required the Council will continue to offer advice on this without charge.

The charges are effective from 01 June 2011.

## **2. What are the benefits of the service?**

There are a number of benefits in obtaining advice from the Council prior to the making of a planning application:-

- You will obtain a clear understanding of the planning policies and other material considerations
- It will identify the full range of drawings and supporting information that will be required to accompany the application
- It will provide clarity on whether any mitigation in the form of a Section 106 Agreement would be required
- It can improve the quality of your planning application as advice may suggest changes to avoid conflict with material planning considerations
- Advice will be provided as to which other statutory bodies should be consulted
- It can indicate that your proposal is contrary to policy and likely to be unacceptable, thus saving you the cost of pursuing the application

## **3. What information we need**

To enable us to provide you with a detailed response we will require sufficient detail about the nature of your request together with the required fee. A Request Form is available for use. We will normally require:-

- Details of the location of the site and a description of your enquiry.
- The requisite fee
- A site location plan
- A block plan indicating the position of an existing buildings and what is proposed
- Sketches/outline drawings of any existing buildings
- Sketches/outline drawings of the proposed buildings.

- Any other information you consider relevant at this stage

#### **4. How the service will operate**

Following the receipt of your enquiry, together with the appropriate fee, we will acknowledge your request and initially:-

- Provide the name and contact details of the officer who will deal with the enquiry
- Provide a timescale within which a response will be provided as follows:-

For smaller schemes we will respond within 15 working days. Smaller schemes are as follows:-

Householder developments  
 Residential development up to 9 dwellings  
 Site area of less than 1 ha  
 Commercial development up to 1000 sq m.  
 Changes of use  
 Advertisements  
 Telecommunications

For larger schemes we will respond within 20 working days. Larger schemes are all other requests.

- There are likely to be occasions where there will need to be flexibility due to the need to obtain additional information or because of the nature of the proposal.

#### **5. What service will we provide?**

This will depend on the precise nature of your enquiry, but will include some or all of the following:-

- A meeting and/or site visit may be considered to be necessary. These are not compulsory and will be arranged only if both parties consider one is necessary. This will be attended by a Planning Officer, who will coordinate with any other relevant officer of the Council (these can include officers who can provide specialist advice on landscape, ecology, conservation, design, and highways). If required, an additional meeting will also be arranged. The fee will provide for up to two meetings but any further meetings will attract the additional charge.
- Identification of any planning history of the site which is relevant to your enquiry
- Identification of the planning policies relevant to your enquiry.
- Identification of any other material planning considerations relevant to your enquiry
- Confirmation as to what would need to be included, in respect of compliance with the Council's Planning Application Requirements, in any planning application

- Where a Planning Obligation (Section 106 Agreement) would be required, the details of what should be included in the Heads of Terms
- Guidance on whether any pre-application public consultation is appropriate and how this should be progressed
- An informal opinion on the on the likely outcome of your proposal and an indication of how an amendment may improve the potential of a successful outcome.

## **6. Planning Performance Agreements**

If your proposal is for a major development and you wish to enter into a Planning Performance Agreement you are advised to seek separate advice from the Development Manager or the Strategic Delivery Manager (see contact details below).

## **7. The charges**

These are set out in the attached appendix

## **8. Contact Details**

If you have any questions in relation to this document please contact:-

By e-mail

[mailto:planning\\_enquiries@herefordshire.gov.uk](mailto:planning_enquiries@herefordshire.gov.uk)

By post

**Herefordshire Council  
Planning Services  
PO Box 230  
Hereford  
HR1 2ZB**

Website

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

## Appendix 1 – Schedule of Charges

<b>Development Type</b>		<b>Cost (£ inc VAT)</b>	<b>Additional Cost (£ inc VAT)</b>
<b>Householder</b>		60	20
<b>Residential Development</b>			
1-4 dwellings	site area less than 0.5 ha	250	100
5-9 dwellings	site area 0.6 - 0.99 ha	550	100
10 – 49 dwellings	site area 1.0 – 1.25 ha	1000	500
50 – 199 dwellings	site area 1.26 – 2.0 ha	2000	750
200 + dwellings	site area 2.0 or more ha	3000	1000
<b>Commercial Development</b>			
Up to 499 sq m	site area less than 0.5 ha	250	100
500 sq m – 999 sq m	site area 0.6 - 0.99 ha	550	100
1000 sq m – 2499 sq m	site area 1.0 – 1.25 ha	1000	500
2500 sq m – 9999 sq m	site area 1.26 – 2.0 ha	2000	750
10,000 sq m +	site area 2.0 or more ha	3000	1000
<b>Other developments</b>			
Changes of use		150	75
Advertisements		50	25
Telecommunications		150	75
Polytunnels		500	100
Renewable energy installations (eg solar, hydro, wind turbines, biomass)		500	100
Any other case		100	50

**Minerals and Waste - County Matters and related development**

**Includes:** New/extended buildings, plant/machinery, new/extended landfill/landraising including soil/inert, all waste treatment/processing/transfer/disposal facilities, EFW plant, scrapyards, AD plants, all mineral extraction, variation of conditions (including site area or time extensions on minerals or waste sites), significant earthmoving (eg lakes), sewage treatment facilities including reedbeds and SUDS, engineering operations, EIA and ROMP preparation advice

		<b>Cost (£ inc VAT)</b>	<b>Additional Cost (£ inc VAT)</b>
0 - 999 sq. m.	Site area up to 0.9 ha	200	100
1000+ sq. m.	Site area 1 ha - 15 ha; All inert landfill/landraising (soil importation) >1 ha	400	200
New/extensions to landfill excluding inert landfill	Any site area over 15 ha; Waste facilities with throughput of over 50,000 tonnes	1000	500

**Exemptions to Charging**

Enquiries made by Herefordshire Public Services

Enquiries made by a Town or Parish Council

Enquiries made by a Registered Social Landlord (RSL) or Housing Association (HA) – where the development is solely for social/affordable housing

Where the enquiry/development is to benefit a person who is Registered Disabled

Conservation advice – work to Listed Buildings/Conservation Area Consent

Works to trees – covered by a Tree Preservation Order or in a Conservation Area

Advice on how to submit a planning application

Discussions in relation to enforcement investigations

**NOTES**

1. The additional cost will apply when it is required to arrange more than two meetings.

