

Request for Pre-application Advice

Please complete all sections of the form and use BLOCK LETTERS



1) ADDRESS OF APPLICATION SITE

.....
.....
.....
.....

2) NAME/ADDRESS OF AGENT

.....
.....
.....
Post Code Tele

3) NAME/ADDRESS OF APPLICANT

.....
.....
.....
Post Code Tele

4) DESCRIPTION OF PROPOSED DEVELOPMENT

.....
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.....
.....

5) ATTACHED INFORMATION

Please tick or complete boxes as necessary.

Current use(s)

Or

Schedule of current uses attached

1:1250 site Location plan

Photographs and sketch drawings of site and surroundings

Outline of proposal (plans scale 1:200)

Sketch drawings showing height and scale of development

Draft Design & Access Statement

Other (please specify) (see notes for guidance)

I (the undersigned) confirm that a pre-application advice is requested and enclose fee for £..... as payment for the service. *(Please make cheques payable to "NHDC")*. I also agree to pay any additional sums arising from the provision of the pre-application advice service as required, as outlined in the Pre-Application Advice Note.

Signed

Company.....

(Print name)

Date

FROM 1ST OCTOBER 2007

**Pre-Application Advice – Notes and Charges
Town and Country Planning Act 1990 (as amended)
Planning and Compulsory Purchase Act 2004
Local Government Act 2003**

Under the above legislation North Herts District Council operates a scheme of charging for pre-application advice on certain types of development proposals and certain development briefs.

This leaflet provides guidance in respect of the charges and procedure.

The Council welcomes and encourages discussion before a developer submits an application and for a development of a major or complex scheme.

In order that the Council can provide this service to a consistent and high standard the Council has decided that the cost of providing this service should be recovered directly and not fall as a general cost to the Council taxpayer. (Please note that the current statutory planning fees do not cover the cost of pre-application planning advice).

The Council considers such discussions are primarily of benefit to the applicant by identifying the planning issues and requirements and speeding up the development process; as a consequence they can help to minimise their subsequent planning application cost and avoid abortive applications.

The charging regime below covers the following categories of proposed development:-

- Category 'A' proposals £3,000 (VAT not applicable)
- Category 'B' proposals £1,500 (VAT not applicable)
- Category 'C' proposals Charge per hour – see below

Category 'A' Proposals – Large scale, complex development

- 25 or more residential units or where the site area exceeds 1ha.
- 2000m² or more commercial floor space.
- Mixed use developments on a site exceeding 1ha.
- Development requiring an EIA.

Category 'B' Proposals – Other major development

- Provision of 10 up to 24 dwelling units or where the site area is 0.5 – 1ha.
- Provision of 1000m² - 2000m² of commercial floor space.
- Mixed use developments on a sit 0.5 – 1ha.
- Change of use of buildings on land exceeding 500m² (gross).

Category 'C' Proposals - All minor developments

FROM 1ST OCTOBER 2007

Exemptions

- The charging scheme will not apply to advice sought in connection with very small business premises, and related advertisement proposals, householder schemes (small extensions / alterations), certificates of lawfulness, enforcement or advice to any local resident affected by a development. Such advice at this time will continue to be provided free of charge.

Scope for Discussion

The matters suitable for discussion could include:-

- Information on the relevant policies and other planning requirements.
- Provision of advice regarding the procedure, consultation, and estimated time scale in regard to the process of the application.
- The required information for making a valid planning application.
- Indication of the likely requirement for contributions by the developers in accordance with the Council's adopted Supplementary Planning Document on Planning Obligations, including levels of affordable housing, highways and education payments.
- Informal and without prejudice comments and guidance on the content, construction and presentation of an application likely to satisfy the Council's planning policies.

Information Required for Pre-Application Discussion

The Council will require sufficient information to be provided to enable a quality advice service to be provided. This includes:-

- A description of the proposed development and schedule of proposed uses.
- A site location plan (scale 1:1250).
- Photographs and sketch drawings showing the site, buildings and trees as existing, together with the schedule of uses.
- Outline of proposal (on plans scale 1:200).
- Sketch drawings showing height / scale of development.
- Design and access statement
- Heads of Terms for S106 agreement
- For larger sites other information may be required including potentially EIA related information or a draft environmental statement.

Standard of Service

If you have a proposal which is likely to be subject to a charge you should initially make your request in writing to planningcontrol@north-herts.gov.uk.

Or download a form from the NHDC website www.north-herts.gov.uk.

FROM 1ST OCTOBER 2007

Alternatively, you may make an appointment by telephoning 01462 474000 or by contacting the relevant Area Planning Team, details of which are provided on our web site.

As well as the information mentioned above, you are required to confirm in writing that you would be willing to meet the necessary cost associated with the pre-application advice. The appropriate form will be sent to you upon receipt of any enquiry or can be downloaded using the following link to the website - http://www.north-herts.gov.uk/index/planning/planning_control.

Within a week of receiving a request for a meeting or submission of pre-application proposals, the service will contact you either by phone or in writing to confirm:

- that your proposal requires a pre-application advice fee. The service has the right to decline a request for pre-application advice where it is not considered either appropriate or necessary;
- any additional information that is required before pre-application advice is offered; and
- the name of the Planning Case Officer(s) who will be handling your enquiry and contact details.

Subject to the availability of all the required information the Case Officer will contact you within 14 days to arrange a meeting if required. Meetings are normally held at the Planning Services office. Any request for specialist advice should be confirmed at this time and subject to their availability, the necessary officers will attend.

Providing no further research or site investigation is required, you will receive a detailed advice letter outlining the major planning issues, constraints and requirements, which have been agreed by Senior Management.

Levels of Charges

- Category 'A' proposals £3,000 (VAT not applicable)
- Category 'B' proposals £1,500 (VAT not applicable)
- Category 'C' proposals Hourly rate see below

The fee includes any amount of time taken on a case by a Planning Officer, from the investigation stage to the actual meeting and the final written comment.

The appropriate hourly rate for Officers' time is dependent upon their seniority, as set out below. This hourly rate is applicable to all category 'C' proposals and includes research time, site investigation and meeting time. The hourly rate is also applicable to any further advice sought after an initial reply to the first submission for category 'A' and 'B' schemes.

Officers up to Principal level	@ £117.50 per hour (including VAT)
Planning Managers	@ £147.00 per hour (including VAT)
Head of Service	@ £176.00 per hour (including VAT)

FROM 1ST OCTOBER 2007

Payment of Charges

- The standard fee (£3,000 VAT not applicable) must be paid at the time of submission.
- Additional charges will be paid at the end of the meeting either by cheque, debit or credit card. If a meeting is cancelled, charges may be made for any pre-meeting enquiries or any other investigations that have been carried out.
- The Council will not vary fees where stipulated in this Guidance Note. The flat rate fees are applicable to the current financial year.
- Cheques should be made payable to 'North Herts D.C.'
- Payment is accepted by credit or debit card.

Please Note:-

Any advice given by Council Officers for pre-application enquiries does not constitute a formal response or decision of the council with regards to future planning permission or other consents.

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

You should therefore be aware that Officers cannot give guarantees about the final formal decision that will be made on your planning or related applications. However, the advice note will be considered by the Council as a material consideration in the determination of the future planning related applications, subject to the proviso that circumstances and information may change or come to light that could alter the position.

It should be noted that little or no weight will be given to the content of the Council's pre-application advice for schemes submitted more than 3 years after the date of the advice being issued.

Speed in progress: for formal planning application submissions

The Service will seek to process all applications within the DCLG prescribed period. However, it is highly likely that applications submitted following a pre-application discussion will typically progress faster where the proposals have fully taken on board the issues raised in the written response.

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