

Pre-Application
Advice on
Planning
Proposals

Guidance Information for the Web
Service Request Form
Fee Schedule

Planning Application Support Team
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Introduction

Pre-application discussions are considered vital and are encouraged whenever possible

Pre-application advice is an important aspect of the planning process which can be of benefit to all parties involved. This should improve the quality of applications being submitted. It should also allow the Council to deal with applications promptly and provide customers with a greater degree of certainty about the chance of a positive recommendation.

The objectives of the Pre-Application Advice Service are:

- to try to overcome any potential reasons for refusing permission;
- to improve the quality of applications submitted;
- to improve customer care and satisfaction with the service; and
- to recover the costs of advice that would otherwise be borne by the general ratepayer.

Pre-application advice for minor domestic proposals

For residents wishing to alter or extend their homes (Householder Applications), there are two ways to request pre-application advice:

- Complete an online request, using the Service Request Form, to request detailed advice in writing (Fee £35).
- Complete an online request, using the Service Request Form and book an appointment with the Duty Planning Officer. A meeting with the Duty Officer will normally be limited to a maximum of 30 minutes (Fee £35, including a brief note of the meeting).

The Council will contact you regarding the pre-application advice within 5 working days of receipt of the on-line request and aims to provide a written response within 10 working days following confirmation of fee or the meeting. For further details of the response times, please see the flow chart of the process **here**. Note that responses may take longer if consultations are required, but we will inform the customer that additional time is needed. The Council also provides applicants with Certificates of Lawfulness (Fee £75).

Pre-application advice for Developers and Agents

We can offer pre-application advice in response to a written enquiry and, if requested, following a meeting with officers. For further details of the response times, please see the flow chart of the process **here**.

Our scale of charges is as follows:

Minor Applications (1 to 4 new dwellings)	£150
Minor Applications (Other)	£300
Major Applications (except large scale)	£700

A 50% discount would be given where advice is sought at a very early stage and it is only possible to offer broad advice on the principle of the

proposal. This would be appropriate where it is not possible to provide scaled plans and elevations as described in (iv) below.

What we need from you

- i) A plan showing the extent of the site, together with details of ownership, and identifying any other land within the ownership or control of the applicant;
- ii) information on the site, including any relevant planning history, the existing use, a schedule of any existing floor space, and any known planning restrictions (having considered the planning information available either on the Council's website or in the Council offices, or elsewhere), for example whether the site lies within a Conservation Area or is a Listed Building;
- iii) a description of the proposal, including a calculation of any additional floor space if appropriate; and
- iv) any necessary scaled plans, elevations and photographs (the latter of which are often useful as an aid to understanding a proposal).

We may need to request further information as required.

Remember the more information you are able to provide us with at the pre-application stage, the greater the assistance we can give you.

Should a meeting with Officers be requested the meeting will normally be limited to a maximum of one and a half hour's duration. Any additional meetings would need to be paid for separately.

What we may need to consider

The following matters may need to be considered (although this is not an exhaustive list):

- i) whether the proposed development is likely to be acceptable in policy terms;
- ii) whether there would be an impact on the amenity of adjoining occupiers;
- iii) the impact on any Listed Building and Conservation Area;
- iv) the design of the proposal and any sustainability issues arising;
- v) the servicing, access and parking arrangements; and
- vi) the necessity or otherwise for a Planning Agreement (such as a S106 Agreement) to accompany the application.

What we will provide

A letter or full report from the planning officer will be sent giving:

- a) a detailed but “without prejudice” informal opinion on the proposal together with the responses from any internal consultations carried out and suggestions on how the application could be improved; and
- b) the necessity or otherwise for a Planning Agreement to accompany an application, the Heads of Terms, and where possible guidance on the likely amount of any financial contributions required and the relevant projects they would fund.

Following any meeting with officers, a letter/report will be sent, of the meeting within the timescales set out in the flow chart (**here**), unless additional time is required in which case the applicant will be advised.

You are advised to refer to any pre-application discussions (giving the name of Officer(s) involved) in a covering letter accompanying your application, preferably enclosing a copy of any relevant pre-application correspondence.

Negotiations following the submission of an application for all Customers

A primary objective of providing pre-application advice is to try to overcome any potential reasons for refusing permission.

If an application is submitted without any pre-application discussions, and there are difficulties that are unlikely to be capable of resolution within the statutory time period, then **negotiations will not normally be entered into**. The decision is likely to be an early refusal.

Our aim is to ensure that you are in a strong position to address all the apparent planning considerations, including the need for any financial contributions or community benefits, prior to the submission of an application.

Pre-application advice on Large Scale Projects

For very large scale projects, (100 or more houses or 10,000 sq metres commercial) we can offer pre and post-application advice linked to a Planning Performance Agreement. We would offer comprehensive support to the applicant throughout the process, to agreed standards, with a phased payment schedule built into the Planning Performance Agreement. The total fee for this service would be in the region of 10% of the anticipated Planning Application fee for the full planning application. Please contact the Planning Applications Support Team.

"Without Prejudice" Advice

Whilst the Council's officers will endeavour to ensure that any pre-application advice is robust, please note that any advice given is on a "without prejudice" basis and cannot pre-empt consideration of a formal application.

Also, the Council may change its views on the merits of a proposal if there is a change in circumstances after pre-application advice has been given, such as a change in government policy or case law.

Pre application advice on Building Regulations Issues

No charge is currently levied for pre application advice on building regulations issues.

In order to give effective co-ordinated advice on projects it is recommended that you also seek input from our building control team. You can request that they attend pre application meetings or you can seek their advice at a later stage. Please indicate your preference on your application. . For further information visit www.southampton.gov.uk.

Pre Application Form

Please complete the form below and email to planning@southampton.gov.uk.

1. Address of site (including postcode):

2. Description of proposed development [include floor space, land use and residential units – if known]

3. Name and address, telephone and email address of agent/person dealing with his enquiry

4. Type of formal application proposed e.g. Full, Outline, Listed Building, approval of reserved matters, details required by a planning condition etc.

5. Details and dates of any previous applications or pre-application discussions.

6. **List of documents and plans submitted with this request.** You should, if possible include a statement justifying your proposals with reference to national and local planning policies and guidance. Please include:
 - *Location/Site Plan (minimum)*
 - *Elevations*
 - *Block Plan*
 - *Floor Plan*
 - *Other*

7. Details of any consultation you have carried out or propose to carry out with statutory and non-statutory consultees at pre-application stage.

8. Details of any neighbour and/or community consultation you propose to undertake at pre-application stage (please see the Council's Statement of Community Involvement).

9. **Please state any reasons and the period of time you request that the pre-application advice remain confidential** (*note that any requests for confidentiality will be considered in accordance with the terms of the Freedom of Information Act and need to be justified in writing*).

10. Is a meeting with a planning officer sought to discuss the proposals?

11. Do you require a Building Control officer to be included in your pre-application meeting?

Yes/No

12. Date of request

13. Payment of Fees

Fee Amount :

Payment Method:

Credit Card

Debit Card

Cheque (made payable to Southampton City Council)

Your telephone contact details:

Please indicate your preferred payment method. The Council has a policy of pre-payment for pre-application advice and it is preferred that this is by credit or debit card. Once this form has been received, the Planning Applications Support Team will phone regarding electronic payment within approximately 5 working days.

**Please email this form and accompanying plans to:
planning@southampton.gov.uk**

Planning Application Support Team
Planning and Sustainability Division
Environment Directorate
Southampton City Council
Civic Centre
Southampton SO14 7LY
Tel: 02380 917548

Office Use Only	
Date Received	
Fee Submission Correct	

Fee Schedule for Pre-Application Services

Cat	Includes	Fee** (excl. VAT)
1 Large Scale Major Applications	Comprehensive support service with multiple meetings, to defined standards, with a phased payment schedule built into the Planning Performance Agreement	Strategic Majors: 10% of Planning Application fee (100 or more house units or 10,000 + sq m commercial or 2+ ha)
2 Other Major Applications*	Written advice, administration, professional input from planner and specialists, site visit(s), attendance at a meeting of up to 2 hours by planner and specialists as necessary**.	£700 (10 to 99 house units, 1,000 to 9,999sq m commercial or 0.5 to 2 ha)
3 a and b Minor applications*	Written advice, administration, professional input from planner and specialists, site visit(s), attendance at a meeting of up to 1.5 hours by planner and specialists as necessary**.	a. £300 (5 to 9 house units, 500 to 999 sq m commercial or 0.5 to 0.9 ha)
		b. £150 (1 to 4 house units, up to 499 sq m commercial or up to 0.49 ha)
4 Other and householder applications {incl. adverts}	Fee based on half an hour of advice or written information. This includes informal advice on permitted development.	£35
Lawful Development Certificate	Provision of a certificate of lawfulness of development £75	£75

* For Major and Minor Applications, a 50% discount is given where advice is sought at a very early stage and it is only possible to offer broad advice on the principle of the proposal

** Additional advice and meetings would be charged at 50% of the initial fee.

Exemptions:

- Advice in relation to Listed Building Consent, as these do not attract a planning application fee

- Proposals relating to domestic improvements to address access requirements of a disabled person