

**Pre-Application Advice
Protocol**

**Draft Document for
Consultation**

Adopted November 2008



1. INTRODUCTION

If you are thinking about submitting a planning application, particularly for a proposal defined as minor or major (e.g. new residential or commercial development) we strongly advise you to seek officer guidance and advice before you formally submit an application because it can:-

- Identify potential problems at an early stage and advise how your proposal should be amended to increase the likelihood of planning permission being granted.
- Assist in the preparation of proposals for formal submission, which, if you follow our advice, should be handled more quickly and be more likely to result in a positive outcome. For example, you will be advised what needs to be submitted with the application to ensure that it meets all requirements of the local and national validation checklists.
- Reduce the time your professional advisors spend in working up the proposals by identifying issues early in the process thereby reducing the cost to you.
- Identify those proposals that are completely unacceptable, so saving you the cost of pursuing a formal application that will only be refused.
- Result in a better quality development.
- Speed up the decision making process and help the Council to ensure that Government targets are met with regards to determining planning applications (to determine 80% of householder applications and 65% of minor applications within 8 weeks and 60% of major applications within 13 weeks).

2. WHAT INFORMATION SHOULD YOU SUBMIT FOR PRE-APPLICATION ADVICE?

- Submit your request in writing. Relying on conversations with a planning officer on the telephone or in the office can lead to misunderstanding.
- Clearly describe your proposal. If you propose a new building or structure you should include plans in sufficient detail to show what it is you are proposing (e.g siting, parking, indicative heights, elevational plans and breakdown of uses/ floor area).

- A site plan should also be submitted that shows the relationship of the proposed development with neighbouring properties.

3. WHAT SERVICE CAN YOU EXPECT FROM THE COUNCIL?

The time taken to respond to any pre-application enquiry will depend on the complexity of the proposal although It is expected that most enquiries will receive a full written response within 10 working days. If the proposal is particularly complex and will take longer than 10 working days to respond to we will advise you within the 10 days when you can expect to receive a full response

The response you receive will set out the following:-

- What information will need to be submitted as part of the application to make it valid.
- The main planning considerations and policies on which we would base our decision should you submit a formal application.
- Whether you will be likely to be required to submit S.106 agreements to secure benefits such as highway improvements or affordable housing. It is expected that if such a legal agreement is required it will be submitted as part of the planning application or very early in the process as a failure to provide such an agreement within the 8 or 13 week target deadline for determining planning applications is likely to lead to refusal.
- General comments and advice on the proposed development.
- The likelihood of permission being granted.

If necessary a planning officer will also meet you in the Council offices to discuss your proposal. However, such a meeting would normally only take place once you have received written advice from us and there is a need to discuss further issues not addressed in this advice.

If you do subsequently decide to submit an application the same person who gave you the advice, if possible, will deal with the application. Alternatively, the case officer will be made aware of the advice that was given to you previously.

4. PROVIDING ADVICE ON MORE COMPLEX PLANNING APPLICATIONS

If your proposal would be classified as a major application (eg. 10 or more houses or a non-residential building with a floor area of 1000msqm or greater) and is particularly complex then we will adopt a **Development Team Approach** that will offer the following additional benefits;

- Officers will facilitate liaison and discussion with any internal or external bodies who would be consulted once the application was formally submitted (e.g. Gloucestershire County Council, English Heritage, Environment Agency, HSE, the Council's Conservation Officer)
- The presentation of proposals to relevant Councillors as appropriate in the case of larger/more complex/contentious schemes
- The agreement and drafting of Section 106 agreements prior to the submission of the application.
- Provide advice regarding the appropriateness of community consultation at the pre-application stage.
- Agreement of a programme/timetable for the application, including target dates for submission and determination. These dates would be established in response to the needs of the applicant's development programme and the Council's requirement to meet performance targets.

5. WHAT HAPPENS IF I DECIDE NOT TO SEEK PRE-APPLICATION ADVICE PRIOR TO SUBMITTING A PLANNING APPLICATION?

It is, of course, your choice as to whether you seek pre-application advice. However, if you do not seek such advice there is an increased chance that the application you submit will not include all the relevant information and therefore cannot be validated.

Furthermore, without the benefit of pre-application advice there is also an increased chance that your proposal will not comply with national or local planning policy guidance and is unacceptable. If this is the case the application may be refused without discussion with the applicant or agent.

Pre-application advice should also result in the terms of legal agreements being agreed prior to the formal submission of an application thereby ensuring that they are completed within the deadline of 8 or 13 weeks. A failure to complete such an agreement within the deadline will mean that it may be refused as the proposal will not deliver the benefits required in accordance with national and local planning policies.

Finally, it should be noted that if pre-application advice from planning officers is not followed and the submitted application does not accord with the Council's planning policies and standards, the planning application is likely to be refused without discussion with the applicant or agent.

6. IS THE ADVICE BINDING ON THE COUNCIL?

Whilst we always try to give accurate advice, planning applications are subject to extensive consultations and officers' views can change as a result of responses or following a more formal, detailed assessment of the proposal.

In addition, the application may be determined by the Planning Committee, which is not bound to follow the officer recommendation.

Therefore any pre-application advice given is informal and cannot commit the Council to a particular decision on any subsequent planning application.

7. FURTHER INFORMATION

If you require any further information regarding this service please contact the Development Control Team at;

Gloucester City Council
Herbert Warehouse
The Docks
Gloucester
GL1 2EQ

Telephone: 01452 396013

E-mail: development.control@gloucester.gov.uk

If you have problems understanding
this in English please contact:
Tapestry Translation Services, Corporate Personnel
Services, Herbert Warehouse, The Docks, Gloucester
GL1 2EQ. Tel: 01452 396909.

Bengali

ইংরেজী ভাষায় এটা বুঝতে আপনার সমস্যা হলে, দয়া করে নিচের
ঠিকানায় যোগাযোগ করুন:
ট্যাপেস্ট্রী ট্রান্সলেশন সার্ভিসেস
করপোরেট পার্সোনেল সার্ভিসেস
হারবার্ট ওয়ারহাউস, দা ডকস
গ্লস্টার ডিএল ১ ২ইকিউ
টেলিফোন নম্বর: (০১৪৫২) ৩৯৬৯০৯

Chinese

如果你對明白這些英文有困難的話，請聯絡
達意處翻譯服務
共同人事服務部
何畢貨倉
告羅士打
電話：(01452) 396926

Gujurati

તમોને જો આ ઈંગ્લીશમાં સમજવામાં તકલીફ પડતી હોય તો મહેરબાની
કરીને નીચેની જગ્યાએ સંપર્ક સાધશો :
ટેપિસ્ટ્રી ટ્રાન્સલેશન સર્વિસ,
કોર્પોરેટ પર્સનલ સર્વિસીસ,
હરબર્ટ વેરહાઉસ, ધ ડૉક્સ,
ગ્લોસ્ટર, ગ્રુએલ ૧ ૨ઈકીયુ.
ટેલીફોન નંબર : (૦૧૪૫૨) ૩૯૬૯૦૯

Urdu

اگر آپ کو یہ انگریزی میں سمجھنے میں مشکل پیش آتی ہے تو براہ مہربانی یہاں
رابطہ قائم کریں:
ٹاپیسٹری ٹرانسلیشن سروس، کورپوریٹ پرسنل سروسز،
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گلوستر جی ایل 1 2 ای کیو
ٹیلیفون : (01452) 396928