

PRE-APPLICATION PLANNING ADVICE

Guidance Note & Schedule of Fees



North Kesteven
DISTRICT COUNCIL

PRE-APPLICATION PLANNING ADVICE

Before making a planning application, you can discuss your proposal with Planning Officers to find out whether the principles of your proposal are acceptable or not in planning terms. We are able to provide you with professional advice and information if you are considering submitting a development proposal. This is known as the **pre-application planning service**.

THE BENEFITS OF USING THIS SERVICE

- **avoiding incomplete applications that cannot be registered...**
by ensuring that the applicant is fully advised about all the plans and supporting information that the local planning authority will require to process, consult on, and determine the application. It can ensure an application is complete and comprehensive and to a satisfactory standard, avoiding rejection at registration stage or indeed an early refusal of permission because of inadequate or insufficient information.
- **reducing the number of unsuccessful planning applications...**
by ensuring that conflicts have been addressed and resolved, and requirements have been identified and met before an application is made. It gives you an opportunity to understand how our policies will be applied to your development. Where it becomes evident that a proposal will not be acceptable, there will be clear advice against making a planning application that is expected to fail. This will save the cost of pursuing a formal application.
- **saving time and money...**
by reducing wasted resources on unsuccessful applications, and avoiding the expense and delays involved both in making changes to formal applications after submission. It may lead to a reduction in time spent by your professional advisors in working up proposals.
- **reducing confrontation in the planning system...**
by setting up procedures that enable developers and planning staff to work together from the outset, engaging positive input from consultees and third parties. It can identify at an early stage where there is a need for specialist input, for example about listed buildings, trees, landscape, noise, transport, contaminated land, ecology or archaeology.
- **raising the quality of developments...**
by providing the necessary time to negotiate changes to a proposal. Such negotiations may ensure that proposals meet policy objectives and the expectations of the local community, whilst enhancing the development value and even profitability for the developer. They provide room for the architect to respond to suggestions regarding the design and to develop it further to strengthen its relationship to its context and create places of lasting quality.
- **gaining community acceptance...**
by eliciting, at an early stage, the issues of concern to the community, and affording the chance to respond to those concerns through meetings and presentations, and by adjustments to the project.

WHAT ADVICE WILL BE PROVIDED?

When considering a request for pre-application planning advice, the Council will provide details of the following;

- Identify the main 'material planning considerations' that should be taken into account as part of the assessment of the proposals
- Identify what planning constraints apply to the site, such as whether it is in an area of flood risk, a sensitive conservation area, or if there are any protected trees etc
- Offer an appraisal of the proposal against the relevant policies of the Local Plan and National Guidance
- Comment on any other factors that are relevant or material to the proposal
- Review of the relevance of any planning history associated with the site
- Offer recommendations and suggestions for the next steps

WHAT YOU WILL NEED TO DO

For all enquiries we will ask you to complete the appropriate pre-application planning enquiry form and provide details of your proposal.

The following information is required as a minimum in addition to the completion of the pre-application enquiry form:

- Site Location Plan** with the site outlined with a red line to a scale of 1:1250 or 1:2500
- Use Statement** identifying the existing use of site along with a description of the range of development envisaged in terms of scale and uses.
- Site Layout Plan** to a scale of 1:500 or 1:200. The layout plan should identify the boundaries, trees within the site and on surrounding land, the position of roads, footpaths and rights of way and any other features that need to be taken into account.
- Existing details** showing the current building in the form of elevation drawings and floor plans to a scale of 1:50 or 1:100, or alternatively accurate sketches
- Proposed details** showing what is proposed in the form of elevation drawings and floor plans to a scale of 1:50 or 1:100, or alternatively accurate sketches. Catalogue or specification can also be submitted to show what is being proposed.
- Photographs** showing the site and the immediate surroundings.
- Design statement** including photomontages, design appraisal and street scene images.
- Fee**
- Other Information**— As appropriate, this could include an initial Design and

Access Statement, ecological, landscape, contamination, flood, heritage and transport assessments depending upon the location, nature and complexity of the proposed development.

WHAT HAPPENS NEXT?

On receipt of your initial enquiry we will check that the appropriate fee has been paid and whether all the necessary information has been submitted. If it has not, we will write to you confirming that we will not progress your enquiry until the outstanding matters have been addressed.

Once your enquiry has been received it will be given a unique reference number and allocated to a Planning Officer. You may be contacted by the Planning Officer to request a meeting or site visit, or further information to help us process your enquiry.

The Planning Officer will use his or her discretion to judge the appropriate means of dealing with your enquiry and decide on what discussions and investigations will be necessary, including whether there will be a need for a meeting and deciding on what specialist advisors should be involved.

The pre-application advice that you will receive will be in the form of a report which will assess your proposal and comment on the main issues considered relevant, whether the scheme is likely to be acceptable to this Council or whether it should be amended to address issues of concern that may be raised. The report you receive will also provide details of site constraints, planning history, relevant planning policies and consultee responses and offer useful contacts and advice on submitting a planning application, validation, including Design and Access Statements, and publicity and notification.

PLEASE NOTE

Any advice given by officers for pre-application enquiries does not indicate any formal decision by the Council. Any views or opinions are given without prejudice to the formal consideration of any planning or other application. The final decision on any application that you may then make can only be taken after the Council has consulted the local community, statutory consultees and any other interested parties and will then be made either by the Planning Committee, or under delegated powers in accordance with the Council's approved Scheme of Delegation, based on all of the information available at that time. Officers cannot therefore guarantee the final formal decision that will be made on your application(s).

Any pre-application advice given will be carefully considered in reaching a decision or recommendation on a subsequent planning or other application, provided there has been no change in circumstances and information that could alter that position.

It should be noted that the weight given to pre application advice may decline over time, subject to changing material circumstances.

You are also advised that your pre-application enquiry may be required to be disclosed should there be a request under the Freedom of Information Act and as such this Council is not able to ensure your enquiry is confidential.

SCHEDULE OF FEES (as of 1st April 2024)

	Development	Fee (inclusive of VAT)
1.	Householder development including alterations, extensions and outbuildings	£106.63
2.	Non-residential changes of use including siting of caravans for sites under 1 ha or buildings under 1,000 sq. m (gross)	£222.61
3.	Non-residential changes of use including siting of caravans for sites of 1 ha or above or buildings of 1,000 sq m or above (gross)	£432.11
4.	Development of 1-9 dwellings including changes of use to residential	£261.27 for 1 st dwelling + £174.08 for each additional dwelling Example: 5 dwellings = £261.27 + 4 x £174.08 = £957.59
5.	Development of 10-49 dwellings including changes of use to residential	£1867.25 for 10 th dwelling + £85.42 for each additional dwelling. Example: 43 houses = £1867.25 + 33 x £85.42 = £4686.11
6.	Development of 50 or more dwellings	Minimum fee of £5287.15 with additional fee subject to negotiation dependant on complexity of proposal.
7.	Non-residential development where no floorspace is created.	£106.63
8.	Non-residential development up to 499 sq. m floor area, or 0.5 ha site area	£221.58
9.	Non-residential development between 500 and 999 sq. m floor area, or between 0.51ha and 1.0 ha.	£258.39 for 500 sq. m or 0.5ha + £171.28 for each additional 100 sq m or 0.1 ha (rounding up or down to nearest 100 sq. m or 0.1ha)

		<p>Example 1: 874 sq. m = $\pounds 258.39 + 4 \times \pounds 171.28 = \pounds 943.51$</p> <p>Example 2: 0.73ha = $\pounds 258.39 + 2 \times \pounds 171.28 = \pounds 600.95$</p>
10.	Non-residential development between 1,000 and 4,999 sq. m floor area, or between 1.1ha and 2.0ha.	<p>£1128.76 for 1,000 sq. m or 1.1ha + £82.75 for each additional 100 sq m or 0.1 ha (rounding up or down to nearest 100 sq. m or 0.1ha)</p> <p>Example: 3,765 sq. m = £1128.76 + 28 x £82.75 = £3445.76</p>
11.	Non-residential development of 5,000 sq. m or more or 2.1ha or more.	Minimum fee of £4635.19 with additional fee subject to negotiation dependant on complexity of proposal. Encouragement to adopt a Planning Performance Agreement.
12.	Variation or removal of condition.	£72
13.	Advertisements	£72
14.	Development that would require Conservation Area Consent	£72
15.	Non-householder works or alterations to a listed building	£150
16.	Hazardous Substances	£150

Exemptions and Reductions:

17. Proposals by Town or Parish Councils charged at 50% of the above fees.
18. Proposals for 100% affordable housing schemes are free of charge.