

Pre-Application Advice Guidance Notes

PLEASE NOTE: During the ongoing situation with regards to Coronavirus (COVID-19) the planning team will continue to offer a Pre-Application Service, however due to the measures announced by the Prime Minister on 23rd March we have had to make some changes to the range of advice we are able to offer at the current time.

Braintree District Council Planning Services encourages you to seek advice before submitting a planning application. This advice gives you and the Local Planning Authority a better idea about the prospects of an application being successful. It also helps to ensure that you include all the relevant material (drawings and other information) when you submit an application which reduces delays in processing the application. This process can also be used following the refusal of planning permission to understand whether there are changes to a scheme which may overcome the reason/s for refusal.

Requesting Pre-Application Advice

You will need to complete the [Request for Pre-Application Planning Advice form](#) stating the full site address and details of the proposal. Please include a scaled location plan and as much additional material as possible, such as plans and photographs, in order that the officer(s) can carry out any necessary research prior to the meeting (where requested) and that maximum benefit can be gained from the discussions. Please include as much detail as possible in the description of the proposal. Please ensure that the relevant box is ticked at question 6 to indicate the type of advice you are seeking.

Please note that any meeting that is arranged will be to discuss a single proposal. Officers will not discuss any second proposal at that meeting unless it too has been formally submitted, registered and fee paid.

To avoid delays, please can we ask that you email your application form and accompanying documents to preapps@braintree.gov.uk and make a telephone payment via 01376 557779. As we are unable to access our offices, applications submitted via the post with a cheque will unfortunately not be processed until the current restrictions are lifted and we can return to the offices. **The Council will not process a request for a pre-application advice without the relevant fee, plans, explanatory letter and completed application form.**

The Process

Meetings On receipt of a completed application form, fee and plans we will check the information submitted and allocate this to an Officer. If we need more information we will notify you by post or email and your enquiry will remain unallocated until the additional information is received. At that stage you will be contacted and an appointment will be made. Until further notice, any Pre-Application request which would involve a meeting with the Planning Officer, will be held by Conference Video Call, rather than a meeting at the Council offices. Following the meeting, Officers will confirm their advice to you in writing. This will normally be within 35 days of receipt of the enquiry, in a formal letter or e-mail, depending on what is agreed at the meeting.

Letters If you have opted for written advice without a meeting, the response will normally be provided within 28 working days of receipt of the valid application.

Disclaimer

The advice provided by the Council's Officers is informal opinion only and is made without prejudice to any formal determination which may be given in the event of an application being submitted. In particular, it will not constitute a formal response or decision of the Council with regard to any future planning applications, which will be subject to wider consultation and publicity. Although the Case Officer may indicate the likely outcome of a subsequent planning application, no guarantees can or will be given about the decision.

Freedom of Information Act 2000

Applicants should be aware that any documents lodged with the Council and any notes which Officers make of meetings should be made available to the member of the public, if requested under the Freedom of Information Act 2000. Pre-application advice can only be treated as confidential if there are clearly demonstrable issues of commercial sensitivity or other reasons why this information may not be made public. Please refer to part 7 of the form.

Essex County Council

Essex County Council now offer their own pre-application service for a range of areas including highways, education and SuDs. Further details, including their fee schedules are available via on the Essex County Council website

<http://www.essex.gov.uk/Environment%20Planning/Planning/Minerals-Waste-Planning-Team/Planning-Applications/Pages/Pre-Application-Advice-.aspx>.

Wherever possible, and specifically in respect of Major and Minor development proposals, Braintree District Council and Essex County Council will aim to co-ordinate pre-application advice and hold a joint meeting with applicant(s) and developer(s).

If an applicant/developer would like a joint meeting, please tick the relevant box under Question 6 of the Braintree District Council Pre-Application Form, and submit a separate pre-application request and relevant fee to Essex County Council. On receipt of a completed application form Braintree District Council will co-ordinate a joint meeting with Essex County Council.

Categories of Pre-Application Advice

The Council offers a range of pre-application advice. The fee for providing pre-application advice depends upon the scale of development proposed and whether Heritage advice is required. The following section detail the type of advice available and the relevant fees for:

- **Major Development** (Proposals for Residential or Commercial development comprising 10 or more dwellings or 1,000sq.m+ floorspace respectively);
- **Minor Development** (Proposals for Residential or Commercial development comprising 9 or less dwellings or up to 999sq.m floorspace respectively);
- **Householder Development or Listed Building Consent** (Proposals for the extension or alteration of an existing dwelling and erection of outbuildings, or proposals for works to a Listed Building)

Major Development Proposals

Strategic Major

Residential development of 100+ dwellings and commercial developments of 5,000+ square metres of floor space or on sites over 3 hectares.

Large Scale Major

Residential development of 50-99 dwellings and commercial developments of 2,000-4,999 square metres of floor space or on sites of 2-3 hectares.

Small Scale Major

Residential development of 10-49 dwellings and commercial developments of 1,000-1,999 square metres of floor space or on sites of 1-2 hectares.

Major Development Fee Schedule:

Development Type	Meeting* (up to 1 hour) & Written Response	Follow-Up Written Response	Written Advice Only
<u>Strategic Major</u> Planning & Urban Design Advice	£1730	£865	Not Available
<u>Strategic Major</u> Planning & Urban Design & Heritage Advice (Listed Building / Conservation Area)	£2030	£1015	Not Available
<u>Large Scale Major</u> Planning & Urban Design Advice	£1360	£680	£860
<u>Large Scale Major</u> Planning, Urban Design & Heritage Advice (Listed Building / Conservation Area)	£1660	£830	£1010
<u>Small Scale Major</u> Planning & Urban Design Advice	£990	£495	£540
<u>Small Scale Major</u> Planning, Urban Design & Heritage Advice (Listed Building / Conservation Area)	£1290	£645	£690

*Please note, until further notice, any Pre-Application request which would involve a meeting with the Planning Officer, will be held by Conference Video Call, rather than a meeting at the Council offices. Written advice would be provided following the meeting.

Additional Fees:

Some development proposals may require specialist advice in relation to Environmental Impact Assessment, Retail, Agricultural, Landscape / Visual Impact, or Ecology. For developments requiring specialist advice, the applicant will be expected to cover the cost of such advice. Applicants will be made aware, when their request is acknowledged, if their proposal requires specialist advice and the additional fee required. We will agree the fee with you prior to the advice being sought.

Planning Performance Agreements (PPA's)

For Strategic Major and Large Scale Major proposals, Braintree District Council encourage the use of Planning Performance Agreements (PPA's). PPA's provide a framework for more flexible and tailored pre-application discussions for a bespoke fee, which is determined based on the number and range of meetings and advice required. PPA's assist developers through the planning process and help achieve Braintree District Council's aim of delivering high quality sustainable development within the District. Please contact us to discuss your requirements further.

Minor Development Proposals

Minor Development

Residential development comprising 9 or less dwellings. All other uses – new building or change of use of a building up to 999 square metres floorspace.

Minor Development and Heritage Advice (Listed Building / Conservation Area)

As above for Minor Development **and** where the proposal involves a Listed Building, curtilage Listed Building, development in the curtilage of a Listed Building, development in or abutting a Conservation Area e.g. conversion of a listed barn.

Minor Development Fee Schedule:

Development Type	Meeting* (up to 1 hour) & Written Response	Follow-Up Written Response	Written Advice Only
Minor Development	£300	£150	£150
Minor Development & Heritage Advice (Listed Building / Conservation Area)	£400	£200	£250

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Additional Fees:

Some development proposals may require specialist advice in relation to Urban Design, Environmental Impact Assessment, Retail, Agricultural, Landscape / Visual Impact, or Ecology. For developments requiring specialist advice, the applicant will be expected to cover the cost of such advice. Applicants will be made aware, when their request is acknowledged, if their proposal requires specialist advice and the additional fee required. We will agree the fee with you prior to the advice being sought.

Householder Development Proposals / Listed Building Consent

Householder

For planning permission to residential dwellings e.g. extensions, dormer windows, attached annexe, garage.

Householder and Heritage Advice (Listed Building / Conservation Area)

As above for Householder **and** where the proposal involves a Listed Building, curtilage Listed Building, development in the curtilage of a Listed Building, development in or abutting a Conservation Area e.g. extension of a listed dwelling, erection of a garage in the curtilage of a Listed Building, extension of a dwelling or erection of a garage in a Conservation Area.

Listed Building Consent

This is applicable when Listed Building Consent only would be required e.g. internal works to a listed building, replacement roof.

Development Type	Meeting (up to 1 hour) & Written Response	Follow-Up Written Response	Written Advice Only
Householder	£150*	£75	£100
Householder & Heritage Advice (Listed Building / Conservation Area)	Until further notice, we are unable to hold meetings on site	£150	£200
Listed Building Consent	Until further notice, we are unable to hold meetings on site	£125	£150

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