

# **Development Management**

## **Pre Application Advice Charges 2015/16**

## Why seek pre-application advice?

It can be very helpful to seek our advice about your planning proposals before submitting your actual application. This might involve meeting with us or just sending us your proposals for us to comment. This can help to overcome potential difficulties and to make sure your application deals with all important planning considerations.

You may also find it helpful to obtain advice from an independent planning specialist when drawing up your scheme. People who regularly prepare planning applications have the experience and expertise that can help make sure your scheme has the best chance of being granted consent. Spending time and effort in preparing your scheme is more likely to result in a good quality and acceptable development and also help us process your application quickly.

From April 2015, irrespective of the level of information you provide, we will charge for providing advice on built developments or changes of use, including any that may be retrospective. **The charges are as follows:**

**Major development schemes of 100 and over new residential units, or the creation of commercial development or changes of use of 10,000 square metres floorspace and over, or changes of use of land or earth movement on land 2 hectares or more = £3,600.00 inclusive of VAT at 20%**

**Major development schemes of 10 - 99 new residential units, or the creation of commercial development or changes of use between 1,000-9,999 square metres, or changes of use of land or earth movement on land 1 hectares or more = £1,800.00 inclusive of VAT at 20%**

**Minor development schemes of 2 - 9 new residential units, or the creation of commercial development or changes of use between 100 - 999 square metres or changes of use of land or earth movement on land under 1 hectares = £840.00 inclusive of VAT at 20%**

**Minor development schemes of 1 new or replacement residential unit or the creation of commercial development or changes of use up to 100 square metres = £300.00 inclusive of VAT at 20%**

**All other cases, including householder additions, adverts, other commercial development alterations = £48.00 inclusive of VAT at 20%**

Your payment must be made in advance by cheque, banker's draft made payable to Epping Forest District Council or alternatively, by debit or credit card by ringing either of the following two numbers:

01992 564476 or 01992 564436 between 9:00am and 5:00pm, Monday to Friday.

We will need to be satisfied that your cheque has cleared before we can meet you or provide a written response.

**Proposals affecting listed buildings and archaeology is subject to separate pre-application advice charging from Place Services at Essex County Council.**

**Please follow this link to their charges -**

[http://www.placeservices.co.uk/media/56522/epping-historic-environment-pre-application-advice-v-1\\_1.pdf](http://www.placeservices.co.uk/media/56522/epping-historic-environment-pre-application-advice-v-1_1.pdf)

## How the scheme works

We will decide which officers from Development Management or other Council services, or from outside organisations need to deal with your enquiries and whether a meeting is required. You can ask to meet with certain officers but the ultimate decision will be ours. If we consider a meeting is required, it will usually be held at the Civic Offices in Epping unless there are good reasons to meet elsewhere.

You will need to provide us with enough information about the site and your scheme to be clear about what you propose and to help us decide who else should be consulted. As a minimum, we will require:

- a) a description and summary of the proposals
- b) a site location plan and stated site area and
- c) your contact details.

You will need to send us this information far enough in advance for us to be able to reach a preliminary view, but as a minimum provision it is likely that the Council's response will be limited to whether or not it complies with current national and development plan policies and any meeting with officers at this stage is unlikely.

It is therefore beneficial to both you and for us in being able to offer the best possible advice, that in addition to the above and to increase the likelihood for a meeting to take place with officers, you provide:

- d) photographs and drawings of the site and the proposals
- e) any supporting documents, surveys, statements etc.

The issues, depending on the information you provide, are likely to include:

- The planning history of the site.
- If there are any constraints on the site. For example, is the building listed; is the development site in a conservation area; is there a flood risk; are there any national or local designations etc.
- Government advice.
- Relevant Development Plan policies.
- The design.
- Amenity impact.
- Possible obligations on you as the developer. For example, the provision of infrastructure, affordable housing or contributions to service provision.
- Necessary practical measures. For example, dealing with possible contamination.
- Process or timetable issues.

We will provide a written summary of our advice, the timescale of which will depend on the complexity of the proposal and our own consultation feedback, especially if we require further information. However if a meeting is deemed necessary then the written response would usually be within 21 days of this meeting.

Once we have given you a written response, if further investigation or meetings are required then additional fees are likely to be invoiced at the rate of £80 per hour. At the service's discretion minor follow up queries may not be subject to further charge.

**Our advice will be provided in good faith but it will not be any guarantee that your application will result in a particular decision and will not be binding on the Council in any way. It will only be applicable so long as there is no change in policy or other circumstances relevant to the case.**

Our opinion might have to change during the formal application process once the views of neighbours, Local Councils and District Councillors have been obtained. The final decision may also be made by the relevant Council Committee, rather than by officers, and it is always possible that the Committee Members may reach a different view.

Whether or not you decide to take pre-application advice does not affect your right to submit a planning application nor to appeal should consent be refused.

To request pre-application advice, please complete the form below and e-mail us at [contactplanning@eppingforestdc.gov.uk](mailto:contactplanning@eppingforestdc.gov.uk) or phone the planning duty officer (you may need to leave a message) between 10:30am and 1:00pm on 01992 564477

### **Other planning advice available**

We now provide much more information and documents online at [www.eppingforestdc.gov.uk](http://www.eppingforestdc.gov.uk) . This information is available free of charge and at virtually all hours. Examples include:

- Our current Local Plan with all planning policies and progress towards a new Local Plan.
- Advice when planning permission is needed.
- Information about the planning history of sites.
- Real time up dates on the progress of current applications.
- The Council's local validation requirements.

### **Application for Building Regulations Approval**

Should you gain planning permission for your development, please contact our Building Control section to make an application and complete the process before work commences on 01992 564141

## Request for Pre-Application Planning Advice

Please fill in as much of this form as possible

1. Applicant Details	2. Agent Details
<p>Name <input style="width: 90%;" type="text"/></p> <p>Address including Post Code <input style="width: 90%;" type="text"/></p> <p>Tel No <input style="width: 90%;" type="text"/></p> <p>Email <input style="width: 90%;" type="text"/></p>	<p>Name <input style="width: 90%;" type="text"/></p> <p>Address including Post Code <input style="width: 90%;" type="text"/></p> <p>Tel No <input style="width: 90%;" type="text"/></p> <p>Email <input style="width: 90%;" type="text"/></p>

2. The Site
<p>Full address or location of the site</p> <div style="border: 1px solid black; height: 60px; margin-top: 10px;"></div> <p><b>Please note that a location plan showing the site outlined in red is required. See section 5 below.</b></p>

3. The Proposal				
<p>Full Description of Proposed Development</p> <div style="border: 1px solid black; height: 60px; margin-top: 10px;"></div>				
<table style="width: 100%;"> <tr> <td style="width: 50%;">Site Area (Hectares) <input style="width: 80%;" type="text"/></td> <td style="width: 50%;">Site Dimensions (Metres) <input style="width: 80%;" type="text"/></td> </tr> <tr> <td>Residential Number of Dwellings Proposed <input style="width: 80%;" type="text"/></td> <td>Gross internal Floor Area (SQ Metres) <input style="width: 80%;" type="text"/></td> </tr> </table>	Site Area (Hectares) <input style="width: 80%;" type="text"/>	Site Dimensions (Metres) <input style="width: 80%;" type="text"/>	Residential Number of Dwellings Proposed <input style="width: 80%;" type="text"/>	Gross internal Floor Area (SQ Metres) <input style="width: 80%;" type="text"/>
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4. Preliminary Discussions		
<p>If you have had previous discussions or correspondence with the Council regarding this proposal please provide details of the officer and any reference number quoted by the Council.</p>		
Officer	Date	Ref if applicable

## 5. List of Plans, Drawings and Information

Please provide as much information as possible. Providing more information will enable more detailed advice to be offered. Existing and proposed plans are helpful.

Location Plan (eg 1:1250 scale) With site edged red	Block Plan
Elevations / Alterations	Statement as relevant
Photographs of the site	

## 6. Type of Advice Requested

**Major development schemes of 100 and over new residential units, or the creation of commercial development or changes of use of land or earth movement on land 2 hectares or more = £3,600.00 inclusive of VAT at 20%**

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## 7. Freedom of Information Act

The Council is unable to keep queries confidential in the majority of cases due to the Freedom of Information Act.

## 8. Signature

I confirm that the above information is correct. Signed.....

Date.....