

Pre-Application Advice For Major Planning Applications



What is pre-application advice?

It is a way of finding out if you are likely to secure planning permission, before the formal submission of a major planning application. This process, and the charges which apply to it, are for major planning applications only and do not apply for smaller planning proposals such as householder applications.

Why do we offer pre-application advice?

Cannock Chase Council is committed to the provision of a quality planning service, both in the quality of new developments achieved and the timescales within which planning proposals are determined. However, the achievement of such is highly dependent upon a pro-active approach by the Council in its role of local planning authority (LPA), and the applicant and/or their agent.

In order to facilitate a pro-active approach, the Council encourages prospective applicants and their agents to formally discuss the details of emerging major planning applications before they are submitted. This should ensure that the resultant planning application contains all the information necessary for the Council to register the application and assist the achievement of determination times. The pre-application advice will also give an initial indication of any policy issues which will need to be considered and whether the proposals are likely to be viewed positively by planning officers. Conversely, the pre-application advice could also identify fundamental issues at an early stage, thus saving costs via abortive technical work and planning application fees.

How much does pre-application advice cost?

A fee is chargeable for this service if it relates to the proposed submission of what is classed as a 'Major Planning Application'. Pre-application advice for all other applications is currently free of charge.

Charges for Pre-Application Advice are as follows:-

- Small-scale (49 or fewer dwellings or 1,000 to 2,999sq metres of commercial floorspace: £1,000 + VAT.
- Medium-scale (50 to 199 dwellings or 3,000 to 9,999sq metres of commercial floorspace: £2,000 + VAT.
- Large-scale (200+ dwellings or 10,000+sq metres of commercial floorspace: £4,000 + VAT.

How do I request pre-application advice?

All requests for pre-application advice must be submitted to the LPA (Cannock Chase Council) in written form using the relevant form. This can either be submitted by post or electronically. In addition, any appropriate supporting information will also need to be submitted together with the appropriate fee.

The pre-application advice request form sets out what supporting information will be required, and more information on this can be found below. Please note that pre-application advice requests will be provided in written form and will not be given in person.

The pre-application advice request PDF form can be downloaded via:-

www.cannockchasedc.gov.uk/developmentcontrol/pre-app

How long will it take to receive a response?

Provided the form has been received and all essential supporting information has been received with the correct fee, the Council will register the request and issue an acknowledgement within 3 working days. Within 10 working days we will contact you if an additional meeting is required or if a meeting and/or site visit is necessary.

From the acknowledgement of a request, most pre-application advice requests should secure full a response within 4 weeks. Pre-application requests in the Large-scale category (see above) should take no longer than 6 weeks.

Who will respond to my pre-application advice request?

Pre-application advice will be provided in written form by a planning officer. All advice is provided without prejudice to any formal decision of any subsequent planning application(s) made by the Council. Whilst every effort will be made to give comprehensive and accurate advice, not all the issues may be known to planning officers at this stage and circumstances may change.

The response of the Council will be based upon the information contained in the request form and any supporting information, therefore level of information submitted to the Council will be reflected in the quality of its formal response. If, following pre-application discussions, the subsequent planning application is submitted and complies with the advice given; the Council will reserve the right not to undertake further discussions or negotiations whilst the application is being determined.

What if other Council departments need to be consulted?

The request for pre-application advice is a request for advice only from the LPA (Cannock Chase Council's Planning Teams), the response will be the views of planning officers and will not include the comments of those who are likely to be consulted once a formal planning application is submitted, such as the Environmental Health, Housing Policy or Landscape & Countryside teams within Cannock Chase Council. Equally, it is important that steps are taken to elicit the views of the Highways and Education Authorities (Staffordshire County Council) and other statutory consultees such as the Environment Agency, Highways England, Sport England etc.

What supporting information is required?

It is essential that we know the location of the proposed development via:-

A Location Plan – a scale plan of the proposal site edged in red with a North point.

And/or

A Site Plan – a scale plan with a North point showing the adjoining properties and roads in relation to the proposed development.

In addition, a more detailed response will be forthcoming if further information is supplied at the time the request is made. Examples include:-

- Sketch plans or elevational drawings showing details of the proposed development, including a scale.
- A tree survey, if relevant, showing the position of trees on the proposed development site and close to its boundaries.
- A parking layout showing how parking can be achieved in accordance with local standards.
- Means of access – how vehicular and pedestrian access and egress is to be achieved.

Confidentiality

Unless it is specifically requested that the pre-application advice is to be provided on a confidential basis, the request form, supporting information and Council response will become publically available information, but it will not be published on the Council's website.

However, in order to ensure transparency and accountability, any subsequent planning application will be available for public inspection and will be published on the Cannock Chase Council website. This will help you and others to track progress of the application and make comments during the consultation stage.