



Tendring District Council Planning Services
Pre Application Advice Service



What is the Pre Application Advice service?

The Pre-Application Advice Service offers customer the opportunity to establish whether their proposal is acceptable in planning terms before a planning application is submitted.

What does the service provide?

- Advice in relation to all relevant planning matters and the planning merits of the proposal.
- Information on key National Planning Policy/guidance and Local Development Plan Policy.
- Member involvement.
- Advice on the necessary documents to be submitted with a future planning application.
- Details of the likely Section 106 obligations (or Community Infrastructure Levy Charge) to be made by a developer.
- We aim to provide a written response within 30 working days (or longer by agreement).
- Assistance with the validation of an application.

Why use the service?

- Pre application advice will help you to submit a valid and accurate application for planning permission.
- It will help to avoid delays during the formal application process and flag up issues with the development proposal at an earlier stage.
- It will help provide a greater certainty of the outcome of a planning application.
- It will help towards a more efficient planning application process.
- It will highlight unacceptable proposals giving reasons why, saving the time and the cost of submitting a formal application.
- It will give the opportunity to improve upon the proposal for a future submission.

Important Information

Whilst we will aim to provide the most accurate information possible based on the information provided with your pre-application, planning applications may be subject to extensive consultations and the Planning Officer's initial views, although given in good faith, cannot be subsequently held to legally bind the Council.

Continued.....

Views may change as a result of consultation responses or following a more formal, detailed assessment of a proposal. In addition, the application may be determined by the Planning Committee, whose opinion may differ from the Planning Officer's recommendation.

Please note that we cannot give weight to pre-application advice more than one year old, or where there has been significant change in policy or circumstances since the advice was given.

Freedom of Information

Enquirers should be aware that any documents submitted to the Council, and any notes made, may be the subject of disclosure to third parties upon request under the Freedom of Information Act 2000.

If you consider the proposal confidential, you should explain why in terms of the Freedom of Information Act 2000.

Pre-application fee schedule

Small scale proposals:

- Householder extensions, conservatories and outbuildings
- Adverts/Signs
- Dropped Kerbs & Driveways

Written response only	£ 75.00
Up to 1 Hour meeting, site visit & written response	£ 250.00
Listed Building pre-app including a site visit	£ 75.00

Dwellings (new development and conversions of existing buildings)

• 1 - 4 units	£ 300.00
• 5 - 9 units	£ 500.00
• 10 + units	£ 750.00
• 50 + units	£ 2,500.00

Changes of use/operational development

Change of use / operational development	£ 150.00
---	----------

Business and Commercial development/additional floor-space

- Extensions and alterations less than 100 sq. m. £ 150.00
- Extensions and alterations 100 - 499 sq. m. £ 300.00
- Extensions and alterations 500 sq. m. – 999sq. m. £1,000.00
- Extensions and alterations of 1000 sq. m. or more £2,500.00

Major development £2,500.00

- Developments of sites 1ha or greater in size
- Developments creating 1000sq. m. of floor-space or more
- Development requiring an EIA

Major pre-application proposals will include up to 3 meetings. Any further meetings required will be charged at an additional **£100.00** per hour or part thereof.

Development proposals which do not fall within the categories listed above will be charged at **£300.00**.

Please note that where the proposal includes development falling within one or more categories the fee will be charged at the higher fee category.

A refund of 50% of the original pre application fee, up to £1000, may be requested for business related schemes that are implemented as a result of our advice when proof of payment of business rates can be provided.

Essential Information to Include in a Pre-application Advice Request

- Your name
- Contact details (including telephone number and email address)
- Address of proposal
- A site location plan (with site outlined in red) 1:1250 or 1:2500
- Written details of the proposal (brief description of works)
- Sketches or drawings of proposal showing layout, elevations and floor plans,
 - Ideally to a scale of 1:100 or 1:50 (not required for change of use only proposals)
- The fee

For a Pre Application Enquiry to be valid it must include all items shown above

Continued.....

Additional information

The more information you are able to provide the more detailed response you will receive. You may like to provide:

- Photographs/photomontages
- Planning or heritage statements (not relevant for all proposals)
- Architectural detailing
- Site survey
- Full elevations at a scale of 1:100/1:50
- A draft Design & Access Statement (where the formal application will require one).

We aim to respond to valid pre-application advice requests within 30 working days. For all major development proposals this timeframe may need to be extended but will be agreed with you during the pre-application process.

How can I pay?

- Telephone on 01255 686157 or 01255 686161
- Send a cheque made payable to: **Tendring District Council**, to Planning Services, Tendring District Council, Town Hall, Station Road, Clacton on Sea. CO15 1SE

The fee must be paid before a request for pre application advice can be processed

Contact Information

If you have any questions or for more information please contact our Pre Application Team here at Planning on:



01255 686157



dcadmin.planning@tendringdc.gov.uk



www.tendringdc.gov.uk