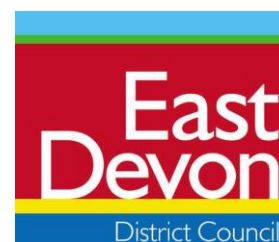


**EAST DEVON DISTRICT COUNCIL PLANNING  
SERVICE - PRE APPLICATION ADVICE**



**CUSTOMER CHARTER -**

**Valid from 04 January 2011**

The Council's Planning Service has introduced a scale of charges for pre application advice following the resolution of the Council's Executive Board on 2 December 2009. This Charter sets out the scale of charges, what the Council will expect to receive as part of any pre application enquiry, and what customers can expect of us.

**Scale of Charges**

Category	Scale of application	Description	Charge per meeting/request for pre application advice(excluding VAT)
1	Large scale Majors	Large scale major schemes including:- <ul style="list-style-type: none"> <li>➤ Residential development of more than 200 houses.</li> <li>➤ Non residential floor space of more than 10,000 square metres.</li> <li>➤ Site area of more than 4 ha.</li> </ul>	£750  (£900 including VAT)
2	Medium major	<ul style="list-style-type: none"> <li>➤ Residential development of between 31 – 199 houses.</li> <li>➤ Non residential floor space of 1000 – 9,999 square metres.</li> <li>➤ Site area of between 2 – 4 ha.</li> </ul>	£625  (£750 including VAT)
3	Small major	<ul style="list-style-type: none"> <li>➤ Residential development between 10 – 30 houses.</li> <li>➤ Non residential floor space of 500 – 1000 square metres.</li> <li>➤ Site area up to 2 ha.</li> </ul>	£500  (£600 including VAT)
4	Minor	Residential proposals (including holiday units) involving the erection of or change of use to between 2 – 9 residential units. All minor non-residential schemes for new buildings or change of use.	£250  (£300 including VAT)
5	Minor	All residential schemes for the replacement or erection of a single dwelling or conversion of a building to one residential unit	£125  (£150 including VAT)

- (i) Any meeting charged for will be overseen by a Senior Planning Officer or above and will include a range of other disciplines and representatives of infrastructure providers as appropriate.
- (ii) The fees for a lawyer present at a meeting to deal with Section 106 requirements will be the subject of separate payment previously negotiated.
- (iii) Advice will be provided in writing following the meeting.
- (iv) All advice will be provided on a **without prejudice** basis.
- (v) The written advice will lay out clearly the issues which would be raised by the development and specify what improvements can be made to the scheme to make it acceptable or if the principle of the development is unacceptable what the grounds for refusal will be.
- (vi) Written advice will identify what level of community consultation will be expected in order to meet the requirements of the Council's Statement of Community Involvement.
- (vii) Advice will be given on the nature and quality of information required including a comprehensive list of supporting documents.
- (viii) Where the application is in the major category a timetable will be established for project managing the application to decision.
- (ix) Advice will be given on the relevant heads of terms that would be included in any Section 106 Agreement as necessary.
- (x) The fee includes a site visit being undertaken by a planning officer if necessary and any research work undertaken prior to any meetings.
- (xi) A Members pre-application panel will constitute 1 meeting.
- (xii) 100% affordable housing schemes or any scheme submitted under the terms of the Interim Affordable Housing Statement during the next 12 months will be exempt from any charge for pre-application advice.
- (xiii) Any other category of planning application which has an exemption/reduced fees will also be exempt from charge for any pre-application advice.
- (xiv) Payments can be made either by cheque or we can invoice with the letter sent out

With regard to householder applications it is anticipated that all agents will have the necessary experience to deal with these schemes without needing specific pre application advice from the planning service. The Council intends in the future to update design guidance. The Council will respond to householder requests from those who do not have agents to assist them. There will be no fee for these.

## **Submission Details Required**

The following advice is aimed at agents acting on behalf of applicants. So that you can think about your proposals and how they may take shape and before contacting the Planning Service for pre-application advice on draft development proposals, we ask you to first wherever possible to:-

- Fully investigate the planning history of the site. Does this tell you anything, which may be relevant to your proposals? All recent previous applications on the site are now scanned to the Council's planning web pages for you to look at.
- Familiarise yourself with the relevant Development Plans and other supplementary planning documents the Council may have adopted which may be of relevance. In addition you may wish to consider any advice available from the Planning Portal and Department for Communities and Local Government web sites. The Planning Portal for instance contains a great deal of information on good practice.
- Provide a site analysis (with photographs) dealing with site characteristics, constraints opportunities and the surroundings. Accurate site survey plans and tree condition surveys and wildlife surveys (where applicable) will be required if a planning application is to be submitted. Therefore, these survey plans are likely to be useful in the process of designing a scheme too.

Once you have gone through the above checklist, you should be in a much better position to begin to design your scheme. The Council appreciates that some schemes will be more difficult to assess than others so we aim to be flexible in the amount of information we expect dependant on the complexity of the scheme. There is no form needed.

A bare minimum however would be an Ordnance Survey location plan showing the site marked in red and any other land in your client's ownership edged blue, sketch layout and if possible elevation plans and some photographs. For major applications the Council will however expect more detailed plans which need to be submitted in advance of any meeting.

The Council also understands that in some cases there may be significant doubt as to whether or not the proposal will be acceptable in principle. In those cases the Council would not wish to impose undue financial burdens on the prospective applicant and will accept a lesser amount of information.

The Council on receipt of your pre application advice request will assess the information to ensure it has enough to give a detailed response. If further information is deemed necessary you will be contacted and asked to provide additional details. The request for advice will be logged on our computer system and given a unique reference number so we can track it.

We do not intend to give officers a target for the written advice because the Council considers it is preferable to provide a quality advice service rather than send out a letter which may be incomplete just to meet an arbitrary deadline. In some cases the Council will need to talk to other parties such as the Highway Authority, Environment Agency and other statutory consultees. Advice received from those bodies will be incorporated into the Council's letter. The Council monitors the performance of its planning teams on any requests to ensure the service offered is not subject to unacceptable delays.

Where a meeting is thought necessary either on site or in the office a member of the appropriate planning team or other senior officer will contact you to arrange a mutually convenient time and place. These meetings may well be attended by other bodies in the case of major schemes.

The District Council Planning Service at present is divided into geographic areas the details of which can be viewed on the following Council web site link.

[http://www.eastdevon.gov.uk/planning\\_team\\_staff](http://www.eastdevon.gov.uk/planning_team_staff)

Once you are ready to contact us or wish to submit written details please send your information in hard copy form to the relevant planning team. At the present time we would like to receive all information in paper form. We are working towards receiving electronic submissions in the future. If you wish to be invoiced then we can arranged for that to be sent with our letter. Alternatively you can submit a cheque with your submission and we will send you a receipt with our letter of response.

## **Members Advisory Panel**

The Council also offers a Members Advisory Panel for major applications. This is a group of senior officers and Councillors and other interested parties who can listen to a presentation from the agent and then through its officers respond in writing. The Council has a protocol for dealing with requests from agents to put a proposal before the MAP. Officers can advise if a particular scheme warrants a submission to the MAP.

The Member's Planning Advisory Group is comprised of:-

- The Chairman of the Development Management Committee.
- The Chairman of a possible Policy sub-committee or Policy Champion.
- Strategic Planning Portfolio Holder.
- Environment Portfolio Holder.
- Economy Portfolio Holder – as appropriate
- Communities Portfolio Holder as appropriate.
- Ward Members.

The system for running this group would be as follows:-

- (i) Developers to make presentation to Member's Planning Advisory Group with Officers present.
- (ii) Members to have previously acquainted themselves with the site in question by a site visit with Officers.
- (iii) Members to ask questions of the Developers, seek clarification, test arguments but not to give any form of view in support or against the proposals.
- (iv) Advice on the way forward or changes to be made to the proposal would be provided by the Officers to the Developers in writing following advice from Members in a debate once the developers have left the meeting.
- (v) Any Member of the Planning Advisory Group who has a personal or prejudicial interesting the proposal should not form part of the group for that particular site.

***E Freeman  
Development Manager  
January 2011***