



# HILLINGDON

LONDON

## **PRE APPLICATION ADVICE FOR APPLICANTS**

**Issued 1<sup>st</sup> April 2014 (Updated April 2016)**

### 1. Introduction

1.1 In line with national planning policy, the Council welcomes and encourages discussion before a developer submits an application for development. Whilst the outcome of an application cannot be guaranteed, a planning application is more likely to succeed if it is well prepared, supported by the development plan and properly addresses any matters raised at pre-application stage. This should also ensure a speedier delivery of decision, time and cost savings and higher quality developments. This is a valuable process because it can identify the principal planning issues and can deter applications that have little or no prospect of success.

**1.2 We will give you the best advice possible based on the information submitted. Any views or opinions expressed are given in good faith and to the best of ability without prejudice to formal consideration of any planning application, which will be subject to public consultation and ultimately decided by the Council. The pre-application advice provided can greatly improve the acceptability of planning submissions and avoid validation issues.**

1.3 It should be noted that subsequent alterations to local, regional and national planning policies may affect the advice given.

1.4 To make the most of the pre-application service offered by the Council, applicants are advised to submit as much information as possible (Please see Appendix 2 for list of drawings and documents). The more information that you are able to provide us with, the more valuable and accurate our advice will be.

### 2. Pre-Application Advice Service

2.1 We offer a range of pre-application services, which are dependent upon the scale, type and complexity of the proposed development and the associated town planning issues.

2.2 There are essentially three Pre-Application Advice Services on offer which include:

- (1) Free Duty Planning consultation (verbal);
- (2) Follow Up Duty Planning Advice; and
- (3) Full Pre-Application Advice.

2.3 Details of the level of service provision within these categories is outlined below. Information on service thresholds and associated fees payable are outlined in Appendix 1, with an application form provided at Appendix 3.

#### (1) Free Duty Planning Advice

2.1.1 A free duty planner service, covering advice to third parties (including those affected by proposals) and advice on householder and other minor developments is available via

appointment only. The duty planning officer will provide verbal feedback only which is based on information submitted for consideration. Should you require follow up written correspondence, this will be charged as per the fee schedule set out below in '(2) Follow Up duty Planning Advice'.

2.1.2 The free duty planning advice service is available between 9am-5pm Monday to Friday and Thursday 9am-7.30pm. It is specifically directed towards local residents and small local businesses that may be wishing to extend or alter their property or undertake small scale alterations and changes of use. In all cases the advice given will be in response to the material that is presented. Please note that as part of this free service, a site visit cannot be made, but you may provide photographs of the site to aid discussions.

2.1.3 The duty planning service is only available by appointment and if you wish to book an appointment please contact our Customer Contact Centre on 01895 250 230 who will be able to assist you.

2.1.4 Queries can also be made via telephone and email, however please provide relevant contact details to allow Officers to call you and provide verbal feedback.

## (2) Follow Up Duty Planning Advice

2.2.1 Should you wish to receive any formal written advice following your duty planning advice, applicants are required to complete the application form at Appendix 3 and make a formal request for a written response and make the necessary payment for the service. Full details of the Charges are outlined in Appendix 1. There are varying charges for follow up advice, subject to the type of enquiry being made; therefore it is important to provide as much information as possible.

2.2.2 Applicants are also advised that a request for written formal advice must be made and payments received within three weeks of the duty planning meeting. Requests made after three weeks will not be considered.

2.2.3 Following the valid receipt of the formal written request for follow up advice, a response will be given by Officers within 10 working days. In most instances this advice will be provided via email unless otherwise requested by the applicant.

## (3) Full Pre-Application Advice

2.3.1 There are a range of development/application types (minor, medium and major scale) which clearly benefit from formal pre-application engagement. Applicants are strongly encouraged to engage in formal pre-application arrangements in these situations. The duty planning officer service will not be in a position to provide guidance on development which falls within this category.

2.3.2 The full pre-application advice service involves the submission of planning application material, such as plans and supporting documents (See Appendix 2 for list of drawings and documents). This will be scrutinised by the planning case officer who will be allocated to your scheme. Generally the more information you can give us the more assistance we can give you in developing your proposals and making your application. There may need to be a follow up meeting (50% of the cost of the initial meeting) with payment made prior to the meeting taking place.

2.3.3 In all instances a case officer will be allocated to a formal pre-application submission. More complex proposals may require the involvement of other officers and the Council retains absolute discretion as to who is involved in delivering the service.

2.3.4 It is considered that for more complex applications, the opportunity to obtain good quality advice that will carry weight in the decision making process is worth the investment in the pre-application service. In certain circumstances, the Council might require independent external advice (particularly associated with the scheme viability, daylight and sunlight review, retail and environmental impact assessments) and the applicant will be expected to meet the costs of these forms of independent advice. These additional costs are also outlined in Appendix 1.

2.3.5 Appendix 2 of this document provides details of the process and anticipated timescales for the full pre-application advice service.

2.3.6 For all scale D, E and F development (see Appendix 1) Officers will not accept the submission of amendments for consideration. For scale A, B and C development, the fees are based on an allowance of only 1 set of amendments to the original proposals. Further amendments that applicants wish to be considered will be subject to a further pre-application fee.

### 3. Cancellations and Refunds

3.1 The Council reserves the right to cancel the meeting if the appropriate payment has not been made. A refund cannot be given if an applicant subsequently cancels a meeting, as preparatory work would already have taken place.

### 4. Exemptions

4.1 The Council wishes to encourage the creation of new B1 and B2 use class small businesses. Therefore the creation of a business or adaptation/expansion of existing B1 and B2 facilities will be exempt from a pre-application fee. This is only applicable where the total floorspace (existing plus proposed) is less than 250 sq.m.

### 5. Planning Performance Agreements

5.1 Central Government encourages the use of Planning Performance Agreements (PPAs) for larger and more complex major planning proposals to bring together the developer, the Local Planning Authority and key stakeholders to work in partnership throughout the planning process. A PPA can be used to ensure provision of a dedicated planning resource focusing on your application to ensure it is dealt with as a priority, it is highly recommended that you enter into a PPA. This typically involves funding from the developer to allow the Authority to hire an additional planner to act as a dedicated case officer for your proposals.

5.2 The key advantage to entering into a PPA is that the Council will have the resources in place to ensure that the application proceeds through the application process in a timely fashion and result in high quality development. Adrien Waite is available to discuss the details of a PPA ([awaite@hillington.gov.uk](mailto:awaite@hillington.gov.uk)).

### 6. Contact details

6.1 If you have any queries regarding the pre-application advice service then please email [planning@hillington.gov.uk](mailto:planning@hillington.gov.uk).

## Appendix 1; Pre-application Charging Schedule

Category	Type of Development	Fee (inc VAT)	Follow Up Written Advice Charge (inc VAT)
<b>Duty Planner Advice</b>	<b>Duty Planner (Verbal) advice</b> <ul style="list-style-type: none"> <li>- Enforcement complaints;</li> <li>- Advice to third parties (neighbours/resident associations etc);</li> <li>- Extensions and alterations to single domestic dwelling (excluding subdivision); and</li> <li>- Small scale adverts relating to business premises.</li> </ul>	Free (appointment will be required)	
	<b>Planning/Householder Advice</b>  <b>Follow up Written Advice</b> <ul style="list-style-type: none"> <li>- Follow up requested pre-application correspondence;</li> <li>- Permitted Development Enquiry (N.B Application for a certificate of Lawful Development is recommended as an alternative);</li> <li>- Conveyance Enquiries relating to planning applications;</li> <li>- Confirmation of S106 Obligations Compliance; and</li> <li>- Confirmation of Conditions Approval.</li> </ul>	£100; General Proposals	
	<b>Tree Works</b>  <b>Follow Up Written Advice</b> <ul style="list-style-type: none"> <li>- £50 for a single tree; and</li> <li>- £100 for multiple trees.</li> </ul>	£50; Single Tree Advice/ High hedge  £100; Multiple Tree Advice	
	<b>Enforcement Queries</b>  <b>Follow up Written Advice</b> <ul style="list-style-type: none"> <li>- Responding to Solicitors enquiries related to conveyancing matters of an enforcement nature.</li> </ul>	£198	
<b>A</b>	<b>Large Scale Strategic-</b> as defined by the 'Mayors Order 2008' (and any subsequent amendments) <ul style="list-style-type: none"> <li>- 150+ residential units;</li> <li>- 15,000sqm +; and</li> <li>- RMA for large scale strategic development.</li> </ul> <p>N.B. costs associated with independent review of specialist documents (e.g. Viability, retail impact, daylight and sunlight) will be subject to consultant fees.</p>	£4,200	£2,100

<b>B</b>	<p><b>Large Scale Major</b></p> <ul style="list-style-type: none"> <li>- 50-149 residential units;</li> <li>- 10,000-14,999sqm; and</li> <li>- RMA for large scale major development.</li> </ul> <p>N.B. costs associated with independent review of specialist documents (e.g. Viability, retail impact, daylight and sunlight) will be subject to consultant fees.</p>	£3,000	£1,500
<b>C</b>	<p><b>Major</b></p> <ul style="list-style-type: none"> <li>- 10-49 residential units;</li> <li>- 1,000-9,999sqm;</li> <li>- RMA for major development; and</li> <li>- S73; Variation of condition for all Major developments.</li> </ul> <p>N.B. costs associated with independent review of specialist documents (e.g. Viability, retail impact, daylight and sunlight) will be subject to consultant fees.</p>	£2,280	£1,140
<b>D</b>	<p><b>Large Scale Minor</b></p> <ul style="list-style-type: none"> <li>- 6-9 residential units;</li> <li>- 750-999sqm; and</li> <li>- RMA for large scale minor development.</li> </ul>	£1,000	£500
<b>E</b>	<p><b>Medium Scale Minor</b></p> <ul style="list-style-type: none"> <li>- 2-5 residential units;</li> <li>- 500-749sqm; and</li> <li>- RMA for medium scale minor development.</li> </ul> <p><b>Other Development</b></p> <ul style="list-style-type: none"> <li>- Advertisement Proposals;</li> <li>- S96a Non-material amendments;</li> <li>- Approval of Details/Clearance of Planning Conditions;</li> <li>- S73; Variation of condition (Minor developments only);</li> <li>- Proposals for extensions and alterations requiring conservation advice, including alterations and extensions to listed buildings; and</li> <li>- Miscellaneous proposals not included within this schedule (E.g. Proposals for car parking, landscaping, HMOs, physical alterations to small commercial properties etc).</li> </ul>	£600	£300
<b>F</b>	<p><b>Small Scale Minor</b></p> <ul style="list-style-type: none"> <li>- 1 residential unit, including replacement dwellings;</li> <li>- Up to 499sqm; and</li> <li>- RMA for small scale minor development.</li> </ul> <p>(including Certificate of Lawfulness, Prior Approval (residential and commercial) and complex/large scale extension proposals)</p>	£270	£135

## **Appendix 2; Full Pre-Application Advice Service**

Applicants are required to complete and submit a 'Request for Pre-application Advice' form, alongside the requisite fee and supporting documentation. (Form provided at Appendix 3).

Information	Scale	Scale
	A -C	D -F
Completed Pre-Application Form and fee	x	x
A description of the proposed development, including schedule of uses and floorspaces	x	x
Information about the existing uses, floor space, occupation, parking, jobs etc	x	x
Site Location Plan (Scale 1:1250)	x	x
Drawings; Existing and Proposed plans and elevations at an appropriate scale (1:100/1:200)	x	x
Information about existing site conditions including trees (and ecology where appropriate).	x	x
Information about car parking, servicing, access arrangements, traffic generation etc.	x	x
Draft Design and Access Statement (where appropriate).	x	x
Information about affordable housing/retail impact/daylight and sunlight.*	x	
Heritage Statement and Other Environmental Considerations (e.g. Water Efficiency, Water Management, Drainage, Land Contamination)	x	

\* N.B. costs associated with independent review of specialist documents (e.g. Viability, retail impact, daylight and sunlight) will be subject to consultant fees.

Within 10 working days of receiving a valid submission (form, fee and supporting documentation), an Officer will contact you either by phone or in writing to:

- Confirm the name and contact details of the case officer who will be handling your enquiry;
- Make a request for any additional information required to assess your proposal further;
- Arrange a site visit if access to the property is required;
- Arrange a meeting between LBH Officers and the Applicant.

Meetings are normally held at the Planning Department, although in some instances it may be appropriate to hold an on-site meeting to review the site and proposals, Officers will discuss this with you in detail when arranging the pre-application meeting.

Following an initial pre-application meeting, applicants applying for Scale A, B or C level advice (Major Applications) are able to submit 1 set of amendments to the original proposal for consideration, revisions will be considered as part of the final formal response letter. This information must be submitted within 3 weeks of the meeting date and formal comments will be based on the revisions received. Revisions/amendments will not be accepted for Scale D, E and F pre-application submissions.

- Officers will issue a formal response to applicants within 10 working days of any meeting being held or additional information having been received for consideration under Scale A, B or C development.

In the event that additional information is provided for consideration under Scale A, B or C, Officers may require additional time to consult other departments and this may lead to a delay in issuing comments within the timeframes stipulated above.



**Request for Pre-application Advice**

**Name and Address of Agent:**  
 .....  
 .....  
 .....  
 Postcode..... Tel.....  
 Email.....

**Name and Address of Applicant:**  
 .....  
 .....  
 .....  
 Postcode..... Tel.....  
 Email.....

**Full Address of Development Site:**  
 .....  
 .....  
 .....  
 Site Area.....sq.m/ha (delete)

**Description of Proposal:**  
 .....  
 .....  
 Existing/ Last know Use(s) of site:  
 .....

**Scale of Planning Advice Sought (Please complete section 1,2 or 3 below)**

<b>1</b>	<b><u>Full Pre-application Advice</u></b> (Please see advice note)	Scale A	Scale B	Scale C	Scale D	Scale E	Scale F
	Please Tick						

<b>2</b>	If you are seeking <b><u>Follow Up</u></b> Planning Advice related to a Scale A-F meeting, please complete the following:	Pre-Application Reference No.	Planning Case Officer Name

<b>3</b>	If you are seeking <b><u>Follow Up Duty Planning Advice (Planning, Enforcement and Trees)</u></b> , please complete the following:	Please tick which service you require		Date and Time of Duty Planning Meeting	Planning Case Officer Name
		Planning			
		Enforcement			
		Trees			

**Please tick if application contains sensitive information and should not be disclosed under the 'Freedom of Information Act'**



**Attached Information (Please tick)**

Pre-app Scale	A-C	D-F
Completed Pre-Application Form and fee		
A description of the proposed development, including schedule of uses and floorspaces		
Information about the existing uses, floor space, occupation, parking, jobs etc		
Site Location Plan (Scale 1:1250)		
Drawings; Existing and Proposed plans and elevations at an appropriate scale (1:100/1:200)		
Information about existing site conditions including trees (and ecology where appropriate).		
Information about car parking, servicing, access arrangements, traffic generation etc.		
Draft Design and Access Statement (where appropriate).		
Information about affordable housing/Financial Viability Appraisal.		N/A
Heritage Statement and Other Environmental Considerations (e.g. Water Efficiency, Water Management, Drainage, Land Contamination)		N/A

I (the undersigned) hereby request the views of the Council on the pre-application proposal and enclose the fee of:

£..... as payment\* for this service.

Signed.....Print Name..... Date.....

\*Please make cheques payable to "London Borough of Hillingdon".

I also agree to pay any additional sums arising from the provision of the pre-application advice service as required, as outlined in the Pre-Application Advice Note.

*Submissions to be sent to: London Borough of Hillingdon, Environment and Community Services, 3 North, Civic Centre, High Street, Uxbridge, Middlesex, UB8 1UW*