



Development Design Guide

Appendix 2 – Development Management Fees (Pre Planning Application Advice)

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In order to provide a high standard of service with consistent advice the County Council has decided that the cost of providing this pre – application advice service should be met by potential developers rather than fall on council tax payers. This service is subject to a charge in accordance with the scale of fees set out below.

Whilst prospective applicants are not obliged to seek pre – application advice, once a planning application has been received it will normally proceed to a determination on the basis of the information provided without recourse back to the applicant, unless amendments of only a minor nature are requested by the planning authority.

Standards of Service

Advice will be given that accurately reflects the relevant Lead Local Flood, Highway standards of the County Council as well as potential Education contributions.

Within 10 working days of receiving a completed request for pre application advice the County Council will inform the prospective developer:

- Whether the request has been accepted.
- Whether the application is to be treated as a written submission or if a meeting is required
- Whether any additional information is required before pre – application advice can be returned.
- The name and contact details of the officer who will be dealing with the inquiry.

Once all the necessary information has been submitted to the County Council, and if required a meeting will be arranged at an agreed venue and date.

A written response made after a meeting will be supplied within 10 working days of that meeting.

Responses to written inquiries will normally be provided within 20 working days of receipt of a fully supported enquiry.

In the event that the County Council does not respond within the timescales above, unless the applicant has agreed an extension, the fee paid will be refunded but £25 will be deducted for administration costs.

Process

Applicants seeking pre planning application advice are required to provide a completed pre-application request form (available from Cumbria.gov.uk/planning-environment/flooding/preapp.asp), location plan, access detail and a drainage strategy. We will contact you by phone or in writing within 10 days of receiving a request for pre-application advice. We will confirm:-

- That the fee, is correct or if a fee has not been submitted with the required information
- Any additional information that is required before pre-application advice is offered
- The name of the officer who will be providing the advice and their contact details

Where a fee has been submitted for advice without all other necessary information and the additional information is not received within 4 weeks of the original submission, the fee will be returned but £25 will be deducted for administration costs.

The case officer will contact you to confirm the timescales for issuing their advice. If necessary, a meeting can be arranged to discuss the proposal prior to the case officer providing advice. The target

date for responding to a valid request will be 5 weeks, although this cannot always be guaranteed, especially for more complex schemes

Where specialist advice is requested at a meeting, the necessary officers will attend subject to availability.

The case officer will:

- Research the history of the site.
- Undertake an unaccompanied site visit.
- Identify and assess the prospective application against council policies and standards as they relate to Highways, Drainage and Education.
- Arrange to attend a meeting with you where appropriate.
- Provide a detailed written response.

Fee Structure

The Pre-Planning Application Advice charging regime recognises that proposals differ in scale and that it would not be equitable to charge a single fixed flat fee for all scales of development. Accordingly, proposals for smaller scale **minor** developments (*which for pre-application purposes is defined as proposals for residential development of 5 to 20 dwellings*) will incur a lesser charge than those for larger scale more complex **major** developments (*which for pre-application purposes are defined as proposals for residential development of 21 or more dwellings and all forms of commercial/industrial development*). Please note that the level of Pre-Planning Application Advice Fees, like other fees charged by the Council, are reviewed and adjusted annually as part of the Council's Budget. Details of the current fee charges can be found at:

Cumbria.gov.uk/planning-environment/flooding/preapp.asp

For proposals involving a significant scale development you may wish to consider entering into a bespoke Planning Performance Agreement (PPA). Should this be the case, then please do not hesitate to contact us to discuss.

We will as always be available for informal advice on a case by case basis without the need for a fee where the information requested can be answered without the need to investigate the site in any detail.

The Flood and Development Management Team's contact details can be found at Cumbria.gov.uk/planning-environment/flooding/default.asp