

## **What is the pre-application advice service?**

**Our planning pre-application service provides you with advice on your planning application before you submit it to us. (Please see types of proposals on page 4)**

The Local Government Act 2003 allows us to operate a scheme of charging for pre-application advice on certain types of development so that the costs of providing the service do not fall to the council tax payer, and service can be improved. (The current statutory planning application fees do not cover the cost of pre-application advice)

## **What we will provide as part of the service**

- Seek to ensure that there is consistency in dealing with your pre-application advice and any subsequent applications for planning permission
- Information on key planning policies and previous planning decisions
- Named contacts
- Advice in relation to all relevant planning matters and the planning merits of the proposal
- Informal comments and guidance, which are without prejudice, on the content, construction and presentation of an application likely to satisfy the Council's planning policies
- Advice on the documents to be submitted with your planning application and procedures as necessary

## **Things we do not provide**

- Input from third party organisations
- Detailed technical advice
- Drawing up of plans
- A design service

***Please note:***

*The Council cannot give any weight to pre-application advice that is more than one year old, or where there has been significant change in policy or circumstances since the advice was given*

## What are the benefits of pre-application advice?

- It explains how planning policies and other requirements affect your proposals
- It identifies at an early stage any need for specialist input (e.g. listed buildings, conservation areas, trees, noise, health, highway issues) and indicates the third party organisations you should seek advice from
- It gives an indication of the likely requirement for contributions to be made by a developer (e.g. levels of affordable housing, highways, education or any other payments)
- It helps you to prepare your planning application and provided you take all the advice into account, your application will be dealt with without unnecessary delay
- It reduces the time that you and your professional staff / consultants spend on working up your proposals
- It highlights unacceptable proposals, thereby saving you the time and costs of submitting a formal application
- Seek to ensure that there is consistency in dealing with your pre-application advice and any subsequent applications for planning permission

***Please note:***

*The pre-application advice you receive will help you to submit a complete and accurate application for planning permission which complies with the relevant policies, plans and guidance. The pre-application advice will be taken into account but it cannot guarantee that planning permission will be granted, for example planning committees do not have to accept the officers recommendations.*

*Where pre-application advice is not followed subsequent planning applications are likely to be determined without further negotiations.*

### How will the pre-application advice service work?

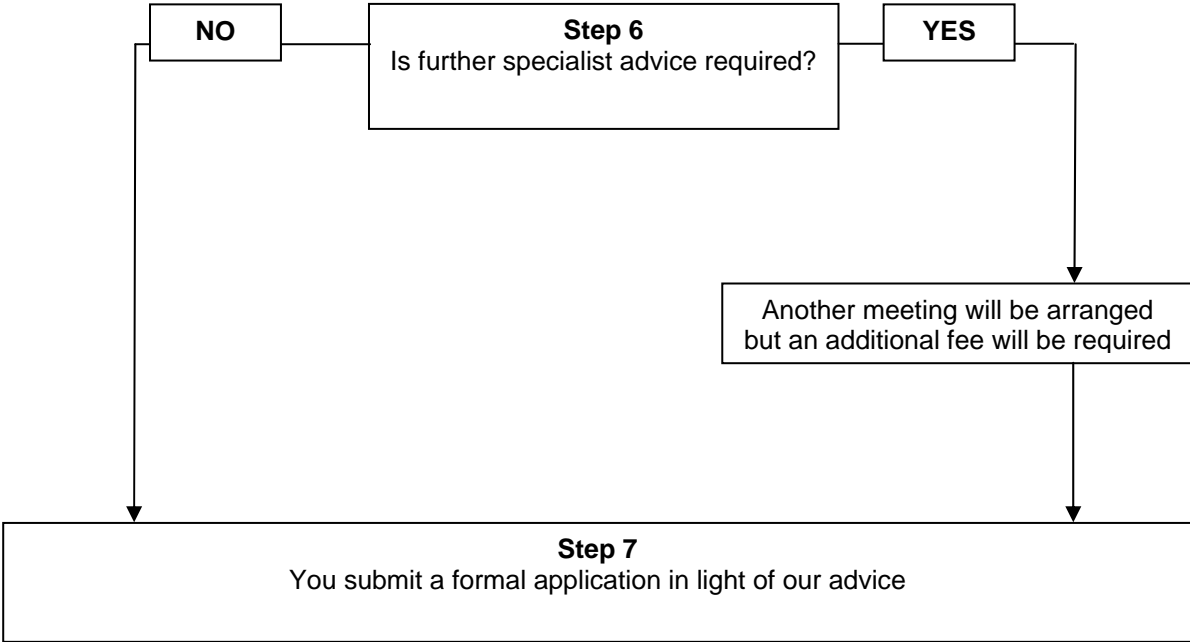
**Step 1**  
Submit pre-application request form and payment (if payment is made by cheque)

**Step 2**  
We will write to you within 7 days of receipt to acknowledge your request, and give you a reference number stating the fee required if you have not already paid

**Step 3**  
We will contact you within 12 days from receipt of payment to arrange a meeting (if necessary)

**Step 4**  
Research / meeting(s) with a Development Officer if necessary / site visit

**Step 5**  
Within 21/42 days (minor/major proposals) we will provide you with a full written response. For major projects an alternative scale for responding may need to be negotiated with you. We will also outline any actions you may need to take in order to make your application(s) valid and give details of any groups and organisations we think you may need to consult with



**CATEGORY A – Major Projects (Large Scale, Complex Developments)**

- Developments involving sites of between 1 and 2ha
- 2000m<sup>2</sup> or more commercial floor space
- Development requiring an Environmental Impact Assessment
- Telecommunications equipment and masts-composite proposals for 10 or more sites

**The fee for these enquiries will be £2,500**

**Sites of 2ha and over, the fee for these enquiries will be determined on a case by case basis**

**CATEGORY B – Other Major Developments**

- Provision of 10 or more residential units provided the site area is 0.5 – 1ha
- Provision of 1000m<sup>2</sup> – 2000m<sup>2</sup> of commercial floor space
- Mixed use developments on a site 0.5 – 1ha

**The fee for these enquiries will be £1,500**

**CATEGORY C – Minor Developments**

- Householder – **£60**
- Small scale residential (1 – 9 dwellings and where site is less than 0.5ha). This is a sliding scale of:
  - **£50 for 1 dwelling**
  - **£150 for 2 dwellings**
  - **£400 for 3 – 5 dwellings**
  - **£750 for 6 – 9 dwellings**
- Listed building and conservation area consent advice for non-domestic uses – **£150**
- Development relating to shops, offices, B1, B2 or B8 or other commercial business property:
  - **0 – 75 sq m = £80**
  - **76 – 150 sq m = £150**
  - **151 – 500 sq m = £300**
  - **501 – 700 sq m = £400**
  - **701 – 850 sq m = £500**
  - **851 – 999 sq m = £600**
- Advertisements – **£60**
- Individual proposals for Telecommunications equipment and masts – **£80**

**CATEGORY D – Change of Use Only**

**The fee for these enquiries will be £150**

## Fees and Charges

The fee covers all research time on a case (including a site visit) by a Development Officer, meetings and a final written response. For Category C proposals, a meeting will only be held at the discretion of the case officer.

Where additional officers are required at meetings to give specialist advice, there will be an additional flat rate of £50 per hour or part of an hour.

## How can I pay?

Please enclose a cheque (made payable to Peterborough City Council) when submitting your application form.

If no payment (cheque) is received, a confirmation letter will be sent out to you once you have submitted your application. On this letter you will be given a reference number which you will have to quote when making a payment using one of the following options:

- By credit/debit card at our Customer Service Centre, Bayard Place
- By credit/debit card over the phone on 01733 453410
- By credit/debit card – go to the “Pay for” area on [www.peterborough.gov.uk](http://www.peterborough.gov.uk) or [click here to pay online](#)




The fee needs to be paid before a request for pre-application advice will be processed.

## How to Contact Us for Further Information

### If you require pre-application advice, please complete and return the application form

If you have any questions, then please do not hesitate to contact us:

Planning Services  
Peterborough City Council  
Stuart House East Wing  
St John's Street  
Peterborough  
PE1 5DD

 01733 453410  
 [planningcontrol@peterborough.gov.uk](mailto:planningcontrol@peterborough.gov.uk)  
 [www.peterborough.gov.uk/planning\\_and\\_building.aspx](http://www.peterborough.gov.uk/planning_and_building.aspx)