

Pre-Development Advice
Apply for comprehensive advice on your scheme
before you apply for full planning permission



Filling in your application form and schedule of fees

West Lindsey District Council welcomes and encourages discussions with homeowners or developers before they submit a planning application.

We call this service 'Pre-Development Advice'. Pre-Development Advice will provide you with professional guidance that will help you decide how you should proceed with your development plans and make you aware of anything else you may need to consider. This service covers all forms of development, however big or small, whether you are looking to extend your own home or a developer with proposals for a large site.

To make sure that we are running our services effectively and to ensure this service can be provided to you, we have decided to charge for some pre-development advice. These charges are in addition to the fees that you will need to pay when you submit the actual planning application later on but will provide you with a number of benefits, as explained in this guide.

Charging for pre-development advice covers some of the costs that the council pays to run the service, which means that only people that need advice pay for the service and not the council tax payer.

(Please note: This service is not available to prospective purchasers of Listed Buildings)

The benefits of pre-development advice are:

◆ **It avoids incomplete applications that cannot be registered:** By making sure that the applicant is made aware of all the plans and supporting information that we need before we can accept your application as 'valid'. If an application is not valid then it will take longer for you to find out if you will get planning permission or not. If an application is not valid we cannot consult people who might be affected or determine the application. Invalid applications will normally be returned to you or your planning agent if you have asked one to make the application on your behalf. If your application is invalid it will normally waste both your time and your money.

Pre-development advice helps you get your application right first time.

◆ **It reduces the number of unsuccessful planning applications:** Because any conflicts or problems with your proposed building work will be resolved before you send in the actual planning application. We will spend time looking at your proposal and talk to you about how we use planning policies to decide whether your proposed work is acceptable or not. Planning policies can be set locally by this council or by central government.

By looking at how these affect your building work as early as possible we will help you understand any changes that you might need to make that will help make sure your application is more acceptable.

◆ **Saving time and money:** By reducing the time we spend on looking at unsuccessful applications. It is also cheaper for you because plans will normally only have to be drawn once and not changed later because of an issue that you might not be aware of. If we do not have to spend time looking at unsuccessful applications we will be able to give you a quicker answer.

This will help our planning service be more time and cost efficient from initial enquiry through to the completion of the development.

◆ **Reducing confrontation in the planning system:** By working closer with you from the beginning.

Whether you own a house and want to build an extension, or are developers that want to build several new houses, our staff will work closely with you to help develop your ideas. We will talk to the relevant consultees and third parties that will influence whether your plans are acceptable. Sometimes we need to get specialist advice from other people to help make a decision.

This could be for issues such as listed buildings, trees, flooding, noise, transport, contaminated land, ecology or archaeology. If we need to get specialist knowledge to help us make a decision it is always better that we get the advice as early as possible.

◆ **Raising the quality of developments:** By spending time carefully looking at your proposal to make sure it will be built to a high quality. This means that we can make sure your ideas will fit in with both planning policy and also with what the local community would like to see. We know from experience that doing this makes the development better quality and can even increase the profits of the developer. It means that architects can respond to any design suggestions that we make and if necessary make some changes to the plans before you make a full planning application. We want to make sure that developments in West Lindsey create places of lasting quality.

◆ **It encourages agreement and negotiation:** Because the pre-development process gives you the chance to consider any constraints or think about how comments from consultees can be used to change your plans. We all want to make sure that there are no objections when you make a planning application but sometimes it is necessary to discuss and think about how you could improve your plans. Some issues will be more important than others and in our pre-development advice we can talk to you about how much weight will be given to each issue.

It is much harder to do this later when you submit a planning application and any changes that you are forced to make will waste time and could be very expensive. Pre-development advice ensures these issues are agreed in advance so there are no hidden surprises later.

◆ **Gaining community acceptance:** By talking about any issues of concern at an early stage, and giving people who are concerned the chance to have meetings or presentations. You can then make any acceptable changes to your plans when you submit your planning application. We will not consult local residents or the parish council but we do encourage you to do this during the pre-development stage. If you do this you are less likely to meet with any problems later.

We will talk to the normal 'statutory consultees' which include organisations such as Lincolnshire County Council, Environment Agency and Lincolnshire Wildlife Trust. We will make sure that they know the advice is for a pre-development proposal so that any commercially sensitive information is not made publically available without your permission.

What advice will be provided?

Our pre-application advice will provide the following:

- ◆ Planning history of the site
- ◆ A list of the planning constraints
- ◆ Identification of relevant planning policies
- ◆ Information regarding potential planning obligations and relevant contacts
- ◆ Identify the information required for a particular type of application
- ◆ Informal guidance on the suggested content of an application
- ◆ A written response offering without prejudice the views of the Planning Officer
- ◆ A checklist of the information you will need to submit with a full application

What you will need to do

For all enquiries we will ask you to complete the pre-development advice application form containing details of your proposal and send it to us by e-mail, fax, post or by hand together with the correct fee and site location plan. This is the minimum level of information we need to start to deal with your enquiry and without this we may have to return your application to you. The next sections provide you with more information to help with your application.

Please note that the more information you provide now, the more detailed our response can be, providing you with better value for money and less uncertainty about the outcome of any future formal application for the development proposed.

Completing the application form

The guidance below will help guide you through the application form. You only need to complete the parts of the form that apply to you and your proposal. The form is split into 9 parts as follows:

Part 1: Person Enquiring All applicants should complete this section.

If you are making this application for work on your own property please enter your details in this section. If you are a planning agent please enter your clients details in this section.

Part 2: Planning Agent's Details This section only applies to applications made via a planning agent or developer.

If you do not have a planning agent please leave this section blank and move on to Part 3.

Part 3: Description of Proposed Development This section tells us what kind of building work or development you need advice on.

There are different types of development and you only need to fill in the section that applies to your proposal. Other sections should be left blank.

Complete the section for your type of development fully and move on to Part 4.

Part 4: What is the current use of the site? All applicants should fill in this section.

Please tell us what the site is being used for right now, for example 'it is part of my garden' or perhaps for larger schemes 'vacant site formerly used as a car park'.

If you are planning to convert a building from one use to another please tell us what the building currently is, such as 'currently an unused barn', or 'currently a shop'.

Move on to Part 5.

Part 5: Location of Application Site All applicants should fill in this section.

It is important that we know exactly where your site is and in addition to providing a map with the site indicated on it, we also ask for you to give us the address and postcode.

If it is a plot of land and the address is unclear then please also provide grid references. For home extensions or work to an existing building an address is also required.

Move on to Part 6.

Part 7: Ownership Details All applicants should fill in this section.

If the owner of the site is the same as the applicant shown in Part 1 please tick the box and move to the next part of the form.

If the owner is not the person named in Part 1 please provide their details in this section of the form.

Part 8: Enclosed Details All applicants should make sure that they have prepared a site location plan which indicates where their property is.

If you do not have a suitable map then you can purchase a plan which shows your property from our Customer Services Team or via our website.

An example of a site location plan is shown here.

You must also send the correct fee with your application.

Fees and the ways that you can pay are detailed later in this guidance.

We must receive a plan like this with your application.

To a scale of 1:500 or 1:200 the layout plan should identify the boundaries, site dimensions, trees within the site and on surrounding land, the position of roads, footpaths and rights of way and any other features that need to be taken into account.



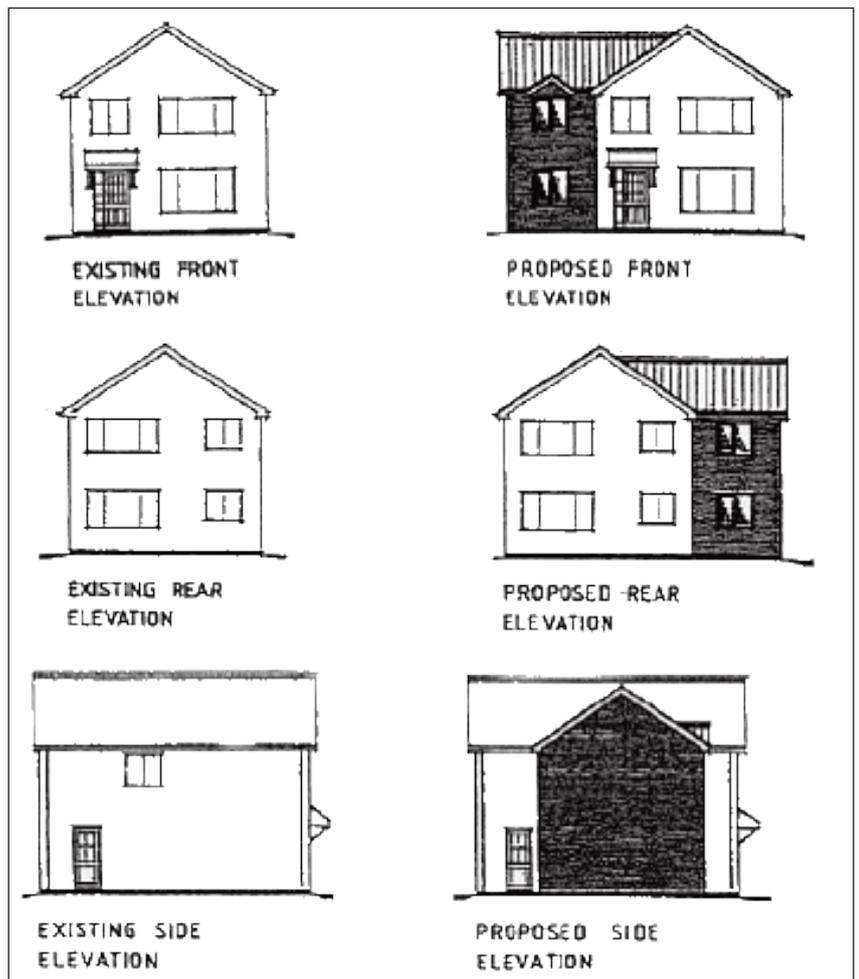
Part 9: Optional Information If you have any of the optional information shown in this section then we strongly advise you to send copies with your application. If you are sending additional information please indicate in Part 8, otherwise move on to Part 9.

- ◆ Existing details showing the current building in the form of elevation drawings and floor plans to a scale of 1:50 or 1:100.
- ◆ Proposed details showing what is proposed in the form of elevation drawings and floor plans

to a scale of 1:50 or 1:100.
 Catalogue or specification can also be submitted to show what is being proposed.

- ◆ Photographs showing the site and the immediate surroundings.
- ◆ Design statement including photomontages, design appraisal and street scene images.
- ◆ Other Information - As appropriate, this could include a draft Design and Access Statement, ecological, landscape, contamination, flood, heritage and transport assessments depending upon the location, nature and complexity of the proposed development.

Part 10: Signature All applicants should fill in this section. Please read the disclaimer and sign and date your application form where indicated. This completes the application process and details of where to send the application are indicated in this part of the form.



Description of proposed development

the details of your proposed scheme that you should put in the application form



The advice that you provide on the application form will depend on your proposed development. There follows some examples of the level of information we need for each kind of development. You should try to make sure that you have provided as much of the information as possible for your type of scheme.

Please tell us about the existing property in terms of its width and height as illustrated here.

For an extension to a property you need to tell us; what you are proposing to do, whether your home is detached, semi-detached or terraced and whether the extension will be at the front, rear or side of your property.

Please tell us the estimated dimensions of the extension, the number of storeys and whether the property has been extended in the past.

You need to indicate what materials you intend to use for the extension such as 'roof tiles and bricks to match existing', and if you are planning to add rooflights to the extension please tell us where these will be positioned.

For Outbuildings, Garages and Sheds: You need to tell us where the proposed building will be, such as the front, rear or side of the property. You should also tell us if the land or garden that the building will go on is separated from the main building by a path or road, or whether it is part of the

main curtilage.

Please indicate the dimensions of the building including height (with roof heights described as per the illustration above), if you will be including any raised platforms like a veranda or a balcony, and include a distance to the nearest boundary..

For Walls, Fences and Gates: Please tell us how far the proposal will be from the nearest public footpath or road. You should also indicate the likely height from ground level of the proposed structure and what it will be made of.

For Porches: We need to know the floor area that will be created by the porch, how high it will be at its highest point and whether it will be within two metres of the footpath or road outside your house. Again, you should tell us the materials you plan to use.

For New Individual Dwellings or Multiple Dwellings: We will require full details of the current use of the site, additional information as to how you propose to mitigate against any known constraints, a detailed account of your proposed scheme (a summary can be provided on the application form) and the total number of dwellings proposed.

Additional information may then be sought by us once discussions are underway depending on the type and complexity of the proposed scheme.

For Retail, Office or Industrial Development: We will require full details of the current use of the site, additional information as to how you propose to mitigate against any known constraints, a detailed account of your proposed scheme (a summary can be provided on the application form), whether the proposal involves alterations, extensions, conversion or new buildings, the total additional floorspace and any additional employees and estimated vehicular traffic.

Additional information may then be sought by us once discussions are underway depending on the type and complexity of the proposed scheme.

For Solar Panels, Freestanding Solar Equipment or Wind Turbines: Please indicate if the equipment will be mounted to a slope or wall of an existing building or freestanding on the ground. Please tell us the number of units that you are proposing and whether their position would make them visible from a public footpath, road or highway.

If the equipment is to be mounted on a house, please tell us how high from the top of the roof the structure would protrude. For freestanding equipment please tell us the size or dimensions of the structure and whether it would be within five metres of a neighbour's boundary.

For All Other types of development: Please provide the information requested on the application form and supply as much additional information as possible to make it clear what your proposed development involves. We may then, depending on how complex the scheme is, ask you for further supporting information in order that we can make a robust and detailed response to your pre-development enquiry.

NB: For agricultural development on a farm please note there is a separate process for such development. Please contact us for further details.

What happens next?

On receipt of your initial enquiry we will check that the right fee has been paid and if all the necessary information has been submitted. If it has not, we will return your application with a letter that will explain what information that we need.

Once your enquiry has been received it will be given a unique reference number and be allocated to a planning officer. You may be contacted by the planning officer to request a meeting or site visit, or further information to help us process your enquiry.

The planning officer will then decide the best way to deal with your enquiry and decide on what discussions and investigations will be needed. This will include if there will be a need for a site visit or to hold a meeting, and decide which specialist advisors should be involved.

You will receive a written response from us, normally within 21 days, which will assess your proposal and comment on the main issues. We will say if the scheme is likely to be acceptable to this council or if it should be amended to address issues of concern that may have arisen.

For large schemes, such as those which involve new housing developments or large retail developments (major applications) we aim to provide a full response within six weeks. If it becomes clear that our response may take longer than this, for example if we are waiting for a detailed response from a consultee, we will let you know as early as possible.

Please note

Any advice given by officers for pre-application enquiries does not indicate any formal decision by the council. Any views or opinions are given without prejudice to the formal consideration of any application. The final decision on any application that you make later can only be taken after we have consulted local people, statutory consultees and any other interested parties.

It will then be made either by the Planning Committee, or under delegated powers in accordance with the council's approved Scheme of Delegation, based on all of the information available at that time.

Officers cannot therefore guarantee the final formal decision that will be made on your application(s).

We will however carefully consider any pre-development advice we have given you, provided there has been no change in circumstances and information that could alter that position (such as national legal changes since we gave you advice or new information becoming available that was not known before).

It should be noted that the weight given to pre-development advice may reduce over time because of changes in national and local policy and legislation as well as the site context.

You are also advised that your pre-application enquiry may be required to be disclosed should there be a request under the Freedom of Information Act and as such we are not able to ensure your enquiry is confidential.

Fees and the ways to make your payment

The fee that you need to pay depends on the type of Pre-Development Advice you are applying for. More detailed advice generally means a slightly higher fee. Attached to this document you will find a full breakdown of the different fees.

Your application should arrive with the correct fee for the type of Pre-Development advice that you require.

There are currently two ways to pay:

- ◆ Send your application together with a cheque made payable to "West Lindsey District Council". If you have e-mailed your application to us then you are welcome to post your cheque separately, or deliver it in person to our offices at the Guildhall in Gainsborough.

The full address for applications and payment can be found at the end of the application form. On the back of all cheques please write the name of the applicant and add "Payment for Pre-Development Advice".

- ◆ Make your payment over the phone using a debit or credit card. To do this please contact Customer Services on 01427 676 676 and inform the customer services advisor that you wish to make a payment to cover your Pre-Development Advice application.

We advise that you do this on the same day that you post or e-mail your application to reduce any delays and to avoid us sending your application back to you for non-payment.

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További információ gyűrű 01427 676676

Lai iegūtu vairāk informācijas gredzenu 01427 676676

Norėdami gauti daugiau informacijos žiedo 01427 676676

Aby uzyskać więcej informacji na ring 01427 676676

Pentru mai multe informații inel 01427 676676

За више информација назовите 01427 676676

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If you would like a copy of this leaflet in large print, audio, Braille or in another language: Please telephone 01427 676676