

# Pre-application Planning Advice Torridge District Council



## ***Summary, Guidance & Charges amended April 2019.***

### • **Benefits of Pre-Application Advice**

- Help identify key issues a proposed development will need to address and relevant planning policies that will be applied.
- Identify other parties (Communities, Councillors etc.) you should involve in developing your scheme.
- Provide guidance on the evidence you will need to submit to support your application at an early stage (e.g. traffic impact, flooding / drainage, materials & design, conservation / heritage implications, landscape & trees, noise considerations, environmental impact etc.)
- Identify schemes that have little chance of gaining planning permission, saving time and money.

### • **Exemptions from Pre-Application Charges**

In an attempt to limit the impact of pre-application charging on our customers charges will not be applied in the following circumstances:

1. *Planning applications relating to facilities for the disabled*
2. *Planning Applications by Town or Parish councils*
3. *Planning Applications by Registered Charities*
4. *Listed building applications*
5. *Planning matters relating to enforcement*
6. *Discussions with local residents affected by Planning Applications for development*
7. *One meeting with the applicant following a refusal of planning permission.*

### • **Checklist for Pre-Application Advice**

You may find it helpful to obtain advice from an independent planning specialist who has the experience and expertise that can help make sure your application has the best chance of being given permission.

In order to provide comprehensive pre-application advice we will normally need:

1. A plan showing the site and identifying other land within the ownership or control of the applicant.
2. Any relevant planning history that you are aware of such as the existing use, a schedule of any existing floor space and any known planning restrictions, for example whether the site lies within a Conservation Area or affects a Listed Building. This information is available on the Council's website or in the Council's offices, or elsewhere.

3. A topographical site survey or other information sufficient to understand existing and proposed site levels in relation to the surrounding area. This may include photos.
4. A description of the proposal, including a calculation of any additional floor space if appropriate.
5. Any necessary scaled plans, elevations, sections, photographs or sketches. (Photos are often very useful to understand the proposal and its context).
6. Your contact details and whether you are requesting a meeting.
7. The pre-application advice fee.
8. We also request the submission of a draft Design and Access Statement where it will be useful to guide the discussions. However this is not a requirement at the pre-application stage.

Further detail for many of these topics can be found on the Councils Planning website.

When we receive a written request for pre-application advice we will check whether sufficient information has been submitted in order for us to understand the site, its surroundings and the proposed scheme. We may need further information before offering pre-application advice in writing. Timescale standards for the issuing of written advice will only begin once sufficient information has been received and will only apply to those proposals where a fee is charged.

- **[Pre-Application Service Limitations](#)**

Pre-application advice cannot deliver a guaranteed outcome i.e. guaranteed planning permission. However by engaging in pre-application advice we will be able to advise you on the likelihood of your application succeeding or what changes / additional information may be needed to increase the likelihood of a successful outcome. We should also potentially be able to help reduce the time and cost of working up proposals by suggesting how any work might be limited to only that which is necessary.

- **[Pre-Application Charges](#)**

Payment can be made by the following methods:

1. Cheque / Bankers Draft made payable to Torridge District Council
2. BACS or Chaps payment - our bank details are: Sort code- 30-90-78, account number- 29541760, account name – Torridge District Council – Receipts. (customers should clearly reference payment to us & email remittance advice to [customer.services@torridge.gov.uk](mailto:customer.services@torridge.gov.uk))
3. Card or Cheques payable at, Riverbank House Bideford
4. Telephone payments – 01237 428711

Type of development	Fee (inc. VAT)	Additional fee (inc. VAT)
<b>1. LARGE SCALE MAJOR</b> Residential >150 dwellings or site area >4ha; Non residential 10,000 sq m floorspace or site area >4 ha; All Environmental Impact Assessment development	£1000 (up to 3 meetings) (including one member ‘pre app panel’ meeting if required)	£400 (each additional meeting)
<b>2. MAJOR</b> Residential 10 -149 dwellings or site area < 4ha; Non residential 1,000 – 9,999 sq m floorspace or site area between 1-4ha	£650 (up to 2 meetings) (including one member ‘pre app panel’ meeting if required)	£300 (each additional meeting)
<b>3. MINOR</b> Residential proposals (including holiday lets) involving the erection of or change of use to 3 – 9 dwellings; Non residential 500 – 1,000 sq m floorspace;	£300 (up to 1 meeting)	£150 (each additional meeting)
<b>4. SMALL MINOR &amp; OTHER</b> All residential schemes for the replacement, change of use, conversion or erection of 1 or 2 dwellings (inc. holiday properties); All minor non residential schemes for new buildings or provision of 200 – 499 sq m floorspace Advertisements; Telecommunications; Changes of use (except residential/holiday let)	£100 (up to 1 meeting)	£100 (each additional meeting)
<b>5. WIND TURBINES</b> Height to tip: Less than 75m More than 75m (Where Environmental Impact Assessment is needed, the charge will be at the large scale major rate)	Initial fee for up to 3 meetings £650 £1000	Any additional meeting £300 £400
<b>6. GROUND MOUNTED SOLAR PV</b> Less than 10 ha (25 acres) Over 10 ha (25 acres) (Where Environmental Impact Assessment is needed, the charge will be at the large scale major rate)	Initial fee for up to 3 meetings £650 £1000	Any additional meeting £300 £400

<b>7. Written confirmation that an enforcement notice has been complied with.</b>	£100	£100 if additional appraisal required
<b>Other planning matters relating to an enforcement issue</b>	FREE	FREE
<b>8. Lawful Development Certificate advice (other than Permitted Development)</b>	£50	£50 (further advice/meeting)
<b>9. Householder development</b> (residential extension or alteration)	£25 (One meeting)	n/a
<b>10. 100% Affordable housing schemes</b>	Normal pre-app fee paid initially but if subsequent application submitted and determined as 100% affordable then 50% of pre-app fee will be credited against application fee.	
<b>11. Non residential additional floorspace (extensions) &lt; 200 square metres</b>	£100 (up to 1 meeting)	£50 (each additional meeting)
<b><i>FREE or normally free categories</i></b>		
	<b>Initial advice</b>	<b>Subsequent advice</b>
<b>12. One meeting following a refusal of planning permission.</b>	FREE	As fee category
<b>13. Listed Building</b>	FREE	FREE
<b>14. Registered charities and Town and Parish Council proposals</b> (on their own land or land they plan to acquire).	FREE	FREE
<b>15. Facilities for the disabled.</b>	FREE	FREE

**Devon and Somerset Design Review Panel fee (In addition to the above pre-application fee)**

£625 – £2,500 (Depending on scale of project and number of 1.5 hour sessions taken up:

1 session £625

2 sessions £1,250

3 sessions £1,875

4 sessions £2,500

Notes –

1. Floorspace refers to gross external floorspace.
2. The larger element of a mixed use scheme will primarily be used to determine which category of fee applies to the proposal.
3. For the purposes of charging, flats and holiday accommodation are considered as houses.
4. This is a flat rate fee based on a planning officer attending a meeting, not the length of the time the meeting takes.
5. Fees will be subject to periodic review, normally annually with changes taking effect on 1st April.
6. The charge applies to advice received from Torridge District Council officers only.



**Pre-Planning Application Enquiry Form**

**1. Applicant's Details**

Name:

Address:

Phone:  Postcode:

Email:  Fax:

**2. Address of Proposed Development (if different from 1.)**

Address

Postcode:

Please note: we will require a plan or map with the site outlined in red to help us locate the property/land.

**3. Describe the works you would like to undertake**

You must ensure that the plans and information provided are accurate and up to date.

Signed \_\_\_\_\_ Dated \_\_\_\_\_

**When complete return this page with a location plan or map to:**

**Planning Services  
Torrige District Council  
Riverbank House  
Bideford EX39 2QG**

Or via email to [planningsupport@torridge.gov.uk](mailto:planningsupport@torridge.gov.uk)

Please tick if you are unsure of the appropriate fee and one of our team will contact you confirming the correct fee amount along with methods of payment: