



PLANNING

PRE-APPLICATION SERVICE

A brief overview of the pre-application process and how to apply

What is a Pre-Application enquiry?

A pre-application enquiry is an informal application assigned to a planning officer, who will give advice and guidance before the submission of a full planning application.

It can also be used to answer more in depth queries about planning legislation or any other matter that could require further research.

What to Expect

Pre-application advice cannot deliver a guaranteed outcome, but an informal officer opinion.

By engaging in a pre-application 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.

This may also help to reduce the time and cost involved with your proposal by suggesting how some work may not be necessary.

What are the benefits of submitting a Pre-Application enquiry?

- We will be able to advise if you will need planning permission and if so, what kind of application needs to be submitted and give an indication on the likely outcome of an application.
- We can provide guidance on the evidence you will need to submit to support your application at an early stage, helping you to be more prepared when submitting a full application.
- It can help to identify key issues a proposed development may need to address and any relevant planning policies that will be applied, guiding you to an application that's more likely to be approved.
- We will engage consultees on matters such as highways, ecology, drainage and flooding to assist you in preparing a formal application.
- We can identify other parties who may support your application such as councilors and local communities.
- We can raise any concerns we have about a scheme that may have little chance of gaining planning permission, saving both time and money.

How to apply

You will need to apply for pre-application advice in writing, either by email, or as a letter (address details at the end of the booklet). Some applications will require more information than others, particularly enquiries which are very detailed or relate to a large scale development. However, the more detailed information you provide, the more informed our response can be.

For any pre-application we will require the following:

(a form is included on page 8)

1. A description of the proposal.
2. The full postal address of the property in question (if applicable) or grid reference if the application is for a piece of land.
3. A location plan or map with the proposal outlined in red showing the context of the surrounding area, roads and buildings and where the proposal will be sited i.e. if asking about the possibility of a conservatory, where the conservatory would be located should be shown on the plan.
4. Your contact information.
5. Pre-application fee. (further details on page 6)

Further information

When we receive a pre-application enquiry, it will be checked by a planning officer to ensure we have sufficient information to understand the nature of the proposal.

If further information is required, we will contact you requesting it before moving forward with the application. Anything we request will always be relevant to the case, to help the officer provide an accurate response. (This can include plans or drawing of the proposed elevations and floor plans or a proposed building or structure.

Contact information

To submit a pre-application enquiry, please send the relevant information to:

Torrige District Council Planning

Riverbank House

Bideford

EX39 2QG

Or via email to:

planningsupport@torridge.gov.uk

If you have any further queries regarding this process, the fees involved or an application you've already submitted, please call: **01237 428711**

Pre-application fees

Fees for pre-application advice can vary depending on the size, scale and type of query.

Our more frequent fee amounts are as follows:

Householder Development - £25

Residential extension or alteration within the curtilage (garden) of a dwelling .

Small Minor and Other - £100

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 buildings or provision of 200-400 sq m floorspace, advertisements, telecommunications and changes of use (except residential/holiday let).

Minor - £300

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.

A full breakdown of all of our fees and exemptions from fees can be found in the pre-app charging schedule at:

<http://www.torridge.gov.uk/article/11077/Pre-application-Advice>

Methods of payment

Payments can be made by the following methods:

1. Bankers draft made payable to Torrridge District Council.
2. BACS or Chaps payment to Account name: Torrridge District Council—receipts, Sort Code - 30-90-78 Account number—29541760. (clearly reference payment to us and email remittance advice to customer.services@torridge.gov.uk)
3. Card payments at Riverbank House, Bideford.
4. Telephone payments on 01237 428711.



Pre-Planning Application Enquiry Form

1. Applicant's Details

Name:	<input type="text"/>		
Address:	<input type="text"/>		
	<input type="text"/>		
Phone:	<input type="text"/>	Postcode:	<input type="text"/>
	<input type="text"/>	Fax:	<input type="text"/>
Email:	<input type="text"/>		

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

Address	<input type="text"/>	
	<input type="text"/>	
	Postcode:	<input type="text"/>

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

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: