

Planning Application Advice Service

Pre application, application and post application service

Guidance Note and Pre-application and Planning Performance Agreements Charging Schedule



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Why are we charging for planning application advice?

In accord with the National Planning Policy Framework, Swindon Borough Council is committed to providing a clear, consistent and timely end to end planning service from pre-app to decision, which places an emphasis on working with applicants in a positive and proactive way.

By charging for pre-application advice Swindon Borough Council are able to allocate more resources to this important early stage of the planning process. This enables a smoother more pro-active for planning applications to determination, which can be secured through a Planning Performance Agreement.

Pre-application discussions are critical to timely and sound decision making offering particular benefits, including:

- greater certainty at an earlier stage in the process by front-loading discussions regarding key issues,
- assessment of development proposals by officers, senior managers and technical officers at an early stage in the process,
- the opportunity to steer projects in the right form that will be attractive to the community and acceptable to the local planning authority,
- reducing the risk of abortive work and associated delays and costs,
- discussions regarding potential planning conditions and S106/CIL contributions,
- at the applicants discretion, ensuring that key decision makers have sight of proposals at an early stage.

Swindon Borough Council is committed to accelerating the number of new homes and jobs provided in the borough in line with the principles of our Swindon Plan, and is keen to work with developers to ensure that their proposals are viable and deliverable. This will be a focus of preapplication advice.

The local planning authority does not charge for pre-application advice for proposals submitted by the Borough Council either directly or through its Housing Company or through the Wichelstowe Joint Venture.

The local planning authority offers a full range of client side planning services with expert local knowledge to help you through the pre-application and planning processes.

Our Pre-Application Services:

Our pre-application service will operate across the Borough for developments up to 49 residential units and/or 4,999sq.m of non-residential floor space in size. For developments above this size, we will seek to engage with developers by way of an inception meeting followed by a Planning Performance Agreement (PPA) (if deemed appropriate), which will be tailored to the individual scheme and the needs of the applicant. A PPA service is also available for matters relating to post-decision matters such as the discharge of planning conditions.

Pre-Application Advice

Category: A

Category: B

Category: C

Category: D

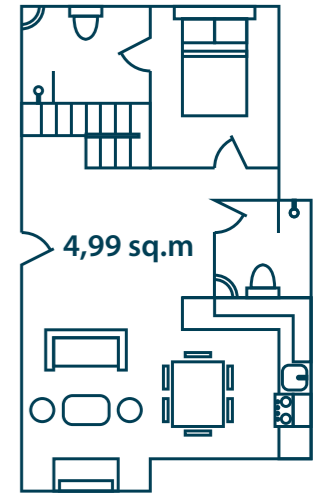
Category: E



Residential and commercial extensions and 1 – 49 new residential units



Non-residential development 0 – 4,999 sq.m of floor space



Change of use up to 4,999 sq.m of floor space

Pre-Application Advice

Inception Meeting

Followed by:

Category: F

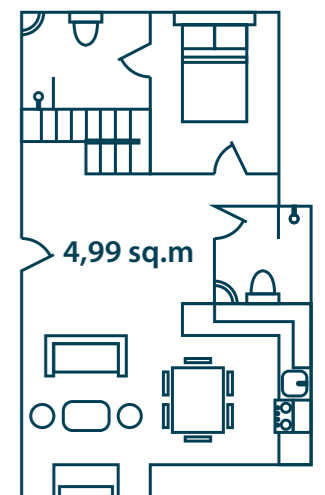
Category: G



50 and above new residential



Non-residential development 5,000 sq.m and above



Change of use 5,000 sq.m and above

The issuing of the final pre-application report or letter of salient points (dependant upon category) closes the pre-application service. Should you require additional advice after the issuing of the final written response, this will represent a new request for pre-application advice and will be chargeable at the full fee for the pre-application service.

Category A - Householder Development

All householder development (e.g. extensions, home offices, loft conversions)

NOTE: Conversion of single dwellings to flats, short term lets or HMO's are not included within this category.

If you are proposing significant levels of development to a residential property, you should consider engaging with the local planning authority prior to submitting your application.

It will be expected that all proposals for extensions and alterations to homes will be designed to respect the character of the property and to be neighbourly. Extensions must be attractive, work well for residents of the property and for neighbours, promote biodiversity and overall be of a high quality.

Category A: Relating to the following categories of development:

Pre-application	Fee (inclusive of VAT)
A.1 Pre-application meeting (30 mins) followed by letter confirming salient points Meeting to be held online via MS Teams	£230
Fees in addition to the above (prior to issuing letter of salient points)	
A.2 Charge for on-site meeting with Officer(s) (15 mins)	£230
A.3 Team Leader / Principal Planner attendance at pre-application meeting	£120

Category B - Local Businesses (Sites not exceeding 200sq.m)

If you are proposing works to extend your business, change the use of the building, make changes to your shopfront or update your signage/advertising, you should consider engaging with the local planning authority prior to submitting your application.

- *Extensions to an existing business premises (new floor space not to exceed 50sq.m)*
- *Changes of use of an existing business premises (from a use within class E to a different use)*
- *Works to change the shopfront of an existing business*
- *Signage and advertising on an existing shopfront*

Category B:

Pre-application	Fee (inclusive of VAT)
A.1 Pre-application meeting (30 mins) followed by letter confirming salient points Meeting to be held online via MS Teams	£600
Fees in addition to the above (prior to issuing letter of salient points)	
B.2 Charge for on-site meeting with Officer(s) (15 mins)	£120
B.3 Team Leader / Principal Planner attendance at pre-application meeting	£120

Category C - Small Scale Development

Small scale developments and those on 'in-fill' land can often raise complex issues and generate neighbour concerns. The local planning authority welcomes the opportunity to assist developers through the planning process in order for high quality small scale schemes to be delivered.

- 1 to 3 new residential units
- Conversion of single dwellings to flats (max 3), short term lets or HMO's
- Non-residential applications or change of use (site area or floor space of 0sq.m - 499sq.m excluding those in Category B)
- Telecommunication equipment/masts and Advertisements; (excluding Category B)
- Certificates of lawfulness and prior approvals within this category

Category C:

Pre-application	Fee (inclusive of VAT)
C.1 Pre-application meeting (60 mins) followed by letter confirming salient points Meeting to be held online via MS Teams	£1440
Fees in addition to the above (prior to issuing letter of salient points)	
C.2 Follow up meeting (30 mins) followed by letter confirming salient points Meeting to be held online via MS Teams	£576
C.3 Charge for on-site meeting with Officer(s) (30 mins)	£288
Post application Product	
C.4 Discharge of planning conditions meeting (30 Mins) followed by letter of salient points Meeting to be held online via MS Teams	£576
C.5 Premium Condition review service Meeting to be held online via MS Teams	£300 Per condition

Category D - Medium Scale Development

Medium scale developments and those on 'in-fill' land can often raise complex issues and generate significant neighbour concerns. The local planning authority welcomes the opportunity to engage with developers to deliver high quality development.

- 4 to 9 new residential units
- Non-residential applications or change of use (site area or floor space of 500sq.m - 999sq.m)
- Certificates of lawfulness and prior approvals within this category

Category D:

Pre-application	Fee (inclusive of VAT)
D.1 Pre-application meeting (60 mins) followed by letter confirming salient points Also included: One submission of revised drawings. One follow-up meeting (30 Mins) to present revisions (only available for schemes which broadly accord with the development plan) followed by a detailed written pre-application report Meeting to be held online via MS Teams or in person at Swindon Borough Council's Civic offices	£4320
Fees in addition to the above (prior to issuing letter of salient points)	
D.2 Follow up meeting (30 mins) followed by letter confirming salient points Meeting to be held online via MS Teams	£576
D.3 Charge for on-site meeting with Officer(s) (30 mins)	£288
Post application Product	
D.4 Discharge of planning conditions meeting (30 Mins) followed by letter of salient points Meeting to be held online via MS Teams	£576
D.5 Premium Condition review service Meeting to be held via MS Teams	£300 Per condition

Category E - Large Scale Development

Large scale developments will raise complex planning issues, may generate significant neighbour concerns and require off-site contributions. Swindon Borough Council welcomes the opportunity to engage with developers to deliver high quality development.

- *10 to 49 new residential units*
- *Non-residential applications or change of use (site area or floor space of 1000sq.m - 4999sq.m)*
- *Reserved matters pursuant to outline permissions within this category*
- *Certificates of lawfulness; and prior approvals within this category*

Category E:

Pre-application	Fee (inclusive of VAT)
E.1 Pre-application meeting (90 mins) followed by letter confirming salient points Also included: One submission of revised drawings. One follow-up meeting (1 Hr) to present revisions (only available for schemes which broadly accord with the development plan) followed by a detailed written pre-application report Meeting to be held online via MS Teams or in person at Swindon Borough Council's Civic offices	£8640
Fees in addition to the above (prior to issuing letter of salient points)	
E.2 Follow up meeting (1 Hr) followed by letter confirming salient points Meeting to be held online via MS Teams	£2304
E.3 Charge for on-site meeting with Officer(s) (1 Hr)	£1152
Post application Product	
E.4 Discharge of planning conditions or minor material amendments meeting (1 Hr) followed by letter of salient points Meeting to be held online via MS Teams	£2304
E.5 Premium Condition review service Meeting to be held via MS Teams	£350 Per condition



Planning Performance Agreements

Planning Performance Agreements provide a framework through which the applicant and Swindon Borough Council commit resources and work together to manage the entire planning process in a timely manner based on key targets and milestones. Applicants for schemes requiring a Planning Performance Agreement are expected to first undertake an inception meeting to present an overview of proposals and discuss the project plan and timescales.

The Inception meeting will be held either via Teams or in person at Swindon Borough Council's Civic Offices. A Principal Planner will be in attendance. The meeting will be followed by a letter of salient points / key planning issues and, if appropriate, a draft Planning Performance Agreement.

Following this meeting, if a Planning Performance Agreement is deemed appropriate for your proposal, Swindon Borough Council will then send you a draft Planning Performance Agreement tailored to your proposed development.

Swindon Borough Council's Planning Performance Agreements fall within two categories based on the size of your proposed development. Full details of these categories and charging schedule are found on the following pages. Please note, should specialist external consultants (e.g Viability, Ecology, Sun/Daylight) be required these will be provided at an additional cost on a case-by-case basis.

Swindon Borough Council also offers stand alone pre-application products within categories F and G in relation to meetings to discuss the discharge of planning conditions or minor material amendments to schemes which already have obtained planning consent. These products are shaded orange on the following pages.

Category F - Planning Performance Agreements

Schemes that do not comprise EIA development.

- *50-149 residential units*
- *Non-residential applications or change of use (site area or floor space of 5,000sq.m – 15,000sq.m)*
- *Development with a site area of between 0.5 and 1 ha*
- *Reserved matters pursuant to outline permissions within this category*
- *Certificates of lawfulness and prior approvals within this category.*

Category F:

Planning Performance Agreement Product	Fee (inclusive of VAT)
F.1 One PPA meeting (2 Hrs) followed by letter of salient points Meeting to be held online via MS Teams or in person at Swindon Borough Council's Civic offices Also included: Detailed written pre-application report (to be issued following the final PPA meeting)	£8640
Fees in addition to the above (prior to issuing of written response)	
F.2 Any subsequent PPA meeting (up to 2Hrs) followed by letter of salient points Meeting to be held online via MS Teams	£5760
F.3 On-site meeting with officers or attendance of specialist officers (e.g Transport / Design)	£1152
Post application Product	
F.4 Meeting to discuss discharge of planning conditions or minor material amendments (90 mins) followed by letter of salient points Meeting to be held online via MS Teams	£4320
F.5 Premium Condition review service Meeting to be held via MS Teams	£500 Per condition £1380 Per Monthly update meetings

Category G - Planning Performance Agreements

Schemes which require an Environmental Impact Assessment.

- 150 or more residential units
- Non-residential applications or change of use (site area or floor space over 15,000sq.m)
- Development with a site area over 1 ha
- Reserved matters pursuant to outline permissions within this category
- Certificates of lawfulness and prior approvals within this category.

Category G:

Planning Performance Agreement Product	Fee (inclusive of VAT)
G.1 One PPA meeting (2 Hrs) followed by letter of salient points Meeting to be held online via MS Teams or in person at Swindon Borough Council's Civic offices Also included: Detailed written pre-application report (to be issued following the final PPA meeting)	£12960
Fees in addition to the above (prior to issuing of written response)	
G.2 Any subsequent PPA meeting (up to 2Hrs) followed by letter of salient points Meeting to be held online via MS Teams	£8064
G.3 On-site meeting with officers or attendance of specialist officers Attendance at pre-application meetings with statutory consultees (e.g NH/EA)	£2304
Post application Product	
G.4 Meeting to discuss discharge of planning conditions or minor material amendments (90 mins) followed by letter of salient points Meeting to be held online via MS Teams	£5760
G.5 Premium Condition review service Meeting to be held via MS Teams	£500 Per condition £1380 Per Monthly update meetings



Category H – Additional Products

Design Review Panel

The Design Review Panel provides expert independent professional design advice on Pre-Application proposals for PPA developments. The Panel consists of highly qualified professionals within the built environment, including architects, landscape architects, public realm specialists and urban designers. The Panel exists to advise officers with independent design advice. It does not have decision-making powers, but serves as an advisory body helping officers to achieve high quality urban and architectural design for new developments.

All proposals for development falling within categories F and G are recommended to attend at least one QRP review at the pre-application stage.

Members Briefing

This is an internal meeting which usually meets once a month made up of Planning Committee members, **local ward members** and officers. This is not a public meeting but developers (where considered appropriate) will be invited to present their scheme prior to consideration by the Committee and preferably at the pre-application stage.

Category H:

Members Briefing	Fee (inclusive of VAT)
H.1 Presentation to Planning Committee Member's Briefing (30 mins) including open discussion and questions from members prior to an item being considered by Committee and preferably at the pre-application stage. Meeting to be held via MS Teams	£3000



Applying for Pre-Application advice

To request pre-application advice, please complete the 'Pre-application request form' and email this to sbcdc@swindon.gov.uk

On receipt of your pre-application request, our validation team will undertake a review of your submission and you will be contacted to make payment where required.

Payments can be made online via the Council website or by invoice.

Our validation team will assist you with this.

Within 5 working days of receiving a pre-application request and relevant fee, your request will be allocated to an Officer who will contact you to arrange a suitable meeting date and confirm which Swindon Borough Council officers will be in attendance.

Information Required

Swindon Borough Council will require a basic level of information to ensure that proper advice can be given. The following is not exhaustive but is a useful guide to what you will need to ensure that you get the advice and guidance you need. The more information you provide at pre-application stage the greater the extent to which Swindon Borough Council can provide you with a comprehensive pre-application response.

The list below sets out the minimum recommended level of information to be submitted at Pre-Application stage:

- Covering Letter - including details of the pre-application product(s) you require; e.g. E.1 and E3
- site address and details of site ownership and the applicant's status
- the existing use of site and relevant planning history
- the proposed development, including details of land uses, scale and height of built form, schedule of floor space, housing details such as tenure/mix/size (where relevant)
- Drawings/Plans – including:
 - location plan at 1:1250, with site outlined in red, any adjoining land in the ownership of the applicant outlined in blue;
 - plans and elevations of existing buildings on the site; and
 - plans and elevations of the proposed development.
- Supporting Information - Depending on the type/scale of the proposed development and how advanced the scheme is it may be helpful to include supporting information regarding the key planning issues, such as an urban design analyses, or draft Design and Access Statement.
- Where necessary, a completed checklist of commercially sensitive documents.

Commercially sensitive documents

Freedom of Information

Your pre-application request, together with any documents or response made by Swindon Borough Council, will be made available for public inspection unless you confirm in writing to us that the information provided is commercially sensitive. If Swindon Borough Council receives a request, under the Freedom of Information Act (FOI) or Environmental Information Regulations (EIR), to disclose information relating to this pre-application enquiry, we may be obliged to do so unless the information is deemed exempt under the Act.

At the time of your pre-application submission please list items which you consider are confidential and genuinely commercially sensitive and which are not for disclosure in respect of your application. This information should include the name of the document, the page or reference number, the reasons for confidentiality (referencing FOI or EIR exemptions if possible), the duration of the period of non-disclosure and include the bold text below.

Commercially sensitive documents not for disclosure to third parties under the Freedom of Information Act 2000 (FOI) or Environmental Information Regulations 2004 (EIR):

The applicant acknowledges that the commercially sensitive information listed above is of indicative value only and Swindon Borough Council may be obliged to disclose it pursuant to a request under the Freedom of Information Act (FOI) or Environmental Information Regulations (EIR).

Swindon Borough Council shall act reasonably and use its discretion when making a decision to release or withhold information pertaining to the above if it is requested. By indicating what information you believe to be commercially sensitive Swindon Borough Council will consider your views however will make the final decision to disclose information or not.

