

Slough Borough Council: Planning Service
Pre – application advice note: April 2018

Slough Borough Council is well connected to London and the rest of the country and needs to accommodate the population and business growth at the same time as providing the best environment for existing and future residents and workers.

As a service, we welcome and encourage discussions before a planning application is submitted. Pre-application advice will generally give more certainty at an earlier stage and help resolve issues so that speedier planning decisions can be made.

By charging a fee for this service we can allocate more resources to this important early stage of the process and be able to provide good advice from officers. We know from experience that developers and applicants generally welcome and benefit from using such a service as this allows them to make informed decisions when considering their development proposals.

Why Seek Pre-Application Advice?

The pre-application advice service offers you constructive and without prejudice advice on the likelihood of your proposal receiving planning permission. The pre-application advice aims to provide the following benefits:

- Establishing whether the 'principle of a particular development' is acceptable prior to submitting a formal planning application.
- An understanding of planning policy requirements and constraints (including the relevant planning history) that apply to your site.
 - Avoiding costly mistakes and saving time.
- Identifying key planning issues or potential problems early on and to explore potential solutions.
- Providing advice about how to improve your development proposal and to suggest amendments.
- Ensuring that consultees are consulted and engaged from the outset of the process including identifying external consultation requirements.
 - Offering general advice on the necessary information (including technical reports) to accompany your planning application for validation purposes.
- Identifying a case officer who will usually deal with both the pre-application advice and formal planning application.
 - Providing advice on expected planning obligations and financial contributions

How To Make A Pre-Application Enquiry

The Council's Pre-Application Advice Form is available to download from our website and details of the site and a written summary of the proposed development must be completed together with the necessary contact details.

This form as well as the appropriate fee and corresponding drawings / information will need to be sent to the Local Planning Authority either by email or post.

Requests for advice should be accompanied by the minimum of information that is listed below:

- Site Location Plan at a scale of 1:1250 or 1:2500 with the site outlined in red.
- Information about the existing use of land or buildings and/or photographs of the site.
- A Site Layout Plan/Block Plan usually at a scale of 1:200 showing the proposed development including access, car parking and location of any existing features such as trees/planting.

The level of information you will provide will vary depending upon the nature of your proposal and how well advanced your scheme is. The level of advice that you will receive will be based on the level of information that you submit to us. The more information you can provide about your proposal the more comprehensive the advice you will receive.

However, for more comprehensive or 'major' development it would be appropriate to provide the following information (where relevant), such as:

- Scaled floor plans and elevations.
(Where possible it would be helpful if the drawings could also show adjacent buildings to identify the context of the scheme).
- Existing Floor Plans and Elevations.
- Photomontages and computer images (CGI's).
- Design and Access Statement.
- Heritage Statement.
- Tree Survey.
- Air Quality Assessment.
- Sunlight / Daylight Assessment

Please send your pre-application request to:

Email: Planning@slough.gov.uk

Development Management
Slough Borough Council
Observatory House
25 Windsor Road
Slough
Berks
SL1 2EJ

You can pay for your enquiry by phone using either credit or debit card, or by cheque, made payable to Slough Borough Council.

If you have any queries please contact the Local Planning Authority using the following contact number:

- 01753 875810

Pre-Application Service Standards

In order to sustain a high level of effectiveness and consistency in providing professional advice that we give our customers, we have adopted a number of customer service standards as follows:

- We will respond on a quick householder 'Desk Based Assessment' within 10 working days.
- We will respond with written comments on requests for advice on householder proposals within 15 working days of receipt.
- We will respond with written comments on requests for other and / or minor proposals within 20 working days of receipt or after any site visit **or** meeting.
- We will respond to written requests for advice on major development proposals within 28 working days of receipt or after any site visit **or** meeting.
- Where relevant, the pre-application fee covers one meeting. Any additional meetings will be treated as a 'follow-up' pre-application submission and charged an additional fee as set out in the charging schedule.
- If it is not possible to respond within the above timescales due to the complexity of the case or the need to seek comments from specialist officers / others, we will contact you to agree a longer response time.

The pre-application advice is given without prejudice to the consideration of any future planning application and is based on the relevant planning legislation and national and local planning policies and guidance that is in existence at the time of providing the advice.

Fees

The attached fee charging schedule sets out the list of fees for obtaining pre-application advice which has been determined by the scale of the proposed development. The pre-application fee must be paid in advance and mixed use developments will be charged at the highest rate of the proposed uses. The fee for using the pre-application service includes VAT and is non-refundable.

The fees for unusual developments not covered in the list of fees or complex developments will be negotiated with the applicant prior to the submission. Costs associated with independent review of specialist documents not available within the Council (e.g. viability, heritage, retail impact, daylight and sunlight) will be subject to consultant fees.

Planning Performance Agreements (PP A's)

For major and complex schemes, it would be helpful to discuss what information you have gathered about your proposals prior to your meeting with the case officer. For a limited number of large scale major developments the Council will consider entering into a Planning Performance Agreement (PPA) to take a project managed approach to large or complex developments.

Building Control

The Council's Building Control service is concerned with overseeing the construction of commercial development as well as agreeing the building control certification for residential / householder schemes. We are dedicated to ensuring that our Building Control process provides added value for our clients – reducing unnecessary bureaucracy, delays and costs.

We provide a proactive and efficient Building Control Service and Building Regulations Consultancy. Our team of highly experienced surveyors, engineers and support staff can provide design and feasibility consultation with our extensive knowledge of a wide range of projects of all sizes and complexities. For further details on the services provided by Building Control, please use the following link.

<http://www.slough.gov.uk/planning-and-building-control/building-regulations.aspx>

Confidentiality

The Council treats all pre-application enquiries as confidential and information regarding these will not be available for the public to view on our planning website. It is important to note that under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004, we may receive from time to time a request from a member of the public to provide information regarding enquiries and responses in respect of pre-application advice. Subject to certain exemptions, we are obliged to release this information, although personal contact details are protected under the Data Protection Act.

Development Management Pre-Application Fees: 2018/19

		Fee	Charge for follow up
Householder Extensions	Desktop assessment , resulting in checklist response	£85.00	£50.00
	Full assessment <u>excluding</u> meeting or site visit	£145.00	£85.00
	Full assessment <u>including</u> meeting or site visit	£175.00	£130.00

		Fee	Charge for follow up
Residential Development	1 dwelling	£345.00	£275.00
	2-4 dwellings	£950.00	£650.00
	5-8 dwellings	£1,600.00	£1,200.00
	9-14 dwellings	£1,900.00	£1,500.00
	15-20 dwellings	£2,200.00	£1,600.00
	21-30 dwellings	£2,600.00	£2,200.00
	31-49 dwellings	£3,000.00	£2,500.00
	50-149 dwellings	£4,500.00	£3,000.00
Full assessment including meeting <u>or</u> site visit	150+ dwellings	Planning Performance Agreement – bespoke fee (see charging schedule in Planning Performance Agreement & bespoke services)	

		Fee	Charge for follow up
Non-Residential Development	Up to 100sqm	£165.00	£115.00
	101-249sqm	£300.00	£250.00
	250-499 sqm	£650.00	£450.00
	500- 999 sqm	£1,000.00	£650.00
	1000-2000sqm	£1,500.00	£1,100.00
	2001-5000sqm	£3,000.00	£2,000.00
	5001-9999sqm	£4,500.00	£3,000.00
	Full assessment including meeting <u>or</u> site visit	10,000+ sq.m	Planning Performance Agreement – bespoke fee (see charging schedule in Planning Performance Agreement & bespoke services)

		Fee
Advice for other services (Letter only)	Change of use of land and buildings	£500.00
	Trees and landscaping	£175.00
	Works to TPO trees/Conservation	£175.00
	Advertisements	£115.00
	Non-material amendments	£115.00
	Approval of details / clearance of planning conditions	£75 per condition
	Variation of conditions	£75 per condition
	Extensions / Alterations to listed buildings	£50 admin fee to write instructions to obtain specialist advice. Specialist advice fee on a case by case basis by external provider.
	Local Community Group	£120.00
	Telecoms	£500.00
	Pre-application Advice – Minerals & Waste	£50 admin fee to write instructions to obtain specialist advice. Specialist advice fee on a case by case basis.
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		Fee
Planning Performance Agreement & bespoke services (per hour)	Planning Manager	£150.00
	Planning Policy Lead	£120.00
	DM Team Leader	£100.00
	Principal Planning Officer	£85
	Senior Planning Officer	£65
	Assistant Planning Officer / Planning Officer	£55