

# REQUEST FOR PRE-APPLICATION PLANNING ADVICE GUIDANCE NOTE

Burnley Borough Council welcomes and encourages pre-application discussions with developers prior to the submission of a planning application. This helps to give greater certainty to developers, identifies any potential problems or constraints, ensures that all the required information is submitted with the application and results in a speedier decision.

Since the 1<sup>st</sup> April 2011, the Council have been making a charge for some of the planning advice it provides to people prior to the submission of a planning application. This is to ensure the costs of providing the service are recovered from the person using it and that it does not fall to the council taxpayer.

## FREE ADVICE

Some advice will still be provided free of charge. For brief, verbal advice, there is a Duty Planner service which operates at the following times:

<b>Monday and Friday</b>	<b>10am to 1pm</b>
<b>Tuesday and Thursday</b>	<b>2pm to 4pm</b>

The Duty Planner service is not available on a Wednesday.

This service is provided in person at Contact Burnley, 9 Parker Lane, Burnley, or by telephone to 01282 425011. It is intended to deal with general enquiries, for example:

- whether permission is required for non-householder development
- advice on whether Listed Building Consent is needed for works to listed buildings
- advertisements
- enforcement enquiries
- works to trees covered by Tree Preservation Orders or in Conservation Areas

For free advice as to whether or not planning permission is needed for a house extension, or works within the curtilage of a dwelling, you can visit the **Planning Portal** at [www.planningportal.co.uk](http://www.planningportal.co.uk) where there is free and up to date guidance and an interactive tool to help you decide if you need permission.

## SUBMITTING AN APPLICATION FOR PRE-APPLICATION ADVICE

### PLANS AND SUPPORTING INFORMATION

An application form is available from Contact Burnley or on the Council's website, [www.burnley.gov.uk](http://www.burnley.gov.uk). This should be completed and returned to the address given on the form together with the required fee (see charges sheets) and the following information:

- Location plan showing the site (Including at least two street names and at a recognised scale of 1:1250 where possible),
- Sketch plans of the proposed work (site plan, elevations, floor plans),
- Draft design and access/heritage statement (where appropriate), and
- Photos of the existing site and surroundings may also be helpful, along with confirmation of the current use of the land/buildings

The following additional information may also be useful,

- Photographs of site
- Any known constraints to development
- Technical studies (if available), e.g. ecological or traffic impact assessments)
- Agenda (if a meeting is to be held)

### SERVICE STANDARDS

Once we have received your application form you will be contacted by phone, e-mail or in writing to advise you whether any further information is required. Once your enquiry is deemed valid, you will be advised who the case officer will be. The case officer will be an appropriately experienced officer and will be your point of contact throughout the pre-application stage and through to determination of your planning application. You will be informed if changes to this arrangement have to be made.

Where a **site visit / meeting** has been requested, or is required, it will normally be arranged no later than **20 working days** from the date of receipt of the application, providing any further information requested has been received and providing the required fee has been paid. Before the site visit / meeting, the case officer will undertake a preliminary assessment of the proposal against current national and local planning policy, check the site history and identify any likely constraints.

For major applications the case officer will identify the key players from other organisations who will need to be involved, and will project manage the application through to the submission of an application for planning permission and its determination.

If the application relates to a listed building or affects a Conservation Area, the case officer will arrange for the Council's Conservation Officer in order to provide specialist advice.

If the application relates to works affecting trees, the case officer will discuss the proposals with colleagues in the Council's Green Spaces and Amenities Team in order to provide specialist advice.

If there are considerations of a specialist nature, such as the presence of bats, the case officer will provide you with relevant contact details.

Within approximately **20 working days of your application being accepted, or 10 working days of the site visit / meeting**, a written response to your enquiry will be sent to you either by letter or by e-mail. The response will set out how the proposal fits with national and local plan policies, the major planning issues and constraints, and the requirements for information needed to support a planning application.

## **IMPORTANT NOTES**

*Any advice given by Council officers for pre-application enquiries represents their professional opinion and cannot indicate any formal decision by the Council as local planning authority, due to the democratic requirements of the application process. Any views or opinions expressed are given in good faith, and to the best of their ability, without prejudice to the formal consideration of any planning application following statutory public consultation and engagement with the elected Members of the Council. Any subsequent alterations to local and national planning policies might affect the advice given and the subsequent formal consideration of the application, especially if some time elapses between the pre-application advice and the formal application.*

*At present Lancashire County Council's Highway Development Control Team is currently unable to offer pre-application/scoping advice due to current work load and resources available. Any advice given in relation to Highways matters will be done so on an informal basis and will be the professional opinion of the Case Officer.*

*If you require confirmation that planning permission is not required for your proposed development, you will be advised to submit an application for a Lawful Development Certificate for the Proposed Development. Such an application costs half the normal planning fee and details can be found on our website.*

*The provision of pre-application advice is subject to staff availability. Fluctuations in workload and the availability of staff will impact on the timeframes for the delivery of advice. When exceptional delays appear likely you will be advised as soon as possible.*

*Applications received without a fee will not be checked or validated until the fee is paid. Applications unpaid after 10 working days will be treated as withdrawn. Please note that responsibility for payment lies with the applicant/agent, as we do not have the resources to chase for payments.*