

# Pre-Application Discussions

## Advice Note

Devon County Council handles all planning applications for minerals related or waste management development, together with all planning applications for the County Council's own development, for example schools and libraries (these are often referred to as 'Reg. 3' developments). We welcome and encourage people to seek free advice before submitting a planning application. A pre-application discussion can benefit both applicants and the planning authority, saving time and money in several ways.

Early discussion on a proposed scheme can establish:

- A constructive dialogue between applicants and planning officers
- What will be required in a planning application for a scheme and what appropriate supporting information is also required
- Understanding of the site history, relevant planning issues and planning policies
- If it is likely that other statutory consents may also be required and whether or not legal agreements would be required
- A robust evidence base which can indicate whether a scheme is permitted development or not. Permitted development is development that can be undertaken without the need for a planning application to be submitted to the local planning authority

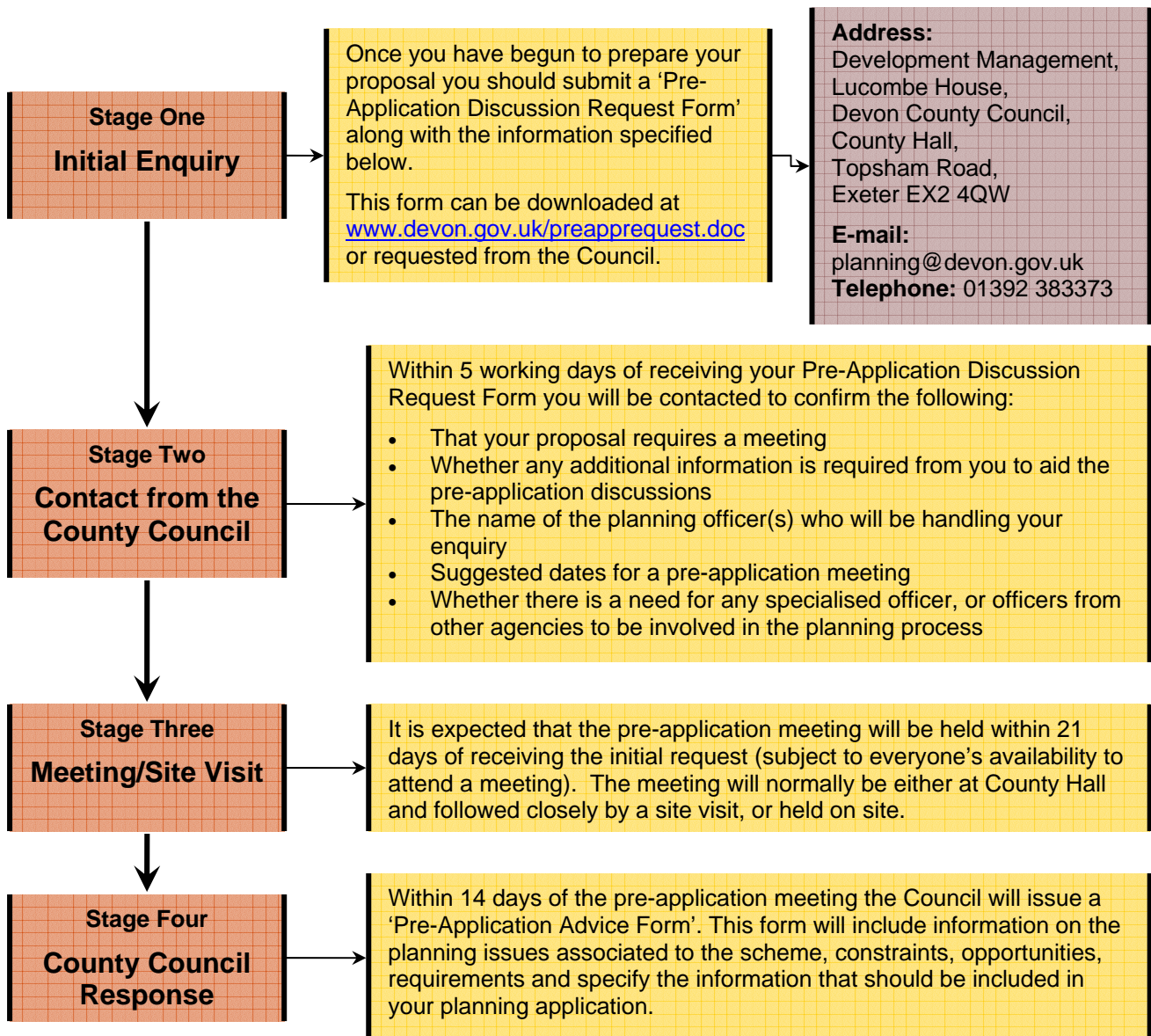
## MATTERS COVERED IN PRE-APPLICATION DISCUSSIONS

Pre-application discussions will normally include informal, and without prejudice, comments on the content, preparation and presentation of an application likely to satisfy the Council's planning policies.

While every application will be more or less unique, most will cover the following information:

- The planning history of the site
- Relevant planning policies
- How to properly complete the application form and any supplementary information necessary to provide a valid planning application (with consideration of the 'Validation Checklist')
- Provision of advice regarding procedures, consultation arrangements and estimated timescale for processing the submitted application
- Provision of advice on other statutory consents that may be required and how they relate to the planning process
- Possible requirements for legal agreements, covering matters such as contributions to infrastructure improvements necessary to support the proposed development (i.e. green infrastructure, highway improvements, additional landscaping and legal agreements)
- The content of necessary Notices and Certificates
- Whether Environmental Impact Assessment may be required
- Statutory designations for the site and surrounding area
- Opportunities for the development to contribute to other strategies

## WHAT IS THE PROCEDURE FOR SEEKING PRE-APPLICATION ADVICE?



More complex proposals and sites may require a number of meetings. How long the pre-application discussion process will take should become apparent at the first meeting.

### INFORMATION REQUIRED FOR A PRE-APPLICATION DISCUSSION

In order to have an effective and constructive pre-application discussion we need a certain amount of basic information.

#### Required Information:

1. A fully completed **Pre-Application Discussion Request Form**
2. A **site plan** (scale 1:1250 or 1:2500) marked with the footprint of the proposed development and the limit of the land in the applicant's ownership/control
3. **Photographs** of the existing site
4. **Initial sketch drawings** of the proposed development showing the nature and scale of the development
5. Drawings/plans showing **potential constraints** e.g. trees, other vegetation, overhead wires, listed buildings etc

6. In order to know whether a Wildlife Report is required with your application please go to 'information for applicants' at [www.devon.gov.uk/wildlife](http://www.devon.gov.uk/wildlife) and fill in the Wildlife and Geology Trigger Table. This table must be included with your application. This link also provides a list of wildlife consultants working in the Devon area as well as further information on what is required within a Wildlife Report

**Desirable Information:**

- Results of any preliminary consultation with neighbours, other authorities or statutory undertakers
- Other supporting information e.g. draft Environmental Statement, Transport Assessment, Ecological Survey etc

**ADDITIONAL MATTERS**

Prospective applicants requesting a pre-application discussion should note the following:

- Any advice given by Council officers does not constitute a formal decision of the County Council in respect of any future planning application(s). No guarantee of a particular decision or even recommendation can be given as any application will have to undergo a process of consultation which may raise new issues
- Any advice given about the planning history of the site, planning constraints or statutory designations does not constitute a formal response under the provisions of the Local Land Charges Act 1975
- Any views or opinions expressed are given in good faith, based on existing planning policies and standards, without prejudice to the formal consideration of any future planning application which will be the subject of public consultation and ultimately decided by the County Council
- You should always check that the advice is still current. There may have been a material change in national, regional or local policy if there has been a significant delay in submitting your application after the pre-application advice was given
- The results of the pre-application meeting will not be available for public inspection. However, the Council may be required to supply results to any party making a Freedom of Information request
- While every effort will be made for the officers who will be dealing with the planning application to be involved with pre-application discussions there can be no guarantee that this will happen