

***Pre Application Discussion Service Standards  
For Major Development Proposals***

- i. We will provide an application discussion service for major development proposals.
- ii. On receipt of your written request for the service an initial meeting will be offered. The pre application discussion checklist document will form the basis of the discussion at the initial meeting and will form the basis for how the pre application discussion will progress thereafter.
- iii. We will nominate a dedicated case officer to manage the process end to end and who will be your main point of contact throughout the process. The process will be overseen by the Area Planning Manager and/or a Senior Planner who will be involved from the outset.
- iv. Our approach to pre application discussions will be flexible so that we can agree with you the needs for each specific case. In appropriate cases, with your agreement, we will facilitate a workshop approach towards drawing up the proposal.
- v. In some instances, when appropriate and with your agreement, we will provide a planning brief which will give guidance on urban design and layout and set out the key development principles.
- vi. We will attend scheme development meetings and give advice towards the design of the scheme.
- vii. We will advise on and help to facilitate community and Member involvement at pre application stage and, where appropriate, help to facilitate consultations with external consultees.
- viii. Where appropriate we will prepare and present position statements to the Plans Panel and/or we will arrange for you to present your scheme to the Plans Panel.
- ix. We have a range of expertise within the Department (internal consultees) who we will involve, as appropriate, in the process and with your agreement, will provide advice within their area of expertise.
- x. We will give you our views in writing if you request this.

- xi. We will identify with you the target timescales and milestones and apply a project managed approach through to the decision. We will continue to negotiate with you and advise throughout the application stage of the process if necessary.
- xii. We will include details of the pre application discussions leading to the submission in our reports to the Plans Panel. This will include details of any Member and community involvement. Any agreed minutes of pre application meetings and Plans Panel minutes will form part of the background documents to the report.
- xiii. Freedom of Information Act:

We will generally not preclude access to information on pre application discussions unless you request confidentiality. If confidentiality is requested, any request for information will be considered within the "exemptions" provisions of the Freedom of Information Act.