

## BENEFITS OF PRE-APPLICATION ADVICE

The following benefits can arise when advice is sought before making an application:-

- ❑ A thorough understanding of how the policies of Leeds City Council, external organisations (e.g. the Environment Agency and Metro) and Central Government guidance will be applied to your development.
- ❑ Early identification of any need for specialised input concerning matters such as listed buildings, highway matters, trees, landscape, noise issues, contaminated land, ecology, drainage and archaeology.
- ❑ Advice on public consultation process.
- ❑ Early identification of any likely Section 106 contributions.
- ❑ Assistance in the preparation of proposals for formal submission giving the opportunity to amend proposals if required.
- ❑ Reduced time spent by your professional team of advisors working on your proposal.
- ❑ Early indication if a proposal is likely to be acceptable.
- ❑ An application that is submitted in accordance with the pre-application advice provided by officers should be considered more quickly and is more likely to benefit from a positive decision.

## KEY CONTACTS

**If you should wish to use our pre-application service you should initially make your request in writing to the relevant Area Planning Team or ring on the following numbers:-**

South Area Planning Team – Tel 0113 2478056  
West Area Planning Team – Tel 0113 2478213  
Central Area Planning Team – Tel 0113 2478170  
North West Area Planning Team – Tel 0113 2478020  
North East Area Team – Tel 0113 2478026  
East Area Planning Team – Tel 0113 3950325

### NOTES

The fee paid for pre-application advice is solely for the recovery of costs associated with providing the advice. If you should decide to subsequently submit a planning application, the charge for pre-application advice will not be refunded from the application fee.

The fee for pre-application advice is non-refundable unless a meeting is cancelled by Leeds City Council.

If a meeting for charged pre-application advice is cancelled at short notice by the applicant an administration fee may be incurred.

Requests for charged pre-application advice will be assessed weekly. Applicants will be advised in writing within 10 working days of a suitable time and date for a meeting. You will be asked to submit the appropriate fee to the council within 5 working days prior to any meeting. Failure to pay the necessary fee within the required time scale will result in the cancellation of any arrangements.

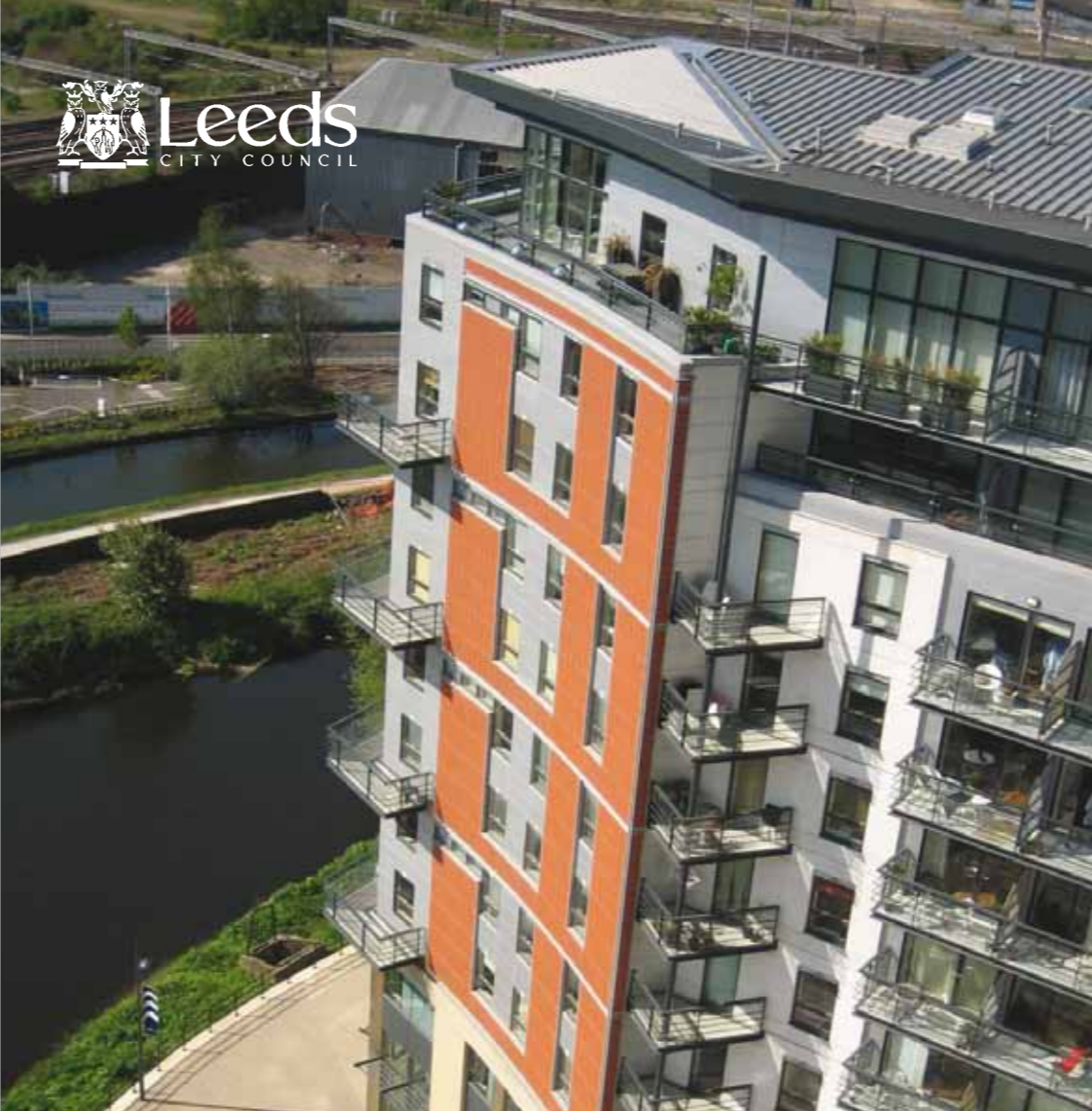
Any advice relating to the planning history of the site, planning constraints or statutory designations does not constitute a formal response of the council under the provisions of the Land Charges Act 1975.

The council reserves the right to decline a request for pre-application advice where it is not considered either appropriate or necessary.

Any advice given by the council officers for pre-application advice does not indicate any formal decision by the council as a Local Planning Authority. Any views or opinions are given in good faith, without prejudice to the formal consideration of any planning application, and should not be seen as binding on the council.

Any pre-application advice that has been provided will be carefully considered when reaching a decision or recommendation on an application; subject to the proviso that circumstances and information may change or come to light that could alter that position.

Any pre-application advice that has been provided will be included in any subsequent report to Panel.



## Planning pre-application advice charter

Advice for developers on pre-application charges and benefits

Planning Services

[www.leeds.gov.uk/planning](http://www.leeds.gov.uk/planning)

## ABOUT THE CHARTER

Leeds City Council welcomes and encourages discussion before a developer submits an application for a major development.

The provision of advice on development schemes is often time consuming and costly. The number of requests for pre-application meetings is increasing significantly.

We have therefore introduced this charter to set out clearly the procedures for this area of work. We believe it will have many benefits for developers, for the council and for the community.



**Phil Crabtree**  
Chief Planning Officer



## WHAT YOU WILL RECEIVE FROM THE SERVICE



### We will:

- ❑ Provide written confirmation within ten working days of receiving your request to tell you whether the service is right for you.
- ❑ Provide details of what further information you may be required to supply prior to an initial pre-application meeting and the fee.
- ❑ Contact you within ten working days of receiving the fee and advise of any further information that we may require and arrange a date for a meeting.
- ❑ Arrange a meeting with you and appropriate council officers needed to advise on your proposal, including any necessary site visits.
- ❑ Provide detailed written confirmation within ten working days of the meeting of the advice and views provided by us. This will include what you will need to supply in order to submit a valid application. If, because of the scale of the issues and complexity of a proposal, we consider we cannot meet this timescale we will agree a specific timescale at the meeting.
- ❑ If further discussion or negotiations on the proposal are requested following the issue of written advice, you will be advised if a further fee is likely to be required.
- ❑ Advise on whether a section 106 agreement is likely and the likely requirements and the process we use to agree it.
- ❑ Give you advice on groups or organisations you may need to consult with.

## FEES

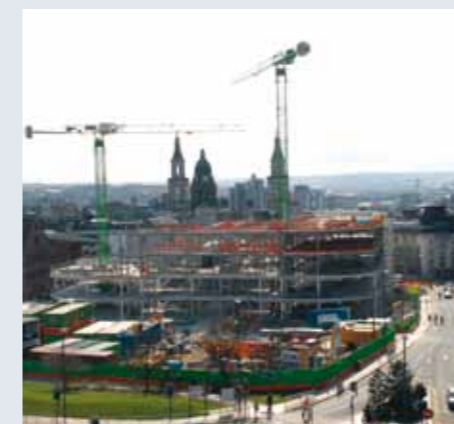


- ❑ The initial fee (correct at June 2011) for providing this service is £500 plus VAT. Please note that the current statutory planning fees do not cover the cost of pre-application advice. There may be further fees for further follow up meetings or discussions. These will be agreed with you in advance.
- ❑ For master plans, large major and development proposals that might be considered under the protocol for strategic and key regeneration projects (see separate leaflet). The fees will be based on an estimated percentage time to be spent on a project by a Principal Planning Officer.

## INFORMATION REQUIRED FOR THE PRE-APPLICATION MEETING

The council will need sufficient information to be provided to enable us to give you high quality advice. The following list is not exhaustive but it does provide a useful guide to what you will need to do to ensure that the advice and guidance you receive is as useful as possible.

If you request a meeting with planning officers then the following documents must be received (where applicable) not less than ten working days before the pre-application meeting otherwise the meeting may be rescheduled in order for us to provide a comprehensive response.



- ❑ Site location plan at a scale of not less than 1:1250.
- ❑ A description of the existing use/s, proposed development and schedule of proposed uses.
- ❑ Photographs and drawings describing the site, buildings, topography and landscape features.
- ❑ Outline of proposal at a scale not less than 1:200.
- ❑ Drawings showing the height/scale of the development.
- ❑ Drawings showing the context of the proposal with its surroundings for example drawings of the proposal set in the existing street scene.
- ❑ For larger sites other information may be required.

In some cases (involving particularly complex schemes) it may be appropriate to begin with a general discussion and site visit. (This should be confirmed with the appropriate planning case officer).

## PROPOSALS SUITABLE FOR CHARGED PRE-APPLICATION ADVICE

At this time the charging scheme will apply to major applications only. These are defined as developments consisting of:-



- ❑ **Residential:** Where the number of units is ten or more. Where the number of dwellings to be constructed is not given in the application, a site above 0.5 hectares would normally fall within the definition.
- ❑ **Non-residential:** For all other uses where the floor space to be built more than 1,000 sq.m., or where the site area is greater than one hectare.

The scheme will also include other applications associated with major applications such as any permission required for alteration to listed buildings.

