



FLINTSHIRE COUNTY COUNCIL

GUIDANCE ON PRE-APPLICATION ADVICE

1. OUR PRE- APPLICATION ADVICE SERVICE

Our officers can provide you with constructive informal advice to help shape and progress development proposals as part of our planning service before too much time and money has been invested. It can also help us to identify at an early stage schemes that our planning officers do not believe are likely to get planning permission. Our pre-application advice service will identify relevant policies, guidance and technical standards; confirm what information will be required for your planning application; identify any issues and how these may be overcome and give you an indication of the means and timescale for determining your application.

2. WHAT IS INVOLVED

You provide us with information regarding your development proposal and we will assess this, seeking the informal view of relevant officers before getting back to you with advice on how to proceed to the formal planning application stage. You are requested to use our '**Request for Pre-Application Planning Advice**' form, which can be downloaded from the Council's website along with the schedule of charges (**Fees for Planning Advice**). We provide advice on the following proposals free of charge:

- Alterations or extension to a dwelling to improve the welfare of a person with disability
- Listed Building/Conservation Area advice
- Works to trees under Tree Preservation Orders or in Conservation Areas.
- Planning discussions relating to an enforcement investigation.
- Advice to Community Councils and County Councillors.
- Advice to Registered Social Landlords (RSLs) in respect of 100% affordable housing sites.

3. WHAT YOU NEED TO DO

- A. If your enquiry is about a proposal for which we provide free advice, print and complete a form for pre-application advice and return it to us by post or attach the form and details to an email to planningdc@flintshire.gov.uk. We will contact you if we need to clarify anything. The level of advice we can give depends on the information you provide. If you only give us basic information it is likely that we will only be able to provide broad comments and guidance.
- B. If your enquiry is about a proposal for which we charge, please print and complete a form for pre-application advice and return it to us by post or attach the form and details to an email to planningdc@flintshire.gov.uk. As a minimum your form should be accompanied by the following information:
 - The relevant fee to accompany your pre-application advice request.
 - A 1:1250 location plan clearly identifying the site
 - A statement setting out proposals/main issues on which you would like advice
 - Photograph(s) of the site and its surroundings
 - Sketch proposals of elevations/layouts to appropriate scales (where appropriate)
 - Schedules of existing buildings, uses and floor spaces (where appropriate)

If the information relevant to your request is not provided we cannot provide the advice and we will return your fee and paperwork to you. The quality of advice we can give depends on the information you provide. If you provide thorough plans and statements we will be able to give you more focused advice. If you have requested a meeting this may be declined (if the officer considers it unnecessary) or it may be in place of the written advice (depending on the type and scale of development concerned) in which case we may not consider it necessary to provide you with a written response but you are welcome to take notes of the meeting and submit them to the case officer for comment/agreement. Each pre-application request can only relate to one site and only one proposal will be accepted for each site. If you would like us to give you advice on more than one layout or proposal for the same site, you must make a separate request and fee for each one.

4. WHAT WE WILL DO

We will check the information and fee submitted and, if complete, acknowledge receipt of your enquiry, confirming the contact details of the case officer and the date by when you can expect a response. We aim to come back to you within **28 days** of receipt of your request. We will contact relevant officers within the Authority before providing you with written advice and guidance covering some or all of the following (as appropriate):

- Planning history of the site
- Relevant national and local plan policies and guidance
- Relevant technical standards, e.g. car parking provision, open space, etc.
- Planning/site constraints and opportunities, e.g. Conservation Areas, Tree Preservation Orders, Flood Risk levels, public rights of way, etc.
- Requirements for contributions to infrastructure and community benefits
- Scope and detail of consultation and engagement
- Contacts with other Authorities/Agencies relevant to the proposals
- Documents and information which will be required on the planning application
- Indicative heads of terms for S. 106 Planning Obligations where applicable
- **An indication of whether the proposal is considered acceptable in terms of principle, design, sustainability, policy and guidance and other material factors.**
- **Changes recommended to overcome any issues based on the officer's professional assessment of the information**
- An indication of the anticipated means of determination of a planning application and likely timescales

On receipt of the advice you are welcome to contact the case officer to clarify any points raised without further charge. If you submit a formal planning application, the planning committee or officers acting under delegated powers will be made aware of pre-application advice provided. If you wish to submit further details for pre-application advice or wish to meet the planning officer to discuss revisions after we have provided comments on your proposal, you will need to pay a further fee.

5. THE PLANNING APPLICATION

If you submit a planning application based on the pre-application advice we will seek to ensure that:

- The officer(s) who provided the advice are, wherever possible, involved in processing and deciding the application
- The pre-application advice is carefully considered in reaching a recommendation and/or a decision on the application

- The application is decided in a way that is consistent with the advice given (or set out clearly why not, if circumstances have changed since the advice was given)
- It should also be noted that the weight given to pre-application advice may decline over time as circumstances may change

6. DISCLAIMER

Any advice or guidance given at pre-application stage is in good faith but cannot bind the Council in its determination of a formal planning application. The final decision will take account of representations made and the formal response to consultations as well as the matters covered in the pre-application advice.

7. DUTY PLANNING OFFICERS

We provide a duty officer service at the Planning Reception between 9am and 1pm, Mondays to Fridays. The officer will provide general planning guidance and advice on pre-application proposals for developments which do not command a fee (See '**Fees for Planning Advice**'). For other advice Callers seeking advice on any of the matters for which a fee is charged will be advised to submit their enquiry in accordance with the procedure outlined above.