

## Pre-Application Advice Guidance

### Why seek pre-application advice?

If you wish to seek advice from one of our planners before making a formal planning application then you can apply to use for pre-application advice.

North West Leicestershire District Council welcomes and actively encourages informal pre-application discussion before those proposing development submit an application for planning permission.

Such advice is intended to streamline the planning process and remove delays by informing would be applicants of the issues associated with a development project.

It also provides an opportunity to outline the Council's expectations and the provision of informal without prejudice opinion of the likelihood of success at the formal planning stage.

Please note that this service will incur a fee.

### Pre-application information requirements

The proposal must be accompanied by:-

- A completed pre-application advice form which is submitted online;
- A location plan clearly identifying the correct location of the site;
- A sketch or outline drawing of the proposed plans, indicating the general layout of the site and size of the proposal; and
- The correct application fee.

The forms that are required to be completed are provided are either:-

Householder/Minor/Other Pre-Application Advice Form  
Major Pre-Application Advice Form

### How to submit your pre-application advice request

The quickest and easiest way to request pre-application advice and pay the fee is to complete our online form - [Planning - Pre-Application Advice Form](#).

Alternatively, if you wish to email your submission, contact our Development Control Team who will email you a word format version - [development.control@nwleicestershire.gov.uk](mailto:development.control@nwleicestershire.gov.uk)

Remember that your submission will need to be accompanied by the correct fee, which can be found below in this document otherwise your submission will not be valid.

## How to submit the pre-application advice fee

The quickest and easiest way to request pre-application advice and pay the fee is to complete our online form - [Planning - Pre-Application Advice Form](#).

If you are submitting a pre-application advice enquiry to us by email, you are also able to make the pre-application advice fee by BACS using the following details:-

Sort code: 30-94-97

Account number: 00371029

Acc Name: North West Leicestershire District Council

Bank: Lloyds Bank

Description: PAA [insert site address]

Once the fee has been paid, please submit your enquiry to us by emailing [development.control@nwleicestershire.gov.uk](mailto:development.control@nwleicestershire.gov.uk) and confirm that the fee has been paid by BACS.

If you are unable to make payment by BACS please call 01530 454665 and a member of our Planning Support Team will be able to take a card payment. If you call at a time when we are busy and you get through to our voicemail, please leave a message to say you wish to pay a planning fee and also leave your name, the address of the proposed planning application and your phone number, and we will call you back.

You can also pay the fee using the self-serve machines at our Customer Service Centre in Belvoir Road in Coalville or by calling Customer Services on 01530 454545.

Please note that for minor pre-application enquiries there is an additional fee for meetings charged at £120. Meetings are only possible where you have paid for a written response and meeting at the same time. It will not be possible to just pay for a meeting (without paying for a written responses) and it will not be possible to request and pay for a meeting, after the written response has been issued.

Once the correct information has been submitted and the pre-application fee paid, we will allocate your enquiry to a case officer and will aim to respond to your enquiry within 6/8 weeks. If the enquiry is submitted with insufficient information or without the fee, then the 6/8 week time period will not commence until sufficient details are provided.

## Are there any exemptions to fees?

The enquiries that would be excluded from the charge schedule would be limited to:-

- enquiries relating to Listed Buildings;
- enquiries relating to discharge of conditions;
- requests from a Parish or Town Council for their own development; and
- where the development is for the direct benefit of a registered disabled person.

## Tree Advice

We are no longer able to provide free advice or a site visit in relation to works to trees protected by Tree Preservation Orders or by virtue of being located in a Conservation Area. We recommended that you seek your own independent arboricultural advice and then submit a formal application for works to trees in a Conservation area of works to a tree protected by a Tree Preservation Order.

Please see our website for further information - [Trees and hedgerows](#)

## Householder/minor/other enquiries

Our service will include:-

- An overview of any relevant planning history;
- A list of relevant policies;
- A list of site constraints;
- A list of relevant consultees that would be consulted on an application;
- A list of information required to accompany the planning application;
- An assessment on the principle of development;
- An assessment on layout, design and impact upon residential amenity where the enquiry includes sufficient information in order for this to be assessed. Input from the Council's Urban Design Officer where necessary and suggestions and options to improve layout, design and impact upon residential amenity, where this is possible;
- Where impacts upon heritage assets and trees is considered to be relevant, an assessment from the Council's Conservation Officer and Tree Officer;
- A list of other relevant material considerations, which are not covered above and contact details of relevant consultees; and
- An officer's professional opinion on whether the scheme as presented is likely to receive a favourable recommendation.

Meetings are only possible where you have paid for a written response and meeting at the same time. It will not be possible to just pay for a meeting (without paying for a written response) and it will not be possible to request and pay for a meeting, after the written response has been issued.

Meetings are restricted to 1 hour maximum and all meetings are to be undertaken virtually at this time. A site meeting will be undertaken at the request of officers or in exceptional circumstances, only.

We will aim to provide a written response (and a meeting if also initially paid for) within 6 weeks of receipt of payment and the pre-application request for all of types of development below.

## Householder/minor/other enquiry fees

All fees are inclusive of VAT.

	<b>Written Response</b>	<b>An additional maximum 1 hour meeting (currently to be undertaken virtually), only where the written response has also been paid for</b>	<b>Total combined fee, where written response and meeting is requested to be paid at the time of submission</b>
<b>Certificates of Lawful Use – Existing and Proposed</b>	£77	We do not offer a meeting with this type of enquiry	N/A
<b>Advertisements</b>	£83	We do not offer a meeting with this type of enquiry	N/A
<b>Householder/Domestic (extensions or outbuildings to your home)</b>	£99	We do not offer a meeting with this type of enquiry	N/A
<b>Telecommunications</b>	£160	We do not offer a meeting with this type of enquiry	N/A
<b>Change of Use (for a change of use to dwelling(s), please see below)</b>	£209		£341
<b>1-2 dwellings</b>	£248		£380
<b>3-4 dwellings</b>	£506		£638
<b>5-9 dwellings</b>	£990		£1,122
<b>Other developments creating floorspace of less than 500 sq metres (measured externally)</b>	£396		£528
<b>Other Developments creating floorspace of between 500 sq metres and up and including 999 square metres (measured externally)</b>	£792		£924
<b>All Other Development not falling within any of the categories (variation of conditions/car park and road and certificates).</b>	£160		£292
<b>Agricultural Worker's Dwelling</b>	Please enquire directly with the Local Planning Authority to ascertain the fees of the Council's Agricultural Consultant.		

**Where a development proposal falls within one or more category, the higher fee will apply.**

## Major development enquiries

Major applications comprise more than 10 dwellings, a proposed floor area of more than 1000m<sup>2</sup> or a site area of larger than one hectare.

Our service has been split into a two stage process

- Stage 1 – Overview and
- Stage 2 – Detailed

Within each stage there is the option for just a written response, or a written response and a meeting.

### Stage 1 (Overview)

Stage 1 provides an overview of the potential issues and an opinion on the principle of development only. There is also the option for a meeting with the case officer, in addition to the written advice, which is an additional charge.

Stage 1A Overview Written Response will include:-

- An overview of relevant planning history
- A list of relevant policies
- A list of relevant consultees
- A list of information required to accompany the planning application
- An assessment on the principle of development
- The relevant material considerations and contact details of relevant consultees
- An officer's professional opinion on whether the principle of development is acceptable.

Stage 1B Overview Written Response and Meeting will include:-

- An overview of relevant planning history
- A list of relevant policies
- A list of relevant consultees
- A list of information required to accompany the planning application
- An assessment on the principle of development
- The relevant material considerations and contact details of relevant consultees
- An officer's professional opinion on whether the principle of development is acceptable
- A maximum 1 hour meeting with the case officer to discuss the elements set out above.

The meeting is to be undertaken virtually at this time, and at the Council Offices in all other scenarios. A site meeting will only be undertaken at the request of officers or in exceptional circumstances.

## Stage 2 (Detailed)

Stage 2 provides for a more detailed analysis of the proposal. There is also the option for a meeting with the case officer, in addition to the written advice, which is an additional charge.

Stage 2C Detailed Written Response will include:-

- An overview of relevant planning history;
- A list of relevant policies;
- A list of site constraints;
- A list of relevant consultees;
- A list of likely S106 contributions;
- An assessment on the principle of development;
- Where applicable, an assessment on layout, design and impact upon residential amenity where the enquiry includes sufficient information in order for this to be assessed. Input from the Council's Urban Design Officer and suggestions and options to improve layout, design and impact upon residential amenity, where this is possible;
- Where applicable, consideration of housing mix and tenure, where the enquiry includes sufficient information in order for this to be assessed. Input from the Council's Housing Officer and suggestions and options to improve the housing mix, where this is possible;
- Where applicable, consideration of the impacts upon heritage assets, where the enquiry includes sufficient information in order for this to be assessed. Input from the Council's Conservation Officer and suggestions and options to improve the impacts, where this is possible;
- Where applicable, consideration of the impacts upon protected trees, where the enquiry includes sufficient information in order for this to be assessed. Input from the Council's Tree Officer and suggestions and options to improve the impacts, where this is possible;
- The relevant other material considerations, which are not covered above and contact details of relevant consultees; and
- An officer's professional opinion on whether the scheme as presented is likely to receive a favourable officer recommendation.

Stage 2D Detailed Written Response and Meeting will include:-

- An overview of relevant planning history;
- A list of relevant policies;
- A list of site constraints;
- A list of relevant consultees;
- An assessment on the principle of development;
- Where applicable, an assessment on layout, design and impact upon residential amenity where the enquiry includes sufficient information in order for this to be assessed. Input from the Council's Urban Design Officer and suggestions and options to improve layout, design and impact upon residential amenity, where this is possible;
- Where applicable, consideration of housing mix and tenure, where the enquiry includes sufficient information in order for this to be assessed. Input from the Council's Housing Officer and suggestions and options to improve the housing mix, where this is possible;
- Where applicable, consideration of the impacts upon heritage assets, where the enquiry includes sufficient information in order for this to be assessed. Input from the Council's Conservation Officer and suggestions and options to improve the impacts, where this is possible;
- Where applicable, consideration of the impacts upon protected trees, where the enquiry includes sufficient information in order for this to be assessed. Input from the

Council's Tree Officer and suggestions and options to improve the impacts, where this is possible;

- The relevant other material considerations, which are not covered above and contact details of relevant consultees;
- An officer's professional opinion on whether the scheme as presented is likely to receive a favourable recommendation; and
- A maximum 1.5 hour meeting to discuss the elements set out above with the case officer and also the Urban Design Officer, Housing Officer, Tree Officer and Conservation Officer, if necessary.

You can decide whether to opt directly for Stage 1 (A or B) or Stage 2 (C or D). If you initially choose Stage 1 and then decide after to also to progress to Stage 2, only the difference between the fees, would be applicable.

This is on the basis of the Stage 2 being the same site and development type and paid for within 8 weeks of the response on the Stage 1 advice.

In terms of options and fees, two examples are provided below:-

- Example 1 – you submit a scheme for 10-49 dwellings through Stage 1A (Overview Written Response) paying £1,320. The principle of development is deemed by the case officer to be acceptable and you wish for more detailed advice in terms of layout, design etc. and would like to progress through to Stage 2C therefore only paying an additional £1,320, (to total £2,640) for the difference between the two stages.
- Example 2 – you submits a scheme for 10-49 dwellings directly to Stage 2C (missing out Stage 1A) and pay the fee of £2,640 from the off-set to discuss the principle of development *and* detailed matters.

If Stage 1A is selected we will aim to provide a written response within 8 weeks.

If Stage 1B is selected we will aim to provide a written response and a meeting within 8 weeks.

If Stage 2C is selected we will provide a written response within 8 weeks.

If Stage 2D is selected we will aim to provide a written response and a meeting within 8 weeks.

The meeting is to be undertaken virtually at this time, and at the Council Offices in all other scenarios. A site meeting will only be undertaken at the request of officers or in exceptional circumstances.

## Major development enquiry fees

All fees are inclusive of VAT.

	<b>Stage 1A - Overview Written Response</b>	<b>Stage 1 B- Overview Written Response and 1 hour Meeting</b>	<b>Stage 2C – Detailed Written Response</b>	<b>Stage 2D – Detailed Written Response and 1.5 hour Meeting</b>
<b>Major</b>	£1,320 (inc VAT)	£1,584 (inc VAT)	£2,640 (inc VAT)	£3,168 (inc VAT)

<b>Residential 10-49 dwellings</b>				
<b>Strategic Residential 50 + dwellings</b>	£2,475 (inc VAT)	£2,970 (inc VAT)	£4,950 (inc VAT)	£5,940 (inc VAT)
<b>Major Floor Area 1,000 sqm – 9,999 sqm (measured externally)</b>	£1,320 (inc VAT)	£1,584 (inc VAT)	£2,640 (inc VAT)	£3,168 (inc VAT)
<b>Strategic Floor Area 10,000 sqm + (measured externally)</b>	£2,475 (inc VAT)	£2,970 (inc VAT)	£4,950 (inc VAT)	£5,940 (inc VAT)
<b>Development of 1 hectare or more</b>	£1,320 (inc VAT)	£1,584 (inc VAT)	£2,640 (inc VAT)	£3,168 (inc VAT)
<b>all Other Development not falling within any of the categories i.e. solar farm</b>				

**Where a development falls within more than one category, the higher fee will apply.**

#### **Follow Up/Additional Input Required**

If any further additional meetings, beyond those set out above are required after the Stage 2D then this will be charged at the following rates set out below (and restricted to a 1.5 hour meeting).

Residential 10-49 dwellings = £528  
Residential 50 + dwellings = £990  
All other development = £528  
Floor Area 1,000 sqm – 9,999 sqm = £528  
Floor Area 10,000 sqm + = £990

## **Our pre-application commitments**

- We will aim to acknowledge receipt of pre-application requests within 5 working days.
- We will advise you if your pre-application request is invalid, explaining the reasons why and allowing you time to submit any missing information. If a fee has been submitted for advice without all of the necessary information and the information is not received within 20 working days following a request, the fee will be returned with £40 deducted for administration costs.
- We will aim to provide a written response within 6-8 weeks of a valid pre-application request.\*



- We will aim to provide a written response and meeting with 6-8 weeks of a valid pre-application request.\*
- \*Should circumstances arise where we know we will be unable to respond back directly to you within the original 6-8 week timeframe, we will let you know the reason for the delay at our earliest opportunity and advise on a new timeframe, to reflect the reason for the delay.
- Where a request is received by us, to withdraw your pre-application advice within 10 working days from the date of a valid submission, and where the allocated officer has not undertaken any meeting, undertaken any visit and has not provided any written or verbal advice a refund, minus a £40 administration cost can be requested.
- Any request received for a withdrawal of the pre-application advice and refund, outside of the 10 working day time period as set out above, will not be subject to a refund.
- All meetings are to be undertaken virtually at this time, and at the Council Offices in all other scenarios. A site meeting will only be undertaken at the request of officers or in exceptional circumstances.
- Any advice given by Council Officers does not constitute a formal response or decision of the Council in respect of any future planning applications.
- Any views or opinions expressed are given in good faith, based on existing planning policies and standards, and without prejudice to the formal consideration of any future planning application which will be the subject of public consultation and may be decided by the Council's Planning Committee.
- It follows that Council Officers cannot give any guarantees about the final formal decision that will be made on any future planning application.
- Any advice given in relation to 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.

Please note that pre-application advice is only an informal opinion and does not constitute a formal or guaranteed outcome, nor prejudice the formal consideration of any application by the council against local and national planning policies and current guidance at the time a formal application is received.

## Confidentiality

We send a consultation letter to the relevant Ward Member for every pre-application enquiry and ask for any comments they may have. We ask Members to treat this confidentiality and not share with members of the public.

It should be noted, however, as a matter of course, requests for pre-application advice will not automatically be treated on a confidential basis. The Environmental Information Regulations 2004 require us to make recorded information available to members of the public, if requested.

Pre-application advice may only be treated as confidential if you have specified in your submission clear, demonstrable issues of commercial sensitivity or other specified reasons why this information may not be disclosed. A public interest test may also be applied.