

Freedom of Information Act

From 1 January 2005, under the Freedom of Information Act, we may receive a request to provide information regarding enquiries for Pre-Application advice. Sections 41 & 43 of the Act exempts information whose disclosure could result in substantial financial loss, or likely to prejudice the commercial interests of a person. You are therefore asked, if you believe the enquiry to be confidential, to supply a covering letter setting out the reasons why and for what period. The decision as to whether to release information however lies with the Local Authority.

Related Documents

House Extension Advice Note
(Supplementary Planning Guidance)

Planning Advisory Leaflet 8 – Development
Team Approach

Rural Buildings (Supplementary Planning
Document)

Education Contributions (Supplementary
Planning Document)

Developer Contributions (Supplementary
Planning Guidance)

Statement of Community Involvement

FURTHER INFORMATION

For further information and advice please contact us. You may contact us in the following ways:-

- By visiting the Civic Centre in Pershore and speaking to one of our Customer Service Advisors
- By visiting one of our other 'One –Stop Shops' at Droitwich or Evesham.
- By telephoning us on: 01386 565565
- By faxing us on : 01386 561092
- By writing to us at:-

Wychavon District Council
Planning Services
Civic Centre
Queen Elizabeth Drive
Pershore, Worcs
WR10 1PT

- By contacting your Local Councillor
- By e-mailing us at:
planning@wychavon.gov.uk
- By visiting our Web Site:
www.wychavon.whub.org.uk

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A Guide on Pre-application Advice

Planning Advisory Leaflet



What is pre-application advice?

If you are thinking of making a planning application you may find it useful to have some officer guidance before you formally submit an application. This guidance is known as pre-application advice.

Is it always necessary?

We always welcome and indeed encourage pre-application discussion because it can:

- Help to get things right first time
- Identify some potential problems at an early stage
- Identify those schemes which have little or no realistic chance of success
- Save time and money
- Speed up the decision making process
- Provide a better quality development

What we need from you.

All site specific pre-application enquiries must be submitted either by letter or email. Alternatively you may use our pre application enquiry form. When advice is sought about proposals, which need permission, we will not be able to give clear guidance until we have obtained relevant details from you. The amount and nature of information required will vary depending upon the type of development being proposed and its location, however in general the more information provided, the more detailed and certain the advice will be: The sort of information normally necessary would include:

- Location plan identifying the proposed site
- Plans or sketches of any buildings or other features on the site

- Plans or sketches showing the proposed development, including details of size and design.
- For major developments details of known planning history and planning policies considered by yourself to be relevant
- An address and telephone number and if appropriate your email address so that we can contact you.

If you are unsure about the level of detail required please contact us.

What happens then?

When we have all of the relevant information your enquiry will be passed onto a case officer. They will check the planning history of the site, consult with appropriate colleagues (for instance Conservation, Highway, Drainage Officers), assess the proposals against the adopted policies of the Wychavon District Local Plan, the Worcestershire Structure Plan, the West Midlands Regional Spatial Strategy and any relevant Government Guidance. If necessary they may also visit the site.

The case officer will also inform the Local Ward Member of the approach for pre-application advice on the more significant proposals.

In some instances officers will wish to meet with potential applicants to discuss proposed schemes. You should note that this will not be considered necessary in all cases and particularly when proposals are for minor or straightforward development proposals or where the level of information being provided is very limited.

On completion of the above we will write advising you if planning permission for your scheme is likely to be granted and in some cases we may suggest improvements. However, this officer advice is not binding upon the Council.

How quickly will I receive a reply?

We recognise that a quick answer may be important to you, but it is essential that our advice is as accurate and complete as possible. We will try to provide a full written response within 15 working days following receipt of all the relevant information – although we may take longer commenting on complicated schemes. If this is the case we will write to you advising of when we will provide a response.

Is the advice binding upon the Council?

Whilst we always try to give advice you should be aware that planning applications are subject to extensive public consultation and publicity which can not be carried out before the formal application is submitted. Therefore the pre-application advice given is informal and cannot commit the Council to a particular decision on any subsequent planning application.

What if my proposal is for a larger development or covers issues dealt with by a number of Council Services?

In order to assist applicants with proposals for larger-scale and more sensitive schemes the Council operates a Development Team Approach. In relevant cases the planning officer may convene this team. More information on the Development Team Approach can be found in our planning advisory leaflet number 8.