

Development Management

A Guide to our Pre-application Advice Service



The purpose of this guide is to provide some helpful information about the planning pre-application advice service available at Kirklees Council.

It includes:

- *The different levels of pre-application advice*
- *What to expect from the service*
- *How to ask for the advice*
- *The cost of using the service*

The pre-application advice service at Kirklees

Before you make a planning application, we recommend that you use our pre-application advice service. By using this service, we can provide advice over the acceptability of your proposal and offer solutions to any issues that may arise. By doing this, it could save you time and money and improve your chances of having your proposal approved.

The pre-application service can:-

- Identify and address any issues at an early stage
- Reduce the likelihood of submitting invalid applications
- Speed up the time it takes for your application to reach a case officer
- Help to determine your application more quickly
- Reduce the number of conditions needed
- Speed up the determination of any discharge of conditions

Meaning a quicker, more efficient and less stressful application experience!

If you are unsure whether you need to apply for planning permission please see “Do you need permission?”

<https://www.kirklees.gov.uk/beta/planning-and-development.aspx#planning-applications>

The 5 levels of our pre-application service

On payment of a fee we provide 5 levels of pre-application advice, ranging from the Householder Advice Service to advice on large -scale major development proposals.

- Householder Advice Service
- Level 1: Minor proposals
- Level 2: Small scale major proposals
- Level 3: Major proposals
- Level 4: Pre-application agreements

Householder Advice Service

This service is available so that you can seek advice on any householder proposals, which include extensions and any other development within the curtilage of an existing dwellinghouse (excluding change of use). Our Service offers:

- Background research on your property
- Written record of advice you have received
- The planner will visit your property if they consider it necessary

The levels of pre-application advice available

Level 1: Minor Proposals

Proposals that fall into this category include the following:

- 1 to 9 dwellings (full applications), or less than 0.5ha in site area (outline applications) for residential developments (including change of use from other buildings to residential)
- Floor space to be built is less than 1,000sqm or the site area is less than 1 hectare
- All other minor developments

Level 2: Small scale major proposals

Proposals that fall into this category include the following:

- 10 to 99 dwellings (full applications) or between 0.5ha and 4ha site area (outline applications) for residential developments (including change of use from other buildings to residential)
- 1,000 to 9,999 sqm (full applications) or between 1ha and 2ha (outline applications) for the following:
 - Office/Research and Development/Light industry
 - Retail distribution and Servicing
- All other small scale major developments

Level 3: Major Proposals

Proposals that fall into this category include the following:

- 100 to 199 dwellings (full applications) or 4ha site area or more (outline applications) for residential developments (including change of use from other buildings to residential)
- 10,000 sqm or more (full applications) or 2ha or more (outline applications) for the following:
 - Office/Research and Development/Light industry
 - Retail distribution and Servicing
- All other large scale major developments

Level 4: Pre-Application Agreements (PPA)

Proposals that fall into this category include the following:

- 200 or more dwellings (full applications) or 4ha site area or more (outline applications) for residential developments (including change of use from other buildings to residential)
- 10,000 sqm or more (full applications) or 2ha or more (outline applications) for the following:
 - Office/Research and Development/Light industry
 - Retail distribution and Servicing
- All other large scale major developments

What to expect from the service

- You will benefit from a dedicated case officer, a response covering the proposal 'in principle,' which will identify specific detailed points about the proposed development, the issues that may need to be resolved and information requirements.
- It gives you an opportunity to understand how our policies will be applied to your development.
- It can identify at an early stage where there is a need for specialist input, for example, about listed buildings, trees, landscape, noise, transport, contaminated land or ecology.
- It will assist you in preparing proposals for formal submission which, providing you have taken our advice fully into account, will be handled more quickly.
- It may lead to a reduction in time spent by your professional advisors in working up proposals.
- It may indicate that a proposal is completely unacceptable, saving you the cost of pursuing a formal application.
- The pre-application service for Level 2 and above includes engagement with elected members, including ward councillors.

Level 1: Minor Proposals

- ⇒ The planning officer will be familiar with the proposal plans and other information you have submitted.
- ⇒ Any relevant planning history will be researched.
- ⇒ Any necessary internal consultations will be undertaken.
- ⇒ An initial meeting arranged, which may involve relevant consultee(s) and written summary of advice within 5 working days of the meeting.
- ⇒ Validation requirements agreed at initial meeting to ensure all information is included for formal submission.

Level 2: Small scale major proposals

As per level 1 plus:

- ⇒ Site visit carried out by the planning officer.
- ⇒ Engagement with elected members.
- ⇒ An initial meeting, plus a follow up meeting, including a written record of the discussions.

Level 3: Major Proposals

As per level 2 plus:

- ⇒ Where practical, the same planning officer will deal with your subsequent planning application.
- ⇒ A meeting with consultees, if necessary, will be arranged.
- ⇒ Screening and scoping for EIA carried out.
- ⇒ Briefing(s) arranged for elected members.
- ⇒ Early reporting of progress to planning committee arranged.

Level 4: Pre-Application Agreements (PPA)

- ⇒ Exchange of PPA agreement detailing approach, number of meetings, and project milestones.
- ⇒ A project team approach.
- ⇒ Validation fast track.

How to access the pre-application advice service

Supporting information

We need supporting information from you so that we can provide you with pre-application advice.

The amount we require depends on the category of your request.

The more information you can provide, the more detailed advice we will be able to provide.

Information required for our pre-app service

- Description of the existing use/s and proposed development, including breakdown of existing and proposed floorspace.
- 1:1250 site location plan.
- 1:500 site plan.

Additional material that will help

- An initial design assessment
- Photographs and plans describing the site, buildings, topography, and landscape features and its context.
- Proposed floor plans (preferably 1:200).
- Proposals for community consultation.
- Heritage Impact Assessment

Next steps

1. Complete the form (available at www.kirklees.gov.uk/planningenquiries)
2. Provide details of your proposal
3. Pay the fee

After you've applied

We will endeavor to provide you with a full response within 20 working days or an invite to an initial meeting (dependent on the level of advice being sought) within 10 working days of payment being received. If we will need to consult other specialists it may take longer.

If you require a response before this time, please discuss this with the case officer.

'Applicants will be expected to work closely with those directly affected by their proposals to evolve designs that take account of the views of the community. Proposals that can demonstrate this in developing the design of the new development should be looked on more favourably' (para 66 of the NPPF)

Cost of the pre-application advice service

Pre-application fees are separate to those covered by any subsequent planning application fee.

The charge depends on the category of your development.

Householder advisory service	£75
Level 1	£300
Level 2	£550
Level 3	£850
Level 4	£1,500

Points to note regarding the pre-application service

- Any views or opinions expressed are in good faith, without prejudice to the formal consideration of any planning application, which will be subject to public consultation (which will include the relevant Town or Parish Council) and ultimately decided by the Council.
- Except for householder advice, all pre-application enquiries will be made publicly available on request.
- It should be noted that subsequent alterations to legislation or local, regional and national policies might affect the advice given.
- **Caution should be exercised in respect of pre-application advice for schemes that are not submitted within a short time of the Council's advice letter.**
- The final decision on applications is made by Council Members and in some cases by senior officers. It can only be taken after consultations with adjoining occupiers, those bodies which the Council has a statutory requirement to consult and other interested parties once we have received your application(s) and following detailed assessment of the facts of the case. You should therefore be aware that the Council's officers cannot give any guarantees about the decision that will be made on your application(s).

For further information visit:
www.kirklees.gov.uk/planningenquiries

The above guidance has been prepared by Kirklees Council's Development Management Team. The guidance will be reviewed on an annual basis.