Pre-Application Highways Advice

Date of 1st issue: 1st July 2015
Revision v1: 26th May 2017
Revision v2: 20th December 2017
Revision v3: 3rd May 2019
Chargeable Pre-application advice

Hampshire County Council operates a pre-application highway advice service for developers. Information below provides guidance on this service and the charging arrangements.

The benefits of the pre-application advice service

Hampshire County Council welcomes and encourages discussions before a developer submits a planning application. Past experience has shown the discussions result in an improved application that is more likely to be successfully approved. Developers have found the pre-application process can reduce overall costs by cutting down on further work and time at the application stage.

The service has the following benefits:

- Potentially reducing the time and cost involved in working up proposals including that of your professional advisers
- Reducing the subsequent cost of abortive applications
- Information on what you need to provide with your application
- Help speed up the decision making process once an application has been submitted

What advice can I expect?

The advice can include:

- Relevant policies and guidance
- The relevant level of detail and supporting information necessary to provide a valid assessment of highways and transport issues
- Whether a contribution towards highways and/or transport improvements is likely to be required
- Where a Transport Statement/Assessment is required, determine the content, preparation and presentation that is likely to satisfy our requirements
- Suitability of access arrangements (may require separate concept design check with associated fees).

Non-chargeable advice

The NPPG specifies that statutory consultees should not charge for a pre-application request to advise on the likely scope of information necessary to enable them to provide a substantive response at application stage. Please refer to Appendix A for a list of relevant policies and documents that should be considered in completing your application.
Highways Advice Services

Hampshire County Council offers a number of services which are geared around the type and size of your proposed development as follows:

<table>
<thead>
<tr>
<th>Small Scale Development</th>
<th>Fee £350 + VAT</th>
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</thead>
<tbody>
<tr>
<td>For:</td>
<td></td>
</tr>
<tr>
<td>- Residential developments less than 10 units</td>
<td></td>
</tr>
<tr>
<td>- Less than 100 sq m of office or industrial use (B1 and B2)</td>
<td></td>
</tr>
<tr>
<td>- Less than 250 sq m of warehousing or distribution (B8)</td>
<td></td>
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<tr>
<td>- Less than 100 sq m of retail (A1)</td>
<td></td>
</tr>
<tr>
<td>This provides:</td>
<td></td>
</tr>
<tr>
<td>- A written response sent within 21 days of receipt of your request</td>
<td></td>
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<tr>
<td>- Includes advice that reflects the level of detail you have provided</td>
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<tr>
<td>- A site visit</td>
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<table>
<thead>
<tr>
<th>Medium Scale Development</th>
<th>Fee £750 + VAT</th>
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<tbody>
<tr>
<td>For:</td>
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<tr>
<td>- Residential developments between 10 and 50 units</td>
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<tr>
<td>- Between 100 and 500 sq m of office or industrial use (B1 and B2)</td>
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</tr>
<tr>
<td>- Between 250 sq m and 1,000 sq m of warehousing or distribution (B8)</td>
<td></td>
</tr>
<tr>
<td>- Between 100 sq m and 250 sq m of retail (A1)</td>
<td></td>
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<tr>
<td>This provides:</td>
<td></td>
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<tr>
<td>- A written response sent within 21 days of receipt of your request or meeting</td>
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<tr>
<td>- Includes advice that reflect the level of detail you have provided</td>
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</tr>
<tr>
<td>- Can include a single meeting if needed for proposals that are not straightforward and may require further discussion to resolve</td>
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<tr>
<td>- A site visit</td>
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</tbody>
</table>
Large Scale Development
Fee £1,250 + VAT

For:
- Residential developments between 51 and 100 units
- Between 501 sq m to 2,500 sq m of industrial use (B1 and B2)
- Between 1001 sq m and 5,000
- Between 251 sq m and 1000 sq m of retail (A1)

This provides:
- A written response sent within 21 days of receipt of your request or meeting or further information received
- Includes advice that reflect the level of detail you have provided
- A review of the scoping and methodology required for the Transport Statement
- Can include a single meeting if needed for proposals that are not straightforward and may require further discussion to resolve

Major (I) Scale Development
Fee £2000 + VAT

For:
- Residential developments between 101 and 250 units
- Between 2,501 sq m to 5,000 sq m of office or industrial use (B1 and B2)
- Between 5,001 sq m and 7,500 sq m of warehousing or distribution (B8)
- Between 1,001 sq m and 2,000 sq m of retail (A1)

This provides:
- A written response sent within 21 days of receipt of your request or meeting or additional information required
- Includes advice that reflect the level of detail you have provided
- A review of the scoping and methodology required for the Transport Assessment
- Can include a single meeting if needed for proposals that are not straightforward and may require further discussion to resolve
**Major (II) Scale Residential**
Fee £2,000 + VAT plus any additional costs incurred over an above this

For:

- Residential developments over 250 units
- Over 5,000 sq m of office or industrial use (B1 and B2)
- Over 7,500 sq m or warehousing or distribution (B8)
- Over 2,000 sq m of retail (A1)

This provides:

- A bespoke service that may require scoping, meetings, on site visits and on-going correspondence. Specific timescales and the extent of the advice will be advised.

**Additional charges**

Where additional meetings are required, the following charges will apply. You will be advised of the costs at the appropriate point.

Additional meeting - £100
Site visit - £150

For mixed-use development or if your proposal does not fit into the categories listed above, please contact Hampshire County Council for further advice.
Information required for pre-application advice

Hampshire County Council usually requires a certain level of information to be provided before any discussion or pre-application advice is given. This will enable us to provide relevant and timely advice to you. Please complete the pre-application advice form in Appendix B to apply for this service.

As a guide, the following is a list of information that may be required, depending on the nature of the enquiry. If there is additional information needed, we will let you know.

- Site location plan (scale 1:1250) with the site boundary indicated
- Schedule of existing uses
- Layout plan of the proposal including description and schedule of uses
- Summary of site access/highway work proposals including a plan (scale 1:500 or similar) with achievable visibility splays indicated
- Parking proposals for all modes of transport
- Where a Transport Assessment is required, either scoping or information relating to the proposed methodology
- Other relevant data collected to date.

Extent of pre-application advice

Hampshire County Council pre-application advice is subject to the following terms:

- Any views or opinions expressed in responses are made at officer level in good faith and to the best of ability, without prejudice to the formal consideration of any planning application which will be subject to public consultation and ultimately determined by the relevant Planning Authority.
- Any advice given by officers does not constitute a formal response or decision by the County Council. Save for cases of negligence, the County Council will not be liable for any loss or damage suffered arising from or in connection with the use of the advice.
- The pre-application advice given may not necessarily be exhaustive but will be intended to highlight the main issues that need to be addressed/considered as part of the application process on the basis of the discussions that have taken place and the information that is available at the time.
- In providing written advice officers will not draft planning statements or other reports to accompany applications as that is the responsibility of the applicant. In this respect the applicant should appoint its own professional advisers as necessary, particularly on more complex proposals.
- Should the detail or the nature of the proposal change, further advice should be sought. Similarly, once the detail of any proposal has been worked up if not previously available, it may be helpful to seek further advice prior to the submission of an application.
- The advice and any attachments to it are solely for the use of the individual to whom it is addresses. If you are not the intended recipient of the advice, you must not take any action based on its contents, nor disclose the communication to a third party.
- Hampshire County Council has the right to decline a request for pre-application advice where it is not considered appropriate.
Appendix A

Information

- Hampshire County Council Development Planning Information (the following link will direct you to much of the basic information needed to assist in the highway and transport consideration of many proposals)
  http://www3.hants.gov.uk/highways-development-planning.htm

- Hampshire County Council Information for Developers
  http://www3.hants.gov.uk/engineering-services/developer-information.htm

- Travel Plans
  http://www3.hants.gov.uk/workplacetravel/information_for_developers.htm

- NPPF guidance on preparing Transport Assessments and Travel Plans

Policies

- National Planning Policy Framework (NPPF)

- Manual for Streets (MfS)
  https://www.gov.uk/government/publications/manual-for-streets

- Hampshire County Council MfS Companion Document

- Hampshire Local Transport Plan (LTP3)
  http://www3.hants.gov.uk/local-transport-plan.htm

- Hampshire Transport Statements
  http://www3.hants.gov.uk/transport-planning/transport-statements.htm

- Local Planning Authority Local Plan/ Policies
Appendix B - PRE-APPLICATION ADVICE FORM

Please complete this pre-application advice form and return it with payment.

<table>
<thead>
<tr>
<th>1 Applicant Contact Details</th>
<th>2 Agent Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Name</td>
</tr>
<tr>
<td>Company</td>
<td>Company</td>
</tr>
<tr>
<td>Address</td>
<td>Address</td>
</tr>
<tr>
<td>Postcode</td>
<td>Postcode</td>
</tr>
<tr>
<td>Tel No</td>
<td>Tel No</td>
</tr>
<tr>
<td>Email</td>
<td>Email</td>
</tr>
<tr>
<td>Preferred Contact</td>
<td>Preferred Contact</td>
</tr>
</tbody>
</table>

3 Development Site Address

4 Description of Development Proposal

5 Borough/District Council/ National Park Authority | 6 Advice Required: Select Development Size Band*
---------------------------------------------------|-----------------------------------------------
Basingstoke and Deane | A: Small Scale |
East Hampshire | B: Medium Scale |
Eastleigh | C: Large Scale |
Fareham | D: Major (I) Scale |
Gosport | E: Major (II) Scale |
Hart | |
Havant | |
New Forest District | |
New Forest NPA | |
Rushmoor | |
South Downs NPA | |
Test Valley | |
Winchester | |

* Refer to the guidance for definitions of the development size bands and the fee payment.
### 7 Attached information

<table>
<thead>
<tr>
<th>Information</th>
<th>Include</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A site location plan (scale 1:1250) with site boundary</td>
<td>☐</td>
<td>Parking proposals for all modes</td>
</tr>
<tr>
<td>Layout plan of proposal including description and schedule of uses</td>
<td>☐</td>
<td>Scoping and other information required for the Transport Assessment (if required)</td>
</tr>
<tr>
<td>Site access proposals including plan (scale 1:200 or similar) with achievable visibility splays</td>
<td>☐</td>
<td>Other relevant data or information</td>
</tr>
</tbody>
</table>

### 8 Specific Questions/ Advise

Please list below any specific questions or advise sort:

### 9 Payment

I enclose payment for £___________________

See guidance for current fee rates.

### 10 Signature

Signature:____________________________________________________

Name:_____________________________________________________

Date:_________________________

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Forms can be returned to the following address:
Hampshire County Council Highways Development Planning
Strategic Transport
ElI Court West
Winchester
SO23 8UD

Or emailed to: highways.development.planning@hants.gov.uk

Cheques should be made payable to Hampshire County Council. If you wish to pay be BACS please contact us for details.