Pre-application Guidance
Strategic Planning
Introduction

Hampshire County Council as the Minerals and Waste Planning Authority welcome and encourages discussions before a planning application is submitted.

The County Council charges for such advice, as this enables the Strategic Planning team to sustain and improve current levels of service. The fees paid for pre-application advice are in addition to the fees payable for the submission of planning applications and the chargeable monitoring of mineral and landfill sites.

This document sets out the benefits of seeking planning advice on application proposals prior to the submission of an application, and the arrangements for providing pre-application planning advice.
Prospective mineral and waste applicants are encouraged to seek planning advice prior to the submission of planning proposals. There are considerable benefits in seeking advice before making an application.

The benefits include:

- an opportunity to shape development at an early part of the development process which can lead to quicker decision making;
- ensuring that the application is complete, comprehensive and to a satisfactory standard therefore avoiding rejection at the validation stage or early refusal because of inadequate or insufficient information;
- gaining site specific information on what is needed for an application to be considered more favourably;
- gaining an understanding of how national, regional and local guidance and policies will be applied to a development;
- identification of the need for any specialist input;
- an opportunity for wider engagement with other stakeholders (where appropriate) in order to identify potential issues at an early stage;
- potential saving on professional fees as a result of identifying issues at an early stage and therefore having the opportunity to address them within the formal application;
- an indication of proposals that are likely to be unacceptable in planning terms, thereby saving the cost of pursuing a formal application, and;
- identifying and scoping out draft ‘Heads of Terms’ for any necessary section 106 agreement.

Why seek advice?
How do I obtain planning advice?

Prospective applicants seeking advice are required to complete a ‘Request for Pre-Application Planning Advice’ form which is available on our website at planning@hants.gov.uk.

This form sets out the information that is required from prospective applicants to enable a pre-application advice service to be provided. It is recognised that in some cases not all of the information will be available, but the more information that can be provided by you will help us deliver more tailored and site specific advice.

For exemptions to the charging schedule please see the following page.
**Pre-application Charges**

The charges for pre-application advice depend on the scale of development proposed as follows:

<table>
<thead>
<tr>
<th>Development Scale</th>
<th>What is included</th>
<th>Fee</th>
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<tbody>
<tr>
<td><strong>Small</strong></td>
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<td></td>
<td>Any proposal that involves:</td>
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<td></td>
<td>• minerals and/or waste development on a site less than 0.5 ha;</td>
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<td>• building or buildings less than 1000 sq m;</td>
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<td></td>
<td>• variation of condition (Section 73 application) for development involving any of the above; and</td>
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<td></td>
<td>• details pursuant (Article 27) submissions.</td>
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<td></td>
<td>• Accompanied site visit/meeting.</td>
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<td></td>
<td>• Written report detailing policy considerations, issues and likely recommendation within 15 working days of the site meeting.</td>
<td>£500 + VAT</td>
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<td><strong>Large</strong></td>
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<td></td>
<td>Any proposal that involves:</td>
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<td>• exploration, appraisal and production of hydrocarbons;</td>
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<td></td>
<td>• minerals and/or waste development on a site in excess of 0.5 ha;</td>
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<tr>
<td></td>
<td>• buildings or building for use in excess of 1000 sq m; and</td>
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<td></td>
<td>• variation of condition (Section 73 application) for development involving any of the above.</td>
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<tr>
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<td>• Accompanied site visit/meeting.</td>
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<tr>
<td></td>
<td>• Written report detailing policy considerations, issues and likely recommendation within 20 working days of the meeting.</td>
<td>£1000 + VAT</td>
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<tr>
<td><strong>EIA</strong></td>
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<td></td>
<td>Any proposal that involves:</td>
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<td></td>
<td>• Environmental Impact Assessment (EIA) development;</td>
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<td>• variation of condition (Section 73 application) for EIA development.</td>
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<td></td>
<td>• Accompanied site visit/meeting.</td>
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<td>• Consultation with internal interested parties.</td>
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<td></td>
<td>• Written report detailing policy considerations, issues and likely recommendation within 25 working days of the meeting.</td>
<td>£1400 + VAT</td>
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These charges are based on the actual cost of the officer time together with administrative costs.

**Exemptions**

This charging scheme does not apply to discussions in connection with applications for non-material amendments, permitted development enquires, advice given to local residents affected by development, or enforcement advice for unauthorised development.

However, advice relating to planning applications that arise from the need to regularise unlawful development will be charged for.
What Strategic Planning will do

Within 3 working days of receiving a request for advice, Strategic Planning will acknowledge receipt of the pre-application advice request and confirm:

- that the fee is correct or, if a fee has not been submitted with the form, what the fee is;
- that the application is valid or otherwise; and
- the name of the case officer who will be providing the advice and their contact details.

Within 5 working days of receiving a valid request, the case officer will contact you and agree a suitable time and date for an accompanied site visit/meeting. The timing of the meeting will depend upon the complexity of the proposal, the amount of preparation work needed prior to a meeting and availability of any specialist advice that may be needed.

Written advice will then be provided within the following timescale dependent on the scale of development:

- Small scale – within 15 working days of the meeting;
- Large Scale – within 20 working days of the meeting; and
- EIA scale – within 25 days of the meeting.

The timescale will only commence once the correct fee has been received.
How to pay the fee

Payment can be made by cheque, made payable to ‘Hampshire County Council’ and sent to the following address:

Strategic Planning
Economy, Transport and Environment
Hampshire County Council
Elizabeth II Court, First Floor
The Castle
Winchester
SO23 8UD

Alternatively you can pay electronically by BACS or CHAPS using the following account details;

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<thead>
<tr>
<th>BACS</th>
<th>CHAPS</th>
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<tbody>
<tr>
<td>Sort Code</td>
<td>Sort Code.</td>
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<tr>
<td>62-28-49</td>
<td>55-81-26</td>
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<tr>
<td>Account No.</td>
<td>Account No.</td>
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<tr>
<td>00000000</td>
<td>80962254</td>
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</table>

Please include the site name as the reference and email planning@hants.gov.uk to let us know that the payment has been transferred.
What will our advice contain?

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.

The planning officer will provide a written report, with the following areas to be covered:

- key planning considerations which need to be taken into account in preparing any planning application;
- the need for any specialist input;
- advice on local engagement opportunities;
- informal and unprejudiced advice from an officer on the planning merits, including an indication if the proposal is likely to be unacceptable in planning terms;
- a likely timetable of consideration and estimation of decision date or planning application Regulatory Committee date where applicable;
- for EIA development the views of internal consultees (ecology, landscaping and archaeology);
- a list of previous relevant planning decisions where available; and
- advice on what land should be included within the application boundary and how the planning application fee will be calculated.

What if you choose not to seek advice?

The decision on whether to obtain pre-application advice is for the applicant. However, if any application is formally submitted which requires amendments, and no pre-application advice has been sought, it is unlikely that the case officer will negotiate amendments on the application. The application is therefore likely to be returned if not valid, or refused on the grounds of insufficient information.
Any views or opinions expressed in pre-application advice are made at officer level in good faith, and to the best of ability, without prejudice to the formal consideration of any planning application. It does not constitute a formal response or decision of the County Council.

The final decision on any application that you make is made only after the Planning Authority has consulted the local community, statutory consultees and any other interested parties as part of the formal planning application process, and taken into account the comments that they may raise. Advice that has been provided will be considered when reaching a decision or recommendation on a planning application; but is not a material consideration and is subject to the proviso that circumstances and information may change or come to light that could alter that position.

In no event will the County Council be liable for any loss or damage including without limitation, indirect or consequential loss or damage, or any loss or damage whatsoever arising from or in connection with, the use of the advice.

The purpose of the pre-application advice is not to draft planning statements or other reports to accompany applications, as that is the responsibility of the applicant. It is recommended that applicants should appoint professional advisers as necessary, particularly on more complex proposals.

In the event that the detail or the nature of the proposal changes further pre-application 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 addressed. If you are not the intended recipient of the advice, you must neither take any action based upon its contents, nor disclose this communication to a third party.

The Head of Strategic Planning has the right to decline a request made for pre-application advice where it is not considered either appropriate or necessary.

The pre-application service and charging scheme will be subject to periodic review. Feedback on the scheme is welcome in order to inform service improvement.
Helpful Information

The following documents may be of assistance to you if you are looking to submit a planning application for a minerals or waste development in Hampshire:

**The Planning Portal** — This is a link to the planning portal which has lots of useful information about planning, and is where you will find the forms to submit a planning application.

**Planning Practice Guidance** — This is a link to the National Planning Policy Framework (NPPF) and National Planning Practice Guidance (NPPG) which sets out the national policy context for minerals and waste development.

**Hampshire Minerals and Waste Plan (2013) and Policies Map** — These are links to the adopted Hampshire Minerals and Waste Plan (2013) and associated policies map.

**Hampshire Local Plans** — This is a link to a page which can help you find the local development plan for each of the districts, boroughs, cities and national park authorities within Hampshire.

**Validation Guidance** — This is a link to a document which sets out what information is required to be submitted with a planning application in order to make it valid.

Contact Us

If you wish to contact the Strategic Planning team for more advice, or information, you can do so in the following ways:

Email: planning@hants.gov.uk
Telephone: 01962 846746
Website: www.hants.gov.uk/mineralsandwaste