



**DARLINGTON BOROUGH COUNCIL**  
**PRE-APPLICATION CHARGES CHARTER**

**v.3 AUGUST 2018**

## **Darlington Council - Pre- Application Charges Charter**

Darlington Borough Council is committed to providing an efficient and customer focused pre-application advice service which helps applicants to deliver high quality development. Open and constructive pre-application discussions are an opportunity for the Council and developers to work together to achieve developments that deliver benefits to the community and the economy. This can save time and cost.

### The benefits of pre-application advice:-

- It gives an opportunity to understand how our policy will be applied to the development and can advise what is required in order for a development to be determined favourably subject to a formal application and the results of public consultation. It can also indicate that a proposal has little or no realistic chance of success, so saving considerable time and money.
- It may lead to a reduction in time spent in engaging professional advisers in working up the proposals in more detail as it can identify issues before an application is submitted.
- It can help prevent costly and time consuming amendments to schemes at a later date.
- It can identify at an early stage whether any specialist advice is needed, e.g. with regard to listed buildings, trees, flood risk, highways etc.
- It can provide opportunities to discuss details of the proposal such as its design and the materials to be used.
- It can give an opportunity to meet with all relevant council officers who may need to discuss your application where necessary.
- It can provide assistance on what you need to provide in order to ensure compliance with the planning application validation process and potential relevant Section 106 requirements
- It can provide information in relation to our decision making procedures.

## How to obtain pre-application advice

In order that we can manage the process enquiries should be submitted on one of the following forms:-

- A – Major development enquiries
- B – Minor / Other development enquiries
- C - Householder enquiries

You must also enclose the appropriate fee and documents as described on the information checklist (see pages 4 and 6 of this document)

On receipt of your enquiry it will be acknowledged and given a reference number. The acknowledgement letter will inform of the date by which you can expect to receive a response and the name and contact details of the planning case officer who will be dealing with your enquiry

Pre-application advice forms can be obtained from the Council's website at the following address:

[www.darlington.gov.uk/environment-and-planning/planning/planning-application-and-permission/pre-application-service](http://www.darlington.gov.uk/environment-and-planning/planning/planning-application-and-permission/pre-application-service)

Forms are also be available from the Customer Services Centre at the Town Hall, Darlington

## The Scheme of Charges

A scheme of charges for this advice is set out in the following schedule which are inclusive of VAT at 20%.

The charges have been set at a level to help recover the cost of the service and may be subject to review.

Summary of the three main services and their scope is shown below:-

	<b>Major proposals</b>	<b>Minor / Other proposals</b>	<b>Householder</b>
<b>Planning history search</b>	Yes	Yes	No
<b>Development Plan context</b>	Yes	Yes	No
<b>Officer opinion as to acceptability</b>	Yes	Yes	Yes for extra service
<b>Views of internal consultees</b>	Yes	Yes	Yes for extra service
<b>Views of external consultees</b>	Where possible but will say where not possible	Where possible but will say where not possible	N/A
<b>Advice on pre-app. community consultation</b>	Yes	N/A	N/A
<b>Advice on validation requirements</b>	Yes	Yes	Yes for extra service
<b>EIA screening opinion</b>	Yes	Yes – if applicable	N/A
<b>Heads of terms for s.106 agreement</b>	Yes	Yes – if applicable	N/A
<b>Ongoing development team approach</b>	Yes	N/A	N/A
<b>Target timescales *</b>	6 weeks	6 weeks	6 weeks

\* We aim to respond to One Stop Shop enquiries in 6 weeks for development proposals. Where we anticipate this will be longer we will let you know as early as we can in the process.

## Information requirements

In order to provide a quality service the Council will require the following minimum level of information to be submitted before an enquiry can be registered and thereafter assessed.

Major proposals	Minor / Other proposals	Householder
<ul style="list-style-type: none"> <li>• Letter explaining details of proposals</li> <li>• Location (OS) plan to identify site</li> <li>• An indicative site layout plan</li> <li>• Photographs to help illustrate the site if possible</li> <li>• Drawings showing the layout, height and scale of the development (if applicable)</li> <li>• Draft design and access statement / or Draft Planning Statement (sufficient to enable assessment to be made of the key planning issues)</li> <li>• Details of Sustainable Drainage proposals including layout of system; topography; construction and connection; landscaping and planting</li> </ul>	<ul style="list-style-type: none"> <li>• Letter explaining details of proposals</li> <li>• Location (OS) plan to identify site</li> <li>• Photographs to help illustrate the site if possible</li> <li>• Drawings showing the layout, height and scale of the development (if applicable)</li> </ul>	<ul style="list-style-type: none"> <li>• Completion of Council's householder enquiry form</li> <li>• Location (OS) plan to identify site – (Red Line Boundary)</li> <li>• Block Plan / Sketch Elevations of the proposal</li> </ul>

Please note these are minimum requirements to validate an enquiry and the submission of further information, where available, is welcomed.

## **Disclaimer**

We will make every effort to ensure that the advice given is as accurate as possible. However pre-application views and opinions are given without prejudice.

Any advice given by council officers for pre-application enquiries does not constitute a formal response or decision of the council with regards to any future planning applications, which will be subject to wider consultation or publicity. Whilst the advice may be a material consideration, it cannot be held to bind the council in its validation or formal determination of a subsequent application.

If an application is subsequently submitted which fails to take on board advice given by officers, then the council may refuse it without further discussion with the applicant or their agent.

Please note that in cases where the proposal or scheme has changed, where there has been a change in national or local planning policy, or where the planning application is submitted more than six months after the advice has been given, it may follow that little or no weight will be attached to pre-application advice given.

## **What if things go wrong?**

The Local Planning Authority is committed to providing an effective and efficient pre-application planning service.

However despite best endeavours there will inevitably be occasions when customers are dissatisfied with the level of service provided. In such cases a customer will be invited to initially discuss their concerns with the Principal Planning Officer. If still not satisfied, customers will be invited to refer the matter to the Head of Service. In cases where the level of advice offered has plainly failed to meet the standards of the service set out in this policy the Head of Service will give consideration to a refund of any fees paid.

**Scale of fees (All charges include VAT at 20%)**

<b>Development Type</b>		<b>Cost of Service</b>
<b>Code</b>	<b>Largescale Major Developments</b>	
1	Dwellings (200 or more)(4 ha or more)	£1200* for written response, including up to 2 meetings.  Additional advice requested chargeable at hourly rate^ with a * maximum of £2400
2	Offices / R & D / light industry (>10,000sq metres or >2ha)	
3	General Industry/storage/warehousing (>10,000sq metres or >2ha)	
4	Retail distribution and servicing (>10,000sq metres or >2ha)	
5	Gypsy and Traveller pitches (>10,000sq metres or >2ha)	
6	All other largescale major developments (>10,000sq metres or >2ha)	
	<b>Small Scale Major Developments</b>	
7	Dwellings (10 - 199) (0.5 ha and less than 4 ha)	£600* for written response, including up to 2 meetings.  Additional advice requested chargeable at hourly rate^* with a maximum of £2400
8	Offices/ R & D / light industry (1,000sq metres - 9,999 sq metres)	
9	General Industry/storage/Warehousing (1,000sq metres - 9,999 sq metres)	
10	Retail distribution and servicing (1,000sq metres - 9,999 sq metres)	
11	Gypsy and Traveller pitches (1,000sq metres - 9,999 sq metres)	
12	All other smallscale major developments (1,000sq metres - 9,999 sq metres)	
	<b>Minor Developments</b>	
13	Dwellings (1-9) (Less than 0.5 ha)	£400* for written response to include a meeting if necessary
14	Offices / R& D / light industry (< 1000 or 1ha)	
15	General Industry/storage/warehousing (< 1000 or 1ha)	
16	Retail distribution and servicing (< 1000 or 1ha)	
17	Gypsy and Traveller pitches (< 1000 or 1ha)	
18	All other minor developments (< 1000 or 1ha)	
	<b>Other Developments</b>	
19	Minerals Processing	Based on area as above
20	Change of Use	£50* for written response to include a meeting if necessary
21	Householder developments (advice on permission being granted)	£36*
22	Advertisements	£25*
23	Listed building consents (to alter/extend)	Free
24	Listed building consents (to demolish)	Free
25	Conservation area consents	Free
26	Certificates of lawful development	Pre-application advice not appropriate
27	Telecommunication Notifications	£126*
	<b>Other charges</b>	
	Pre-Application meeting involving Planning Committee Members	£1000*

**NOTES:**

- 1) ^ Hourly charges based on an average of officers hourly charges referred above which is £47/hour\*
- 2) \* Denotes that fees would be reviewed by an agreed inflationary amount from 1<sup>st</sup> April yearly.
- 3) Time frames:

We aim to respond to One Stop Shop enquiries in 6 weeks for development proposals. Where we anticipate this will be longer we will let you know as early as we can in the process.