

## **PRE – PLANNING APPLICATION CHARGING**

### **FREQUENTLY ASKED QUESTIONS**

**Q     What is the difference between a Full Submission, and a Development in Principle submission?**

**A**     The pre-application advice is provided in two forms, and comprises either written comments offered by the Council on a specific proposal for a specific site (Full submission), or alternatively consists of a meeting between a planning officer and applicant/agent where the general principles of developing a site are discussed without commenting on detailed proposals (Development in Principle submission). Advice on the interpretation of policies in the development plan will be restricted to general interpretation based on land use principles.

Further information can be found in the guidance notes available at <http://www.winchester.gov.uk/EnvironmentAndPlanning/Planning/PlanningApplications/PlanningPre-ApplicationAdvice/>

**Q     How can I pay?**

**A**     You can pay by cheque when submitting the pre-application enquiry by post, or by cash/debit or credit card if you hand deliver the pre-application enquiry to the Council's reception at the City Offices in Colebrook Street.

**Q     Where do I get a site history from?**

**A**     You can currently visit the City Council offices and carry out a history search yourself, or instruct a solicitor to do so on your behalf. Please note that a solicitor will charge you a fee for doing so.

**Q     Will I get a discount from the planning application fee?**

**A**     No. The planning application fee only covers work carried out in relation to the proposal once an application has been submitted, and the government have recognised this fact by advising that Local Planning Authorities are able to charge separately for pre-application advice

**Q     Can I submit the documents electronically eg. via the Portal?**

**A**     Not at present. Once the process has become established, and depending upon the level of use, investigations will be made into the possibility of electronic submission

**Q What if I don't want to submit an application after I have taken pre-application advice?**

**A** There is no requirement for you to do so, but the fee for the advice given is not refundable, as the Local Planning Authority will have carried out work on the enquiry.

**Q Will the location plan require an OS licence number?**

**A** Yes, an appropriately licensed plan MUST be submitted and can be purchased from a number of sources:-

- Winchester City Council Planning reception, City Offices, Colebrook Street, Winchester S)23 9LJ. Telephone Customer Services Team on 01962 840222
- Ordnance Survey, Romsey Road, Maybush, Southampton. Telephone 08456 050505
- Authorised suppliers eg. some bookshops
- Public library – some public libraries provide this service

**Q Will the documents which I need to complete be available on the Web?**

**A** All the information you require in relation to submitting a pre-application enquiry is on the website at  
<http://www.winchester.gov.uk/EnvironmentAndPlanning/Planning/PlanningApplications/PlanningPre-ApplicationAdvice/>

The details of the pre-application enquiries, and the Local Planning Authority response to them, are not made available to the general public and will not be published on the web.

**Q Will any of my neighbours be consulted at pre-application stage?**

**A** The Local Planning Authority will not carry out any consultation as part of the pre-application process, although applicants/agents may choose to do so. There is a requirement for applicants/agents to carry out consultation in relation to planning applications prior to submission, in accordance with the Council's Statement of Community Involvement, details of which can be found at  
<http://winchester.gov.uk/EnvironmentAndPlanning/Planning/LocalDevelopmentFramework/StatementofCommunityInvolvement/>

Freedom of Information requests may result in some details being released to the enquirer, but commercially sensitive information will be withheld.

**Q When should I submit my pre-application enquiry form?**

**A** You should consider when you want to start building the development, and work back from that date allowing at least 8 or 12 weeks (depending on the type of development proposed), and another 6 weeks for the pre-application discussions to have taken place. In addition you will need to allow time to amend the proposal between having received the pre-application advice and submitting the proposal, so as a very general guide the pre-application enquiry should be submitted between 4 and 6 months prior to the date you want to start building. You will also need to bear in mind that very large proposals may require more extensive pre-application discussions.

**Q By submitting a pre-application enquiry form, will I get my planning decision any quicker?**

**A** Whilst this cannot be guaranteed, it is likely that if most of the major issues have been addressed during pre-application discussions, and some form of public consultation has been carried out by the developer and taken account of, then the processing of the planning application will be more efficient.

**Q Do I have to submit a pre-application enquiry form before submitting a planning application?**

**A** No, although you may wish to read through the pre-application guidance notes, which set out the benefits of doing so and can be found at <http://www.winchester.gov.uk/EnvironmentAndPlanning/Planning/PlanningApplications/PlanningPre-ApplicationAdvice/>

**Q What's the difference between a pre-application enquiry form and a planning application?**

**A** In broad terms a pre-application enquiry form requires less information to be attached to it, does not go through a full consultation process, and will provide you with an indication of whether or not your proposal is acceptable. The advice given is not legally binding, and does not give you any permission to commence development.  
A planning application is a formal request for planning permission, which goes through a statutory process, at the end of which a formal decision is issued by the Local Planning Authority, either approving or refusing your development proposal. If an approval is given, you are able to commence development, subject to and in compliance with any conditions or legal agreements attached to that permission.

**Q Will I get a refund if it is found that planning permission is not required?**

**A** Pre-application enquiries do not deal with whether or not planning permission is required. Such enquiries should be submitted using the form entitled “Do I need planning permission”, which can be found at <http://www.winchester.gov.uk/EnvironmentAndPlanning/Planning/PlanningApplications/PlanningPre-ApplicationAdvice/>. There is no fee payable for this service.

**Q Will a site visit be made as part of the pre-application advice?**

**A** This will depend on the nature of the development proposal, and the familiarity of the relevant officer with the site.