

Pre – application advice

The Council offers pre-application advice to the residents and business community in the District.

Do I Need Planning Permission?

A separate information leaflet is available to help you determine whether planning permission is required. A copy of this and other helpful booklets on permitted development can be obtained from us.

What Advice Can I Have?

The Planning Office will provide free advice to the residents of Hart District on domestic proposals or on operations within the residential curtilage for domestic purposes.

The Duty Officer at the Planning Surgery can offer some basic guidance but for a more comprehensive opinion you should submit details of your proposal in writing.

Please include:-

- A covering letter explaining the proposal
- A location and site plan*
- Sketches of the proposal
- Photographs of the site & the locality

* Plans should be to a reasonable scale, and as accurate as possible. The Officer

considering your submission will be reliant on the information you submit as the Officer may not make a site visit.

We aim to reply in 10 working days but will contact you if there is a delay.

You should be aware that Officers will only be able to give you an informal view on the proposal; the determination of the planning application may identify further issues which could change that opinion.

Advice on Non-Domestic Proposals

As from 1st January 2005 all pre-application advice for non-householder schemes (apart from that relating to advertisements and to the identification of rural exception sites), will be subject to a fee.

All requests should be submitted in writing with sufficient information to enable the Officers to assess the appropriate fee (please see the separate information sheet 'Fees for Planning Services'). The fee is payable prior to the advice being given.

Charging a fee will enable the Planning Office to offer a more comprehensive advice service which should result in fewer delays when the formal planning application is submitted.

To receive the best value from this service it is essential to submit as

detailed a proposal as possible to enable Officers to give the best advice. However you should be aware that this advice will still only be the Officers informal opinion; the determination of the planning application may identify further issues which could change that opinion.

Business & Voluntary Sector Queries

Business and voluntary sector queries should also be sent to the Head of Planning Services in writing. We aim to reply in 10 working days but will contact you if there is a delay.

Running a Business from Home

A separate information leaflet is available on this. A copy can be obtained from the planning office or from the Councils' web-site.

Freedom of Information Act

Please be aware that we have been advised by our legal department that under the Freedom of Information Act, pre-application advice is no longer considered to be confidential.

The Planning Surgery

The planning surgery is a 'drop in' service to discuss basic planning questions with the Duty Officer.

The service is available in Fleet at the **Civic Offices**, Harlington Way, Fleet on: Mondays and Fridays 9am – 11 am
Tuesdays and Thursdays 2pm – 4pm
(except public and bank holidays)

There is also a planning surgery held on the 3rd Thursday of each month from 10.00am-12.00am at the **Hook Neighbourhood Centre**, Dickson House, London Road, Hook, RG27 9DS.

Who is the Service for?

The surgery is mainly for residents of Hart District who:

- Need help to understand the details of a submitted planning application.
- Wish to have general advice on a proposal to a domestic property.
- Would like some help in completing the application forms or guidance on the process of a planning application.
- Need help to understand the conditions on a planning application
- Need clarification of permitted development as explained in the 'Householder Guide'

For comprehensive advice on a specific proposal you should submit as much detail as possible in writing to the Planning Office.

The Duty Officer will not be able to confirm that planning permission is *not*

required but may be able to confirm that it *will* be necessary.

What about Agents and Architects?

Agents and Architects can also use the service if the proposal is within a domestic curtilage. All other schemes will require a fee for pre-application advice and should be submitted in writing to the Head of Planning Services.

Can I find out about the Planning History of a Site?

The Planning Office will research the planning history and confirm if there are any conditions to limit the development of a site for a fee of £35 (including VAT). Please make your request in writing to the Head of Planning Services.

The Duty Officer will not be able to help you with the history although you can look through the planning register at any time during normal office hours.

Head of Planning Services
Civic Offices, Harlington Way, Fleet,
Hants, GU51 4AE
Planning help desk: 01252 774419
Fax: 01252 774410
E-mail: help.desk@hart.gov.uk

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Pre-application Advice and the Planning Surgery

Planning applications can be viewed
on-line.

Go to www.hart.gov.uk

A guide to the service