

Pre-application protocol for Householder Development

We welcome and encourage discussions before you submit your application.

These discussions can be dealt with either via the Council's Planning Surgery system or in writing. Both approaches have their strengths and weaknesses.

The Planning Surgeries are held at the **Civic Offices in Fleet** on Monday to Thursday from 8:30am – 5pm and Friday from 8:30am - 4pm. No appointment is necessary and there is no fee for pre-application discussions relating to householder development.

- A visit to the Planning Surgery will allow a quick discussion on your proposals but any comments will inevitably be limited because the Planning Officer will have been unable to undertake any prior research.
- A request in writing will take longer for a reply (we will endeavour to reply within 10 working days) but will be more full as research, such as of the planning history, can be properly explored.

If you wish to send information for a written response then this can be either sent by post to the Civic Offices marked for the attention of the Development Control Team or by email to help.desk@hart.gov.uk.

Your Commitment will be to:

- Provide plans, sketches and photos which will all be useful to the planning officer.
- Accept that any complex schemes will need to be submitted under a more formal pre-application approach.
- That meetings held at the Planning Surgery will have a time restriction as other customers may be waiting for advice from the same Planning Officer.

Our Commitment will be to:

- Offer an initial view on the information submitted.
- Confirm the advice in writing within 10 working days.
- If the proposal is too complicated or requires further research advice further in depth consideration will be given by the Officer and a written response will be sent later
- Use all endeavours to determine any subsequent planning application within 8 weeks of registration, subject to Committee timetables.

You should be aware that in all cases that while officers will endeavour to give

accurate and impartial advice the advice given at this pre-application stage has to be informal and without prejudice to the formal consideration of the application by the Council, which will take place following consultation with statutory bodies and other interested parties.

Pre-application protocol for Minor Development

We welcome and encourage discussions before you submit your application.

Who is this for?

- This is for homeowners and businesses where a more considered view is required.
- Developments where you think the Planning Officer may need to liaise with a number of internal consultees such as Highway Officers.
- For small to medium scale proposals or less. This can normally be defined as planning applications for proposals for one to five dwellings or commercial and retail schemes of no more than 1000m² or under a site area of 0.5 hectares. Developments subject to an Environmental Assessment are considered as large or significant proposals.

Your Commitment will be to:

- To send or email , under a covering letter, scaled plans to include the layout, elevations, parking arrangements and photos of the site showing its relationship to neighbours
- Provide the fee applicable to that scale of pre-application proposal. Details of the fees can be found **here**.
- Accept that if the proposal is considered by the planning officer to be a large or significant scheme then the timescale for response will be longer.
- Be able to attend a meeting, if this is considered necessary, at a mutually agreeable time
- To use the reference number given on the acknowledgement in future communications regarding the same pre-application proposal
- Accept that the depth of the advice is based on the quality of the submission you make.

Our Commitment will be to:

- Acknowledge the submission in 3 working days identifying the case officer and reference number (if the fee is not received with the initial request then

you will be sent details of the relevant amount due, but the Council will not undertake any further work until this is received)

- Arrange a meeting, if necessary, to discuss the proposals (please note this is often not necessary)
- Ensure that a full response is given within 15 working days from the date of the initial submission, or receipt date of further information if requested within that time, or provide a holding response if, for any reason, this timescale cannot be met
- On an exceptional basis, undertake a site visit to ascertain impact
- Use all best endeavours to determine any subsequent planning application within 8 weeks from submission, subject to Committee timetables. Information can be either sent by post to the Civic Offices marked for the attention of the Development Control Team or by email to help.desk@hart.gov.uk.

You should be aware that in all cases that while officers will endeavour to give accurate and impartial advice the advice given at this pre-application stage has to be informal and without prejudice to the formal consideration of the application by the Council, which will take place following consultation with statutory bodies and other interested parties.

Pre-application protocol for Major Development

We welcome and encourage discussions before you submit your application. For more complex pre-application advice then the Council offers a formal Preapplication Protocol (See below).

The Council will determine planning applications on the information submitted and it is unlikely to be able to deal with significant amendments once the application has been registered. Therefore entering into pre-application discussions may avoid delay and add further certainty in gaining planning permission.

Who is this for?

- Normally for larger and significant or complex planning applications, which for this process would be for 6 or more dwellings or commercial/retail developments of more than 1000m² or a site area of more than 1 hectare. Developments which are subject to an environmental assessment would also be considered as a major proposal
- This pre-application option is not exclusive to larger proposals and could be used for smaller proposals if required, especially where a proposal is complex and involves the need for various consultees to be engaged in the process
- You will need to submit information as set out in the pre-application

Protocol attached together the fee applicable to that scale of pre-application proposal. Details of the fees can be found **here**.

- Most applications require the completion of Planning Obligation pursuant to Section 106 of the Town and Country Planning Act, 1990 prior to planning permission being granted. This process will be used to ascertain the nature and scale of contributions that the Council will be seeking.
- The attached protocol explains the service and the commitments from both parties. Information can be either sent by post to the Civic Offices marked for the attention of the Development Control Team or by email to help.desk@hart.gov.uk.

You should be aware that in all cases that while officers will endeavour to give accurate and impartial advice the advice given at this pre-application stage has to be informal and without prejudice to the formal consideration of the application by the Council, which will take place following consultation with statutory bodies and other interested parties.