

## 1. For Written Advice Only

*In order to provide appropriate advice in relation to works affecting listed buildings, it is necessary to inspect listed buildings on site and sometimes internally as well as externally. Written advice only will not normally be provided for works to, or within the curtilage of, a listed building. Instead, the 'Meeting followed by written advice' procedure will be followed for enquiries relating to listed buildings. For localised repair works or minor alterations, it may be agreed that the enquiry could be resolved through an exchange of letters.*

*Please note applications relating to business set up or growth are recommended to follow meeting & written advice route as this will include access to business support services.*

### **What we will expect to be included with requests for written advice only**

As a minimum (based on the requirements for an outline planning application):

1. An appropriately detailed location plan identifying the site and its boundaries.
2. A description of the proposed development. Unless plans are included to clearly show them, a written description shall include details of:
  - the use or uses proposed for the development with any distinct development zones within the site identified;
  - the amount of development proposed for each use (e.g. the number of dwellings for residential development, and the proposed floorspace for other developments); and
  - an indication of the upper and lower limits for height, width and length of each building within the site boundary.
3. An indicative layout plan showing any separate development zones proposed within the site boundary and access points.
4. An assessment of the site's surroundings and commentary on how the proposal has had regard to them.
5. The appropriate fee or evidence of exemption from charging – see Pre-Application Advice Charging Schedule.
6. A completed Environmental Information Regulations (EIR) form.

If only the minimum level of information is provided, the response can and will only consider the principle of the proposed development. The more information that is provided, the fuller and more detailed the officer response can be.

In addition to the minimum information, the submission of the following information will enable a fuller response to be provided:

- Existing and Proposed Floor Plans and Elevations.
- A survey drawing/details of existing and proposed site levels.
- Tree survey/arboricultural report where there are trees on or adjacent to the site that may be affected by the proposal.
- An explanation of the rationale for the design, including details of its evolution through the design process.

## What we will do in response to a request for written advice only

We will:

- Research the planning history of the site;
- Visit the site and view it from the public domain and endeavour to inspect the site if requested to do so;
- Seek the views of applicable specialists within Planning Services where that would be relevant to the proposal e.g. urban design, conservation, trees and landscape, transportation and Economic Development where an application relates to a business;
- Tell you who has been consulted, and additionally who may need to be consulted before any subsequent application is submitted;
- Provide a written response setting out the view of the Planning Service covering the following matters: the key relevant national and local policies; a summary of the likely main issues; a commentary on the proposal in light of the key policies and other key material planning considerations; and likely scope of S.106 obligations in the event of an application for the proposal being approved;
- Where a proposal is not considered acceptable and it is apparent how it can be revised to make it acceptable, also set this out in the response;
- Ensure a senior officer has an input into all responses;
- If yes to 5 and 6 then we will allocate your enquiry to a dedicated case officer for business applications and we will seek to provide a response within 3 weeks and give a revised timescale and reason if this is not possible (e.g. the need to consult a specialist within Planning Services that does not become evident until the case officer visits the site). If we do not respond within 8 weeks for major applications and 6 weeks for other applications, the person submitting the Preliminary Enquiry can request a refund of the fee and a response will still be provided; and
  - Respond to one further submission which seeks to respond to the Local Planning Authority's response without incurring a further fee (provided it is submitted by the same person on the same site and for the same nature of development and within 6 months of the date of the officer's response). A further fee is required for further submissions.
- Seek to provide a response within 5 weeks and give a revised timescale and reason if this is not possible (e.g. the need to consult a specialist within Planning Services that does not become evident until the case officer visits the site). If we do not respond within 10 weeks for major applications and 8 weeks for other applications, the person submitting the Preliminary Enquiry can request a refund of the fee and a response will still be provided; and
  - Respond to one further submission which seeks to respond to the Local Planning Authority's response without incurring a further fee (provided it is submitted by the same person on the same site and for the same nature of development and within 6 months of the date of the officer's response). A further fee is required for further submissions.

## **What we will not do in response to a request for written advice only**

We will not:

- View the proposal from neighbouring properties. This will mean that we will not be able to fully assess the impact on neighbours at this stage;
- Consult with any neighbours or the local Town/Parish Council, although prospective applicants are strongly encouraged to do this themselves.
- Consult with any applicable external consultees (e.g. the County Council as Local Highway Authority, the Environment Agency or the District Council's Environmental Health team) other than for some large scale major developments;
- Seek independent expert advice that it may be necessary for the LPA to seek at the application stage (e.g. retail assessments, agricultural assessments or viability assessments);
- Set out all the information necessary for a valid application – a validation checklist is available for each application type on the planning pages on the Council's website [www.huntingdonshire.gov.uk/checklist](http://www.huntingdonshire.gov.uk/checklist); nor
- Provide an Environmental Impact Assessment Screening and/or Scoping Opinion as part of pre-application advice. These should be requested separately if necessary.

January 2015