

3. For Meetings Only (for major developments* only)

For major developments in particular, there are often benefits to all parties in meeting in the very early stages of the evolution of the development scheme and throughout the evolution of the scheme.

The Local Planning Authority (LPA) will consider each request for such a meeting on its merits, weighing up the benefits of the meeting with the additional officer time involved/staff time available. Experience has shown that it can also be of benefit to all parties for Officers to do a specific piece(s) of pre-application work in relation to a major development, often before and/or after a meeting. At the discretion of the LPA having regard to limited resources, the LPA will agree to do a specific piece(s) of work which will assist the smooth progress of a major development.

What we expect in support of a request for a meeting

As a minimum:

1. Clarification of the purpose of the meeting including a draft proposed agenda, confirmation of the level of officer you would like to meet and why, and suggested length of and venue for the meeting;
2. An appropriately detailed location plan identifying the site and its boundaries.
3. 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).
4. Details of any specific work you would like officers to do before and/or after a meeting.
5. The appropriate fee or evidence of exemption from charging – see Pre-Application Advice Charging Schedule.
6. A completed Environmental Information Regulations (EIR) form.

The more information that is provided, the fuller and more detailed the meeting can be.

What we will do in response to a request for a meeting

We will only:

- Confirm whether the Local Planning Authority agrees to a meeting and, if so, what level of officer the meeting would be with;
- If a meeting is agreed by the LPA and still requested by the enquirer, agree a date, time, venue and agenda for, as well as the length of, the meeting;
- Research the planning history of the site;
- Seek to confirm whether the LPA agrees to a meeting within 7 days of the receipt of the request for a meeting and all the minimum information outlined above; if a meeting is

agreed, agree a time, date, venue and agenda for, and length of, the meeting within 10 days of the receipt of the request and minimum information with the aim of the meeting taking place within 3 weeks of the receipt of the request and minimum information. The person submitting the request can request a refund of the fee if the meeting does not take place within 6 weeks of the receipt of the request for a meeting and all the minimum information (provided the delay is through no fault of that person);

- Any specific work that the LPA agrees officers will do before and/or after a meeting.

**Major developments are as defined for DCLG PS2 return purposes and include developments of 10 or more dwellings and developments where the floor space to be built is 1000m² or more.*

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