

Submission Details Required

The following advice is aimed at agents acting on behalf of applicants. So that you can think about your proposals and how they may take shape and before contacting the Planning Service for pre-application advice on draft development proposals, we ask you to first wherever possible to:-

Fully investigate the planning history of the site. Does this tell you anything, which may be relevant to your proposals? All recent previous applications on the site are now scanned to the Council's planning web pages for you to look at.

- Familiarise yourself with the relevant Development Plans (including Neighbourhood Plans) and other supplementary planning documents the Council may have adopted which may be of relevance. In addition you may wish to consider any advice available from the Planning Portal and Department for Communities and Local Government web sites. The Planning Portal for instance contains a great deal of information on good practice.
- Provide a site analysis (with photographs) dealing with site characteristics, constraints opportunities and the surroundings. Accurate site survey plans and tree condition surveys and wildlife surveys (where applicable) will be required if a planning application is to be submitted. Therefore, these survey plans are likely to be useful in the process of designing a scheme too.

Once you have gone through the above checklist, you should be in a much better position to begin to design your scheme. The Council appreciates that some schemes will be more difficult to assess than others so we aim to be flexible in the amount of information we expect dependant on the complexity of the scheme. There is no form needed.

A bare minimum however would be an Ordnance Survey location plan showing the site marked in red and any other land in your client's ownership edged blue, sketch layout and if possible elevation plans and some photographs. For major applications the Council will however expect more detailed plans which need to be submitted in advance of any meeting. The Council also understands that in some cases there may be significant doubt as to whether or not the proposal will be acceptable in principle. In those cases the Council would not wish to impose undue financial burdens on the prospective applicant and will accept a lesser amount of information.

The Council on receipt of your pre-application advice request will assess the information to ensure it has enough to give a detailed response. If further information is deemed necessary you will be contacted and asked to provide additional details. The request for advice will be logged on our computer system and given a unique reference number so we can track it.

Members Advisory Panel (MAP)

The Council also offers a Members Advisory Panel for major applications. This is a group of senior officers and Councillors and other interested parties who can listen to a presentation from the agent and then through its officers respond in writing. The Council has a protocol for dealing with requests from agents to put a proposal before the MAP. Officers can advise if a particular scheme warrants a submission to the MAP.

The Member's Planning Advisory Group is comprised of:-

- The Chairman and Vice-Chair of the Development Management Committee.

- The Chairman of a possible Policy sub-committee or Policy Champion.
- Strategic Planning Portfolio Holder.
- Environment Portfolio Holder.
- Economy Portfolio Holder – as appropriate
- Communities Portfolio Holder as appropriate.
- Ward Members.

The system for running this group would be as follows:-

- (i) Developers to make presentation to Member's Planning Advisory Group with Officers present.
- (ii) Members to have previously acquainted themselves with the site in question by a site visit with Officers.
- (iii) Members to ask questions of the Developers, seek clarification, test arguments but not to give any form of view in support or against the proposals.
- (iv) Advice on the way forward or changes to be made to the proposal would be provided by the Officers to the Developers in writing following advice from Members in a debate once the developers have left the meeting.
- (v) Any Member of the Planning Advisory Group who has a personal or prejudicial interest in the proposal should not form part of the group for that particular site.