

Introduction to Guidance on a Multi-Disciplinary Team Approach to Pre-application Discussions for Major Planning Applications

Policy.

Rossendale Borough Council's policy on pre-application discussions is to invite applicants to meet with Officers prior to the submission of planning applications. This helps smooth the process of submitting an application as well as helping to ensure that adequate information is included with the application to ensure a well-considered and speedy decision is made.

This document is intended as an introduction to Rossendale Borough Council's process for pre-application discussions to be read by prospective applicants and their architects or agents for planning permission for major applications namely for development 10 or more dwelling units or on a site exceeding 0.5 hectares, 1,000 square metres in floor area or covering more than 1 hectare.

Pre-application Pack.

This document forms part of a Pre-application Pack which includes the following documents:

- Introduction to Guidance on a Multi-Disciplinary Team Approach to Pre-application Discussions for Major Planning Applications
- Policy and Checklist for the Validation of Planning Applications and Timetable for Determination and Guidance for Acceptance of Working Amendments
- A pre-application form to fill in and submit with the request to enter into pre-application discussions
- List of useful contacts at Rossendale Borough Council and Lancashire County Council
- A model agenda for pre-application discussion meetings
- The Council's Revised Interim Housing Position Statement (January 2007) and Affordable Housing Policy (January 2007)
- Lancashire County Council Planning Obligations SPD which has been adopted by Rossendale Borough Council for the purposes of securing certain planning obligations
- A skeleton template for Section 106 planning contributions Legal agreement

Process.

Essentially the process for pre-application discussions is:

1. To contact the relevant Area Planning or Senior Planning Officer to introduce the proposal
2. To send in any relevant supporting information including initial/draft plans for discussion including a request for pre-application discussions with a completed pre-application form
3. The Officer will then notify internal and relevant external consultees regarding the scheme
4. To hold Development Team Meeting between Officers and the applicant/agent giving feedback on the proposal, agreeing a way forward and actions arising and date of next meeting. Consideration of whether EA would be required.
5. For the applicant/agent to contact Planning Officer to update progress on action list and arrange follow up meeting
6. To hold a follow up meeting, discuss contents of Design and Access Statement and other information required to be submitted in accordance with the Validation Policy and Checklist. Submission of scoping opinion for EA. Consideration of pre-application consultation process in line with Council's Statement of Community Involvement. Consideration of Section 106 Planning Contributions.
7. To meet the Planning Officer to check the forms, plans and statements for submission are complete and sufficient to meet the Validation Policy and Checklist.

Timetable.

The following text is taken from the Council's Validation Checklist document which includes a Timetable for the Determination of Planning Applications:

"Now more than ever, it is essential that time and preparation go into making a planning application to avoid delay and uncertainty through the process. Thus the submission timetable broadly reflects proportionally the time it takes to determine either a major or other type of application.

The second and third timetables intend to give a firm guide as to the process the application will undergo once it has been submitted to the Council and once it has been registered.

A. Timetable for the submission of an application.

Day -91	Contact Local Planning Authority regarding proposed major application to be submitted or more complex
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minor application such as works affecting a Listed Building or Conservation Area or with planning policy uncertainty.

- Day -84 The prospective applicant/ agent/ developer to submit drafts of any plans and any supporting information for the Planning Officer to review
- Day -70 Development Team Meeting of multi-disciplinary professionals to discuss the proposed scheme. Look at possible issues, identify possible revisions required, additional information needed and further advice required. Identify key stakeholders and statutory consultees who may need consulting. Highlight possible contributions required via legal obligations and possible conditions.
- Agree a way forward, actions for the applicant/agent and the LPA and date of next meeting.
- Day -56 Contact Local Planning Authority regarding a minor or householder application to be submitted.
- Day -49 Submit plans on minor or householder applications to Planning Officer to review.
- Day -42 Contact to Planning Officer on major and more complex applications to check progress on action list and confirm follow up meeting.
- Day -35 Meet Planning Officer to discuss proposal for minor or householder Applications.
- Discuss scheme looking at impact of development – especially in relation to visual and residential amenity as well as highway safety.
- Day -28 Follow up meeting on major and more complex applications discussing action list and further advice gained and confirming what has/ will happen in terms of community consultation and involvement in the process.
- Discuss contents of Design and Access statement, confirm information that will be required to validate the

planning application and information required in relation to any planning obligations.

Agree date of further meetings and/or short validation meeting.

- Day -14 Revisit Planning Officer on minor or householder applications to confirm that revisions or changes are acceptable and to establish if further revisions are needed or more information required on the plans.
- Discuss what will be needed to make the application valid and agree the date of the pre-validation meeting
- Day -7 Pre-validation meeting on major and more complex applications where the applicant/ agent meet the Planning Officer to check that the necessary information has been gathered to make the application valid.
- Day -3 Pre-validation meeting on minor or householder applications to establish that all the information required and details on the plans are present to make the application valid.
- Day -1 Submit the planning application to the Local Planning Authority.

Further Information.

For more information on the process for Pre-application Discussions please view the other related documents referred to above.

If you wish to contact a Planning Officer please refer to the Contact List document.