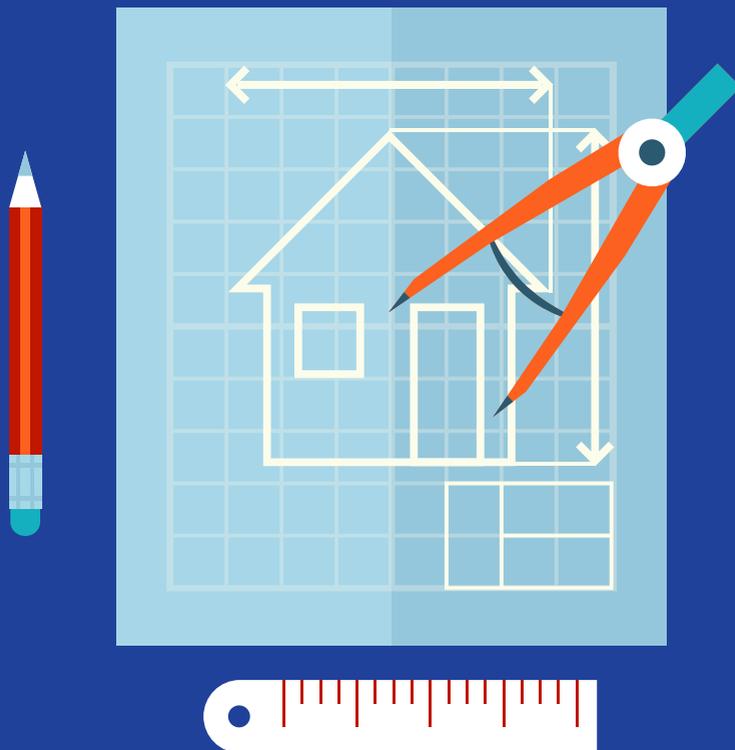


# Planning and Building Service

## Pre-Application Advice

July 2018



# 1. Introduction

- 1.1** Under the Pre-Application Advice Service you can seek advice on specific proposals from the Council's Planning and Building Service prior to submission of a planning application. Pre-application advice is intended to provide an initial view on proposals, and to assist individuals by advising what is required of a comprehensive planning application. It is not a formal judgement of acceptability, or a prediction of the outcome of any subsequent application.
- 1.2** It is encouraged that you seek the Council's advice on all but the most straight forward cases. All responses will be given at officer level and will be made without prejudice to the consideration of any future planning application. If the proposal relates to a Listed Building, see Section 7.
- 1.3** You can submit a pre-application advice request using the form available. Sections 5 and 6 explain the process in more detail and the advice that can be provided. Please note that using this Pre-Application Advice Service on a particular proposal is no substitute for professional property advice.
- 1.4** A fee is payable on the submission of most pre-application advice enquiries. A separate Pre-Application Advice Fees Schedule sets out the applicable charges and the arrangements for payment.
- 1.5** A Duty Planning Service is available for other planning enquiries where you can speak with a planning duty officer, see Section 4.

## 2. Consultation

- 2.1** The Council considers that a planning application which has had the benefit of consultation with stakeholders and interested parties prior to submission will result in an improved scheme. Accordingly, you are strongly recommended to consider undertaking your own consultations with the relevant Parish/Town Council and local residents.

## 3. Pre-applications and Confidentiality

- 3.1** If you believe your pre-application enquiry information to be confidential you are asked to indicate on your application form the reasons why, and for what period, any information in your enquiry needs to remain confidential.
- 3.2** The Authority is subject to the Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIR). It has a statutory duty to respond to requests for information. Information may only be withheld from disclosure in limited circumstances. Any reasons you have given in your letter will be taken into consideration by the Authority when making its decision whether to disclose information.
- 3.3** If you require more information about FOIA and EIR, it is available on the Information Commissioner's website at [www.ico.gov.uk](http://www.ico.gov.uk).
- 3.4** If a planning application is made following pre-application discussions, which, in the opinion of the Authority, is substantially the same as the pre-application enquiry, the Authority will regard the pre-application enquiry information as being in the public domain.

## 4. Duty Planning Service

- 4.1** This is intended for general planning enquiries only. The duty officer can provide assistance on most planning matters and will be able to explain and give guidance on the separate Pre-Application Advice Service. The duty officer will not be able to supply advice on specific proposals that should be sought under the Pre-Application Advice Service
- 4.2** The duty planning service is normally available between 9.00am and 1.00pm on Monday and Tuesday, 9.00am and 12.00pm on Wednesday, and 9.00am and 1.00pm on Thursday and Friday. You do not need an appointment to make contact with a duty officer.

## 5. Small or Medium Developments Seeking Pre-Application Advice

- 5.1** You can write to the Council requesting pre-application advice using the Pre-Application Advice Request form available on the Council's website ([www.testvalley.gov.uk](http://www.testvalley.gov.uk)) or from Test Valley Borough Council receptions in Andover and Romsey (Tel. 01264 368000 or 01794 527700).
- 5.2** If your proposal is for 10 or more dwellings or for more than 1,000 sq. m external floor area then it is a Major development in which case please refer to Section 6. In any event, if we think your enquiry would be better dealt with under the Section 6 procedure for Major Developments, we will contact you.
- 5.3** In order for your enquiry to be dealt with, you will need to submit a completed Pre-Application Advice Request Form accompanied by a plan showing the location of the site, any drawings, details and information sufficient to clearly explain and support your proposals and any applicable fee (see separate Pre-Application Fees Schedule). The depth of the advice that can be given is based on the quality of the submission you make.

- 5.4** Once in receipt of your enquiry and the correct fee, we will acknowledge the submission in 3 working days identifying the case officer and reference number. You should use this reference number in future communications regarding the pre-application enquiry.
- 5.5** Where considered necessary, the case officer will undertake a site visit to ascertain the impact of the proposals.
- 5.6** We aim to give you a response as soon as possible and in most cases within 25 working days.

## 6. Major Developments Seeking Pre-Application Advice

- 6.1** Major developments are for 10 or more dwellings or for more than 1,000 sq. m external floor area. Developments which are subject to an Environmental Assessment would also be considered as Major developments.
- 6.2** You can write to the Council requesting pre-application advice using the Pre-Application Advice Request form available on the Council's website ([www.testvalley.gov.uk](http://www.testvalley.gov.uk)) or from Test Valley Borough Council receptions (Tel. 01264 368000 or 01794 527700).
- 6.3** In order for your enquiry to be dealt with, you will need to submit a completed Pre-Application Advice Request Form accompanied by a plan showing the location of the site, any drawings, details and sufficient information to clearly explain and support your proposals and any applicable fee (see separate Pre-Application Advice Fees Schedule). The depth of the advice that can be given is based on the quality of the submission you make and the Council will aim to provide you with a response within 40 working days of your submission.

**6.4** Before submitting the enquiry you should:

- Fully investigate the planning history of the site.
- Familiarise yourself with the development plan policies and any other supplementary guidance.
- Visit the site and make a detailed analysis to establish site characteristics, constraints, opportunities and the surroundings. Accurate site survey plans, level sections/street scenes and free 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. A draft Design and Access Statement should also be prepared.

**6.5** Once in receipt of your enquiry and the correct fee, we will acknowledge the submission in 3 working days identifying the case officer and reference number. You should use this reference number in future communications regarding the pre-application enquiry.

**6.6** A planning case officer will be appointed to manage and coordinate your proposal from pre-application to final decision stage and will be available to provide advice and assistance.

**6.7** The case officer will undertake a site visit to ascertain impact of the proposals.

**6.8** The service provided will be multi-disciplinary and pro-active, with ready access to professional advice.

## 7. Listed Buildings Seeking Pre-Application Advice

- 7.1** Requests for pre-application advice should be made on the request form. A fee is not charged where only Listed Building advice is sought, however where planning advice is also requested the appropriate fee will be required (see Pre-Application Advice Fees Schedule). The Council will aim to respond to these types of enquiry within 25 working days of its submission.

## 8. Community Involvement

- 8.1** Under the Planning Act 2004, the Council has prepared a Statement of Community Involvement which includes public consultation/involvement in significant planning applications. The planning officer will agree with the applicant/agent how the community is to be involved in their specific proposals. The Statement of Community Involvement is available on the Council's website ([www.testvalley.gov.uk](http://www.testvalley.gov.uk)).

## 9. Building Regulations

- 9.1** Our Building Control Team can also provide help and assistance prior to the submission of an application under the Building Regulations. A duty officer system is also available for building regulation enquiries. See back page for full details and contacts.

# Contact Details

**Opening Hours:** Monday - Thursday 8.30am - 5.00pm  
Friday 8.30am - 4.30pm

**Duty Officer Service:** **Planning:**  
(Available without appointment) Monday, Tuesday 9.00am - 1.00pm  
Wednesday 9.00am - 12.00pm  
Thursday, Friday 9.00am - 1.00pm

**Romsey** **Building Control:**  
Monday - Thursday 2.00pm - 4.30pm

**Andover** Tuesday - Thursday 2.00pm - 4.30pm

**Address:** Planning and Building Service  
Council Offices  
Beech Hurst  
Weyhill Road  
Andover  
Hampshire SP10 3AJ

**Telephone:** 01264 368000  
**Minicom:** 01264 368052  
**Fax:** 01264 368208

Planning and Building Service  
Former Magistrates' Court  
Church Stree  
Romsey  
Hampshire SO51 8AQ

**Telephone:** 01794 527700  
**Minicom:** 01264 368052  
**Fax:** 01264 368208

**Email address:** [planning@testvalley.gov.uk](mailto:planning@testvalley.gov.uk)  
[buildingcontrol@testvalley.gov.uk](mailto:buildingcontrol@testvalley.gov.uk)

**Website:** [www.testvalley.gov.uk](http://www.testvalley.gov.uk)