GUIDANCE NOTE
PRE-APPLICATION ADVICE SERVICE

1. What is the service?

This service provides you with written formal information and advice on your proposed development, before you submit an application. The bespoke service is offered for the range of large and small developments within the Gwynedd Council Planning Authority Area. The purpose is to provide our customers with a better service, to improve the quality of applications and to reduce the time it takes to determine planning applications.

2. How can I benefit from this service?

We can offer you specialist advice and knowledge on the various matters you need to consider before submitting an application. This will include:

- Confirming whether or not the development needs planning permission

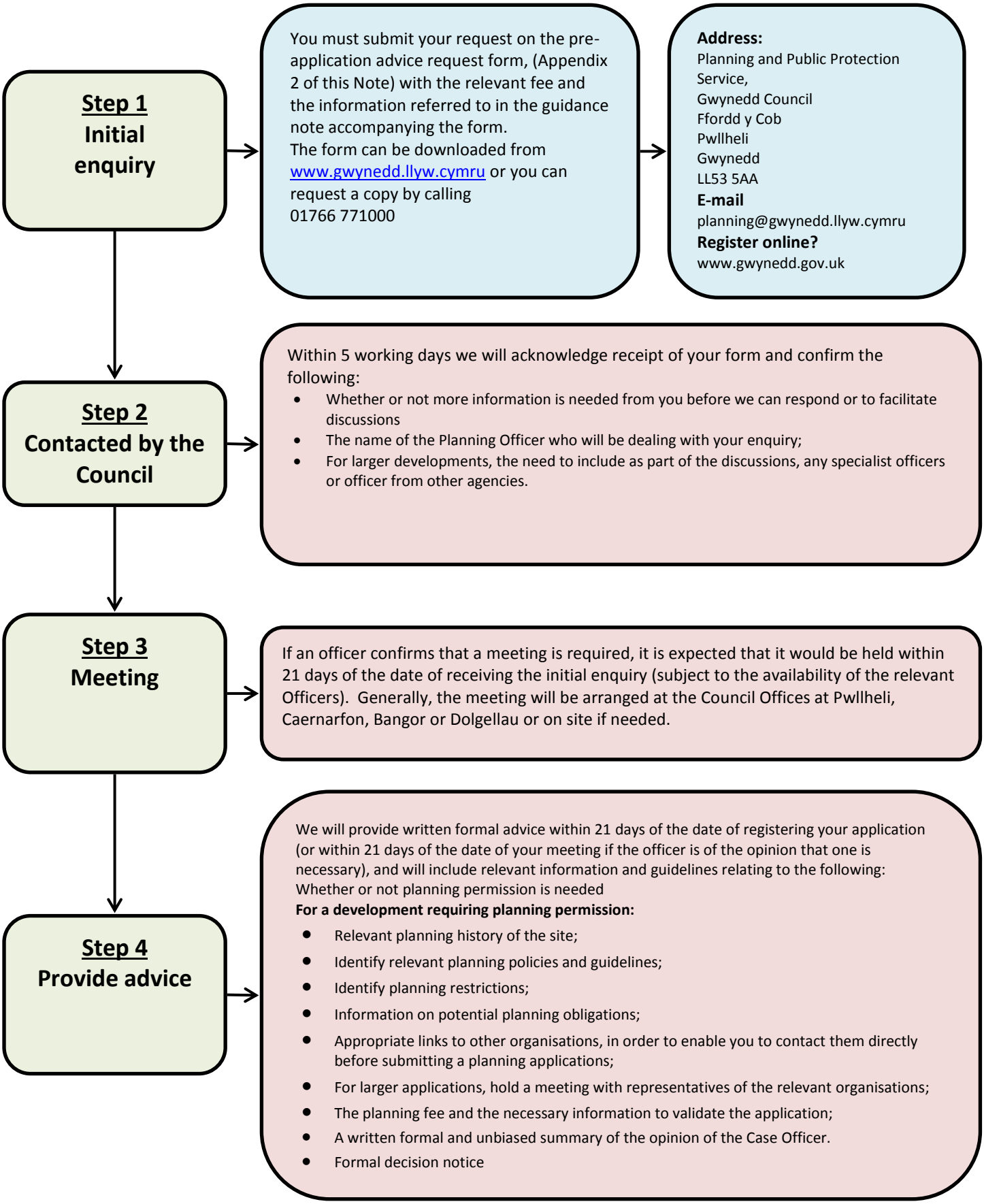
For a development that requires planning permission:

- Clarifying which policies / standards apply to your development
- Identifying early on in the process whether there is any need for specialist input (e.g. regarding listed buildings, trees, the landscape, noise, transport, contaminated land, ecology or archaeology)
- Helping you to submit an application that is complete, in electronic form and is to an acceptable standard, avoiding any delay during the registration / validation stage or avoiding any early refusals due to insufficient information.
- Advising you to prepare an application which, if you give full consideration to the advice provided, will speed up the process of determining your application
- Can lead to reducing the time taken by professional consultants and can save costs as they prepare the proposals
- Advising you if the principle of the development is unacceptable, therefore saving you the cost of applying

3. How much does the service cost?

The Planning Service charges a fee (apart from the exceptions noted) for providing the service in accordance with the fee scale.

4. The process for requesting pre-application advice



The Planning Service may refuse to offer advice or to hold a meeting if the information that you need to provide us with before the meeting, including the correct fee (if relevant), has not been submitted or if the information is inadequate.

5. How will we provide you with the service?

The service for the majority of developments

The Council will implement the principles of the Development Team Method in order to deal with the pre-application advice for all types of development, to incorporate the opinion of all relevant organisations (where practically possible), in the formal advice provided.

For strategic or major developments, we acknowledge that the Development Team Method is even more relevant in order to advise developers on their plans face to face and in writing. Such developments would include what is defined as major developments, large-scale developments and very large-scale or complex developments (see fee list). We will be providing a One Stop Shop service for developers who intend to submit a planning application for these categories of development and will appoint a Development Team Contact Officer to coordinate this.

Planning Performance Agreements (PPA)

Utilising the pre-application advice procedure and the Development Team will be sufficient for the majority of developments, however, for very large-scale and complex developments (See Appendix Fee List), a Planning Performance Agreement (PPA) arrangement is offered as a framework for this. More information on the PPA can be found in Appendix 3.

6. What will happen if an application is submitted based on the advice?

The Council will seek to ensure that:

- The officers who provide the pre-application advice will deal with the application (wherever possible).
- Any pre-application advice provided will receive careful consideration when determining or making a recommendation on an application, with the weight applied subject to any changes in circumstances and information.
- The application will be determined in a manner that is consistent with the advice provided during the pre-application stage, and if this is not possible, the reasons why will be made clear (e.g. new circumstances).

It should also be noted that the weight given to the pre-application advice could decline over time as the circumstances or planning policy could change. The Council reserves the right not to begin negotiations during the pre-application stage if the details of the submitted application are contrary to the advice provided.

7. How do we administrate the pre-application information?

We will keep and retain appropriate records of the discussions and pre-application advice for consideration should an application be submitted in future.

DISCLAIMER

Any views or opinions expressed are given in good faith, without prejudice to the consideration given to any planning application. Any pre-application advice provided does not bind the local planning authority to any specific outcome. When a formal planning application is submitted, the final decision cannot be made until the Council has consulted with local people, statutory consultees and any other interested parties. In accordance with Section 38(6) of the Planning and Compulsory Purchase Act 2004, we will determine applications in accordance with the Development Plan, unless material considerations indicate otherwise. You should also be aware that officers cannot guarantee the final formal decision made on an application.

Statutory pre-application advice enquiry form

Please complete this form with as much information as possible.

If you require any further information regarding the statutory pre-application service or how to complete this form, please contact your local planning authority on: 01766 771 000

Applicant Name, Address and Contact

Name:	
Address:	
Postcode:	
Telephone number:	
Mobile number:	
E-mail address:	

Agent Name, Address and Contact

Name:	
Address:	
Postcode:	
Telephone number:	
Mobile number:	
E-mail address:	

Description of the Proposal

Total number of new units: *(if applicable)*	
Increase in floor space (m2):	

Please return to: Planning@Gwynedd.llyw.cymru or send to The Planning and Public Protection Service, Council Offices, Ffordd y Cob, Pwllheli, Gwynedd. LL53 5AA

Site Address (if different to applicant address)

Address:

Postcode:

Location Plan

Please check the box below to confirm you have submitted a plan which identifies the land to which this application relates, drawn to an identified scale and showing the direction of North.

I have attached a location plan that meets requirements outlined above: ☐

Fee

I confirm that the correct fee has been included with this enquiry form: ☐

If you are unsure of the correct fee you are required to submit, please see the fee schedule which can be found on the local planning authority's website.

Signed (applicant): _____

or

Date (DD/MM/YYYY): _____

Signed (agent): _____

Additional Information

To help ensure your local planning authority can provide the best possible response to your pre-application enquiry, you are encouraged to submit as much additional information as possible to accompany this form. Please list any additional information you are submitting below (continue on a separate sheet if necessary):

Please return to: Planning@Gwynedd.llyw.cymru or send to The Planning and Public Protection Service, Council Offices, Ffordd y Cob, Pwllheli, Gwynedd. LL53 5AA

Guidance notes for completing the form:

1 Your details

You can seek pre-application advice yourself or employ an agent. If an agent is used all correspondence will be sent to them. A telephone number where the applicant or agent may be contacted during office hours will be necessary.

2 Description of proposal

Please describe what you propose as fully as possible. Please state the number of storeys if a new building/extension is proposed and the number of flats/houses if residential development is proposed. If the development includes a change of use of the property, please state the existing use in the description. For example, “Erection of 3, two storey dwelling houses” or “Change of use from house to shop on ground floor with 1, two bed flat above”.

3 Location of proposed development

Please indicate the location or address of the development site or building. If there is no postal address, please give a clear and accurate description of the site location.

4 Fees

A charge is made for pre application advice in accordance with the Fee Scales.

5 Other information

Please provide any other information that you would like us to take into account when considering your proposal/request for advice. E.g. Current or last known land use**;** describe the current or last use of the site. If the site is vacant it would be useful to know when the last use ended.

6 Plans and supporting information

The minimum information to be submitted with the form is:

- a site location plan, clearly identifying the site or building in question, with the development site edged in red. The plan must show adjoining streets, land and properties including street names and numbers
- a sketch plan, illustration or photograph, as appropriate with indicative measurements

Further details may be required where the proposed development is of a large scale. You may be asked to submit:

- an annotated block plan, to an appropriate scale, showing the relationship of the development site and proposal to existing buildings and adjoining properties/boundaries;
- an annotated sketch plan and/or illustrations of the development proposals;
- good quality photographs of the site and adjoining buildings to show the site and its immediate context;
- a planning/design statement describing the proposals.

Appendix 3: Planning Performance Agreements (PPA)

The PPA provides a project management framework for dealing with very large-scale and complex applications and is recognised as a useful tool to manage development proposals. The advantages include:

- Offering the security of a timetable. When a 8 or 16 week target is not practical / appropriate, developers and agents see the value in reaching a formal agreement on an alternative target.
- Ensuring commitment from all who contribute to the agreed timetable.
- Establishing a Development Team which includes all relevant representatives and led by a Manager from within the Planning Service.
- Offering assurance in terms of the policy context and the information that is required to support the application.
- Advising on how to go about arranging a public consultation to gather the opinion of the local community and neighbours.
- Establishing a clear framework for administrating, scheduling and providing advice on a complex development during pre-application stages, when the application is being considered, and after the application is determined.

Fees

All PPAs will be subject to a fee that is payable to the Planning Service and will reflect the work involved. (Fees to be confirmed)

PPA Suitability

For the majority of large and/or complex development proposals, the pre-application advice procedure and the use of the Development Team will be sufficient. The PPA have been specifically designed to meet the needs of applications that are very likely to take a long time to be determined and certainly longer than the national target of 8 or 16 weeks. Developers are encouraged to enter early discussions with the Planning Service on their proposals to agree on the most appropriate type of service.

Types of PPA

It is acknowledged that content of PPAs will vary and therefore the Planning Service will provide templates for preparing PPAs that are relevant to the needs of the development in question.