

SUNDERLAND CITY COUNCIL PRE-APPLICATION CHARGES CHARTER

1st April 2011

Sunderland City Council Pre Application Advice Service

Sunderland City Council is committed to providing an efficient, effective and customer focused pre application planning advice service, which supports and leads applicants and developers through the planning process to ensure that high quality developments can be delivered.

This service is not compulsory and may not be appropriate in all situations. However, open and constructive pre-application discussions are an opportunity for the Council and developers to work together to achieve developments that deliver benefits to the community and the economy. This can save time and costs and optimise the potential of a site. For these reasons Sunderland City Council encourages discussion on proposals before a planning application is formally submitted.

The benefits of pre application advice

There are many advantages of pre application advice, some of which are detailed below:-

- It gives an opportunity to understand how our policy will be applied to the development and can indicate that a proposal has little or no realistic chance of success, so saving considerable time and money.
- It may lead to a reduction in time spent in engaging professional advisers in working up the proposals in more detail as it can identify issues before an application is submitted.
- It can help prevent costly and time consuming amendments to schemes at a later date.
- It can identify at an early stage whether any specialist advice is needed, e.g. with regard to listed buildings, trees, flood risk, highways etc.
- It can provide opportunities to discuss details of the proposal such as its design and the materials to be used.
- It can give an opportunity to meet with all relevant council officers who may need to discuss your application.
- It can provide assistance on what you need to provide in order to ensure compliance with the planning application validation process.
- It can provide information in relation to our decision making procedures.

How to obtain pre-application advice

In order that we can manage the process, all enquiries should be submitted on the pre-application advice forms, indicating the development defined as **A, B, C** or **D** on the charges schedule. If your enquiry relates to category **A, B**, or **C** you must indicate on the form if you have chosen to engage at **Stage 1 or 2**.

You must also enclose the appropriate fee and documents as described on the pre application enquiry information checklist.

On receipt of your enquiry, it will be acknowledged and given a unique reference. The acknowledgement will inform of the date by which you can expect to receive a response and the name and contact details of the planning case officer who will be dealing with your enquiry.

Pre application advice forms can be obtained from:-

- www.sunderland.gov.uk (Planning)
- Telephone:- 0191 520 5506
- Email:- dc@sunderland.gov.uk
- Writing to: - Building and Development Control Services
P O Box 102
Civic Centre
Sunderland
SR2 7DN

The scheme of charges

Under powers contained within the Local Government Act 2003, charges will come into effect on the **1st April 2011**. The charges have been set at a level to recover the cost of service provision.

For pre application advice in [Categories A, B and C](#) (see schedule) a two stage option will be offered, and will be charged as shown in the charges schedule. Stage 1 is a set charge and Stage 2 the charge is set at a level equivalent to 15% of a projected planning application fee. The total charge for Stage 2 will be the set sum for Stage1 plus the charge at Stage 2. The charge covers the administration cost, officer time for research, assessment, site visit as necessary and a written response.

For [Category D](#) developments (see schedule). Charges will be either based on a set charge or upon request depending on the scale and nature of the development.

Pre-application charges are not refundable and are not discounted from any subsequent formal planning submission.


Stage 1 Development in Principle will aim to provide an initial assessment and advice to establish the principles of developing a site for a particular purpose. Limited internal consultation will take place. Although external consultation will not normally be carried out at this stage. It may include if necessary one meeting either on site or in the office with the case officer, whichever is more appropriate and a written response to the enquiry.

Stage 2 Full submission can either follow on from Stage 1, or if sufficient information is available to engage at Stage 2 without going through Stage1 first. Stage 2 will allow for more detailed discussions and may involve consultees as appropriate, and may cover matters such as legal agreements and scoping studies. It will include meetings as appropriate and a comprehensive written response to the pre-application proposal. It will also include a meeting to discuss planning application validation procedures prior to submission of a formal planning application.

In addition to carrying out discussions with the Council, developers and applicants are advised to undertake independent consultations with stakeholders/interested parties such as the Parish Council and local residents in line with the Council's Statement of Community Involvement and 1 App Guidance. If stakeholder concerns have been addressed and their input recognised, this is likely to result in the more efficient handling of the planning application.

Category D submissions will aim to provide a full written response to the pre-application proposal you have submitted.

The service timescales

Categories A, B, or C Development in Principle Submission Stage 1:	Categories A, B, or C Full Submission Stage 2:	Category D Developments
<p>Our aim is to respond within 20, working days of receipt of all information necessary to validate your enquiry. You should also be aware that under this procedure officers will not comment on detailed plans. The aim is simply to identify relevant planning policies, constraints and other material considerations.</p> <p>In the event that this is not possible to respond within 20 working days due to the size, complexity or nature of the development you will be advised accordingly and an agreeable timescale set.</p> <p>The feedback will be of a more general nature than in the case of a full submission because the level of information available to the planning officer will be limited, so you need to decide which option is best suited to your enquiry.</p> <p>Please note that if a Development in Principle Submission contains detailed information it will not be registered as such, and you will be advised accordingly. You will be directed to resubmit as a Full submission with the additional charge.</p>	<p>Our aim is to respond within 30 working days of receipt of all information necessary to validate your enquiry. In the event that this is not possible due to the size, complexity or nature of the development you will be advised accordingly and an agreeable timescale set.</p> <p>For strategic large scale major developments it may be appropriate to enter into a Planning Performance Agreement in order that the pre application enquiry can be project managed to timescales that suit all involved. The charge will be calculated in line with the charges schedule.</p> <p>Further information on our Planning Performance Agreement Charter</p> <p>View the  Planning Performance Agreement Charter [228kb] here.</p>	<p>Our aim is to respond within 15 working days of receipt of all information necessary to validate your enquiry.</p> <p>In the event that this is not possible due to the size, complexity or nature of the development e.g. minerals, you will be advised accordingly and an agreeable timescale set.</p>

Pre application Enquiry Information Checklist:-

Information required to validate an enquiry.

Categories A, B, or C Development in Principle Submission Stage 1:	Categories A, B, or C Full Submission Stage 2:	Category D Developments
<p>In the case of a request for Development in Principle advice it will be necessary to complete the form, and provide a location plan, scaled site plan/drawings and any photographs of the site and its surroundings.</p> <p>In the event that information is missing or incomplete it will not be possible to process your enquiry until all necessary information has been provided.</p>	<p>In the case of a Full Submission you must complete the form, and provide sufficient supporting information to enable the Council to provide a good standard of advice. The minimum requirement for supporting information is as follows:</p> <ul style="list-style-type: none"> • Completed application form • A location plan to scale. • A Site Plan to scale. • Photographs and sketch drawings to scale showing the existing site, buildings and trees. • Plans/Sketch drawings to scale showing the layout, height and scale of the development. • Outline plan of proposed buildings to scale. • Draft design and access statement (this should be a contextual survey and analysis of the constraints and opportunities). <p>In the event that information is missing or incomplete it will not be possible to process your enquiry until all necessary information has been provided.</p>	<p>In the case of a request for development in category D advice it will be necessary to complete the form, and provide a location plan, scaled site plan and any scaled plans/sketches necessary to describe the development also if applicable photographs of the site and its surroundings.</p> <p>In the event that information is missing or incomplete it will not be possible to process your enquiry until all necessary information has been provided.</p>

Disclaimer

We will make every effort to ensure that the advice given and the process is as accurate as possible. However pre-application views and opinions are given without prejudice.

Any advice given by council officers for pre-application enquiries does not constitute a formal response or decision of the council with regards to any future planning applications, which will be subject to wider consultation or publicity. Whilst the advice may be a material consideration, it cannot be held to bind the council in its validation or formal determination of a subsequent application.

If an application is subsequently submitted which fails to take on board advice given by officers, then the council may refuse it without further discussion with the applicant or their agent.

Please note applications where the proposal or scheme has changed or there has been a change in national or local planning policy or if the planning application is submitted more than six months after the advice has been given, it may be the case that little or no weight will be attached to pre-application advice given.





Advice on whether or not development requires planning permission

Always check if you need planning permission.

You may wish to visit the Planning Portal website for guidance: [Permission needed?](#)
(External link opens in a new window)

Alternatively you can use the “Do I need Planning Permission” PE forms below to ask us for informal advice about your proposals. The charge for this service is £20 + VAT, and the PE forms can be obtained from the council's planning website.

Downloads (external link, opens in a new window)

-  PE1 Pre-Application Enquiry Form (Householder Extensions/Alterations) [47kb] [Subscribe]
-  PE2 Pre-Application Enquiry Form (Change of Use of a Building) [38kb] [Subscribe]
-  PE3 Pre-Application Enquiry Form (Change of Use Land) [37kb] [Subscribe]
-  PE4 Pre-Application Enquiry Form (Fence and Boundary Enclosure) [30kb] [Subscribe]

Pre application Advice - Charges Schedule

Development Type		Stage 1	Stage 2
Code	A) Largescale Major Developments	Development in Principle	Full Submission Note(*)
Q1	Dwellings (200 or more)(4 ha or more)	£ 700 + VAT for each site	cost based on 15% of the potential Planning Fee
Q2	Offices / R & D / light industry (>10,000sq metres or >2ha)		
Q3	General Industry/storage/warehousing (>10,000sq metres or >2ha)		
Q4	Retail distribution and servicing (>10,000sq metres or >2ha)		
Q5	Gypsy and Traveller pitches (>10,000sq metres or >2ha)		
Q6	All other largescale major developments (>10,000sq metres or >2ha)		
B)Smallscale Major Developments			
Q7	Dwellings (10 - 199) (0.5 ha and less than 4 ha)	£ 500 + VAT for each site	cost based on 15% of the potential Planning Fee
Q8	Offices/ R & D / light industry (1,000sq metres - 9,999 sq metres)		
Q9	General Industry/storage/Warehousing (1,000sq metres - 9,999 sq metres)		
Q10	Retail distribution and servicing (1,000sq metres - 9,999 sq metres)		
Q11	Gypsy and Traveller pitches (1,000sq metres - 9,999 sq metres)		
Q12	All other smallscale major developments (1,000sq metres - 9,999 sq metres)		
C)Minor Developments			
Q13	Dwellings (1-9) (Less than 0.5 ha)	£ 200 + VAT for each site	cost based on 15% of the potential Planning Fee
Q14	Offices / R& D / light industry (< 1000 or 1ha)	£ 75 + VAT for each site	
Q15	General Industry/storage/warehousing (< 1000 or 1ha)		
Q16	Retail distribution and servicing (< 1000 or 1ha)		
Q17	Gypsy and Traveller pitches (< 1000 or 1ha)		
Q18	All other minor developments (< 1000 or 1ha)		
D)Other Developments			
Q19	Minerals Processing (Only M101D, MA06A, TR05B)	20% of Planning Fee + VAT	
Q20	Change of Use	£65 + VAT	
Q21	Householder developments	£30 + VAT	
Q22	Advertisements	£35 + VAT	
Q23	Listed building consents (to alter/extend)	Quote on Request	
Q24	Listed building consents (to demolish)	Quote on Request	
Q25	Conservation area consents	Quote on Request	
Q26	Certificates of lawful development	Quote on Request	
Q27	Notifications (e.g. OHL,DEM,TEX,AGR)	Quote on Request	

Note (*) Pre application enquiries which enter directly at Stage 2 must also pay the charge of Stage1.

Note "DO I NEED PLANNING PERMISSION" enquiries will be charged at **£20 + VAT**