Pre-Application Guidance Note for Customers

What is Tendring's Pre-Application Process?

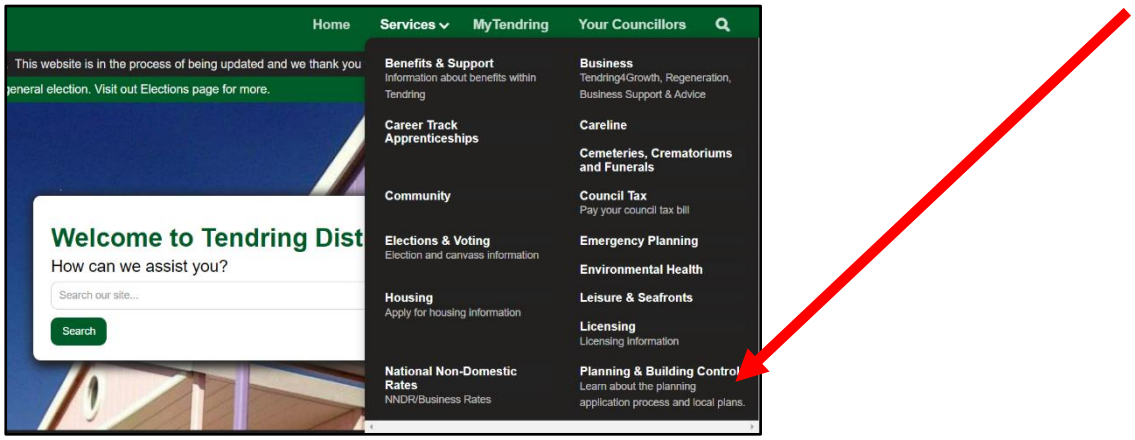
Pre-application advice is an optional service offered before full planning permission that allows you to understand whether planning permission is required, how development policies would apply and to help identify any potential problems prior to the submission of a full planning permission application is submitted.

More specifically, as part of our pre-application service we aim to provide you with the following advice: -

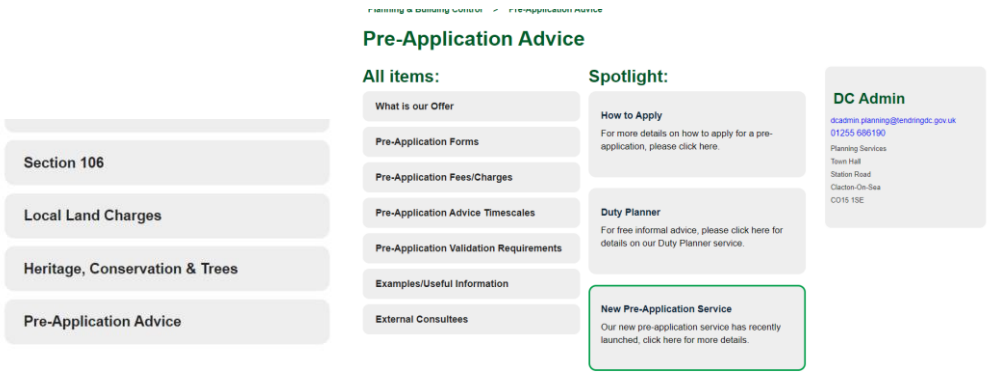
- If planning permission is required and what type of application is needed;
- The main policies and considerations relevant to an application for your proposed development;
- Our informal view on your proposal and the likelihood of a formal application being approved or refused; and
- What information is required to accompany a formal planning application for your proposal.

How do I find out more information?

To initially locate the Tendring District Council pre-application service, please visit www.tendringdc.gov.uk and from here you should click on 'Services' in the top right of the screen, and then click on 'Planning & Building Control'.



Following this, please select 'Planning' on the left side of the screen, followed by 'Pre-Application Advice', which again is located to the left side of the screen. This will take you through to the main pre-application page, as per the image below.



Within this page there are a range of options, including a better understanding of what the pre-application process is, the fees associated with using it, and also the timescales for when you can expect to receive a response from us.

All items:

- What is our Offer
- Pre-Application Forms
- Pre-Application Fees/Charges
- Pre-Application Advice Timescales
- Pre-Application Validation Requirements
- Examples/Useful Information
- External Consultees

How do I apply for a Pre-Application?

Within the 'Pre-Application Advice' page, there is a section titled 'Pre-Application Forms', and this explains that you will need to print and complete the relevant application form, including stating the full site address and details of the proposal. Once the form is complete please send this to us in one of the following ways:

Via e-mail: Send to dcadmin.planning@tendringdc.gov.uk
Via Post: Send to Town Hall, Station Road, Clacton on Sea, CO15 1SE

Please note your pre-application should be accompanied by documents including a scaled location plan, photographs as necessary and, if possible, floor plan and elevation drawings.

Once this has been undertaken, you will then need to make the necessary payment. You can do this by one of the following ways:

- Credit/debit card over the telephone. Please call 01255 686190 to make a payment;
- Visit our team at the Town Hall, Station Road, Clacton on Sea, CO15 1SE; or
- Send a cheque via post made payable to Tendring District Council.

Please note that the fee must be paid before a request for pre-application advice can be processed. If paying by credit/debit card over the telephone please ensure we are in receipt of the pre-application documents prior to making payment.

How much will a Pre-Application cost?

The cost of a pre-application can vary based on a range of factors, including the type of development, whether you have chosen to engage external consultees, and whether you require an online meeting or a written response. The full list of costs can be found on **here**.

Alternatively, if you just require the costs for Tendring District Council services only, please click **here**.

Which Application Form should I Complete?

There are two different pre-application forms, the first being the 'Pre-Application Enquiry Form'**.** This should be completed for all pre-application enquiries, however in the event that your application is for a householder development then you will also be required to complete the 'Householder Project Sheet' so that we are able to better understand the more specific requirements of your enquiry.

Completing the Application Form(s)

1. Pre-Application Enquiry Form:

Initially, please look to complete your contact details and details of the application site/works being proposed. The more accurate a description you are able to provide, the more detailed a response we will be able to provide you with.

YOUR CONTACT DETAILS	
Name:	Telephone/Mobile:
Address:	Email:
	Postcode:
Are you the applicant? YES / NO	
Applicant's Name:	
SITE LOCATION	
Site Address:	
Postcode:	**SAME AS ABOVE?** YES / NO

PROPOSED WORKS / DEVELOPMENT *Please provide an accurate, detailed description of the proposal*			
Examples:	*Rear conservatory / extension.* *Dog grooming from home.*	*Erection of shed / workshop.* *Convert agricultural barn into 2 houses.*	*New 3 bed bungalow.* *New commercial units.*

The next stage is to tick whether you would like a desktop assessment only, which will mean the Council will provide you with just a written response, or whether you would like a desktop plus assessment. The latter approach will include an online meeting, but please note this will be at an additional cost.

LEVEL OF PRE-APPLICATION ADVICE SOUGHT The pre-application advice type chosen will impact the fee payable	
DESKTOP ASSESSMENT – desk top assessment and written response only	☐
DESKTOP PLUS – desk top assessment, virtual meeting with Officer and written response	☐

From here, you will need to tick the relevant boxes for the information you have provided alongside your pre-application submission. In addition, please also tick the relevant boxes for any external bodies you wish for us to consult as part of your pre-application. Please note external organisations will require an additional payment for their response, with full details of these listed on our fee schedule**.** Lastly, please sign and date the form.

EXTERNAL CONSULTEES
The additional advice required is subject to an additional fee

ECC Heritage	☐	ECC Highways	☐
SUDS	☐	Urban Design	☐
ECC Ecology	☐	ECC Archaeology	☐

Please note some external consultee advice is compulsory for certain enquiries i.e. Listed building enquiries require ECC Heritage advice.

SUBMISSION CHECKLIST

Please detail what accompanies your enquiry. If applicable, please add drawing number or report reference

Site Location Plan	☐	Existing / Proposed Floor Plans	☐
Existing / Proposed Block Plan	☐	Existing / Proposed Elevations	☐
Photographs of the site	☐	Householder Project Sheet (if applicable)	☐

Other information (please list):

Please call 01255 686190 to make Pre-application Enquiry Fee payment.

FREEDOM OF INFORMATION (FOI) &
ENVIRONMENTAL INFORMATION REGULATIONS (EIR)

Some, if not all, of the information provided may need to be revealed under FOI or EIR. The authority shall act reasonably and use its discretion when making a decision to release or withhold information in accordance with the relevant Act. If you consider that your application contains commercially sensitive information, you are advised to complete the Commercially Sensitive Checklist available on our website.

DECLARATION

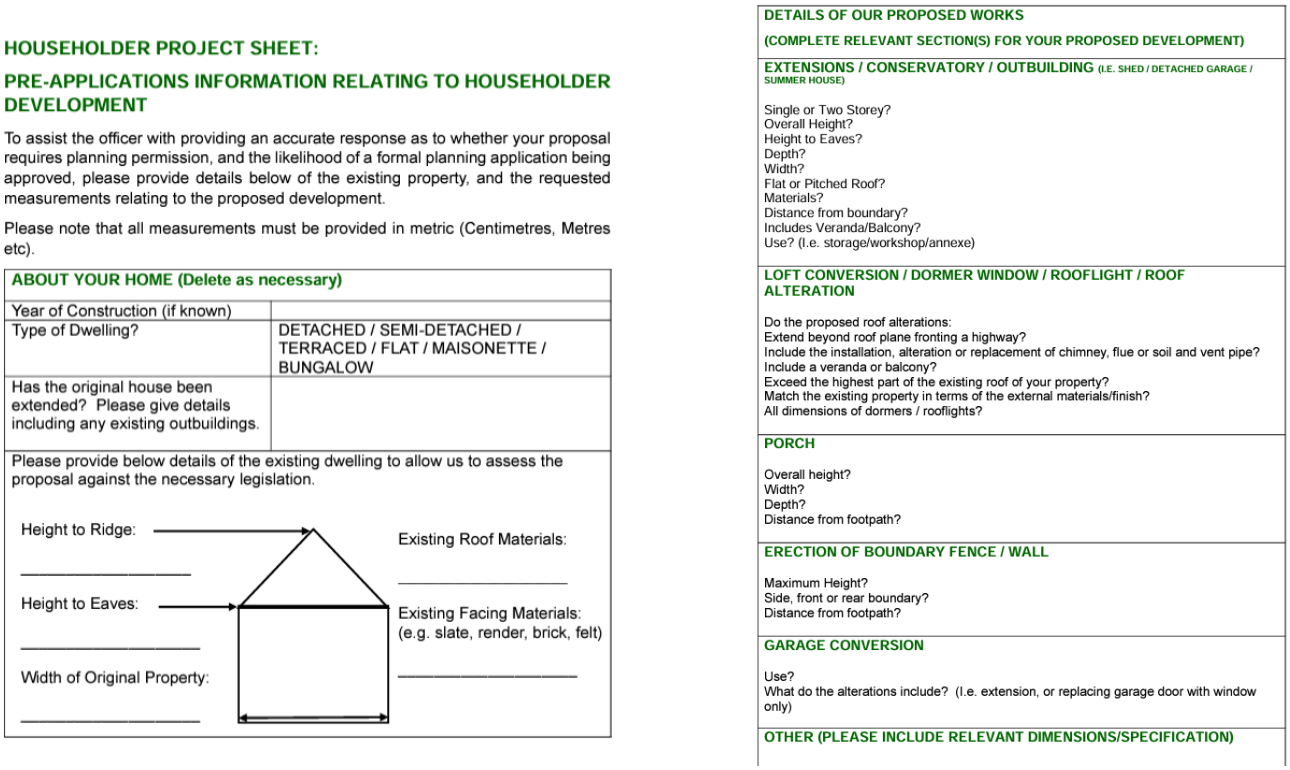
Please sign and date below:

I, the undersigned, confirm that I am seeking pre-application advice on the proposed development described in the attached documentation, have paid / will pay* the relevant pre-application enquiry fee, and have read and understood the **FOI and EIR important information** document shown on the Pre-Application page of our website

2. Householder Project Sheet:

For pre-applications that specifically relate to householder developments such as extensions/alterations to an existing dwelling for example, you are also required to complete this form in addition to the Pre-Application Enquiry Form.

On the first page (image below), please look to complete as much information as possible to help us better understand the existing property.



HOUSEHOLDER PROJECT SHEET:

PRE-APPLICATIONS INFORMATION RELATING TO HOUSEHOLDER DEVELOPMENT

To assist the officer with providing an accurate response as to whether your proposal requires planning permission, and the likelihood of a formal planning application being approved, please provide details below of the existing property, and the requested measurements relating to the proposed development.

Please note that all measurements must be provided in metric (Centimetres, Metres etc).

ABOUT YOUR HOME (Delete as necessary)	
Year of Construction (if known)	
Type of Dwelling?	DETACHED / SEMI-DETACHED / TERRACED / FLAT / MAISONETTE / BUNGALOW
Has the original house been extended? Please give details including any existing outbuildings.	

Please provide below details of the existing dwelling to allow us to assess the proposal against the necessary legislation.

Height to Ridge: _____

Height to Eaves: _____

Width of Original Property: _____

Existing Roof Materials: _____

Existing Facing Materials: (e.g. slate, render, brick, felt) _____

DETAILS OF OUR PROPOSED WORKS

(COMPLETE RELEVANT SECTION(S) FOR YOUR PROPOSED DEVELOPMENT)

EXTENSIONS / CONSERVATORY / OUTBUILDING (I.E. SHED / DETACHED GARAGE / SUMMER HOUSE)

Single or Two Storey?
Overall Height?
Height to Eaves?
Depth?
Width?
Flat or Pitched Roof?
Materials?
Distance from boundary?
Includes Veranda/Balcony?
Use? (I.e. storage/workshop/annexe)

LOFT CONVERSION / DORMER WINDOW / ROOFLIGHT / ROOF ALTERATION

Do the proposed roof alterations:
Extend beyond roof plane fronting a highway?
Include the installation, alteration or replacement of chimney, flue or soil and vent pipe?
Include a veranda or balcony?
Exceed the highest part of the existing roof of your property?
Match the existing property in terms of the external materials/finish?
All dimensions of dormers / rooflights?

PORCH

Overall height?
Width?
Depth?
Distance from footpath?

ERECTION OF BOUNDARY FENCE / WALL

Maximum Height?
Side, front or rear boundary?
Distance from footpath?

GARAGE CONVERSION

Use?
What do the alterations include? (I.e. extension, or replacing garage door with window only)

OTHER (PLEASE INCLUDE RELEVANT DIMENSIONS/SPECIFICATION)

Following this, on Page 2 (image above) please only complete the section(s) that are relevant to your pre-application. Please note you <u>are not</u> required to complete the sections that do not relate to the works you are seeking advice for.

What happens next?

Upon receipt of your pre-application request and fee, our Validation Team will review the submission and determine if the information provided is sufficient to make the pre-application valid. If the application is made valid, you will receive an email/letter notification from us to confirm this, confirm the Case Officer who has been allocated your pre-application, and a notification of when you can expect a formal response from us. Please note that in the event you have requested a meeting, then the response date will not be confirmed, as this will be clarified at the meeting instead.

In the event that the information submitted is not sufficient to make the application valid, we will instead contact you to confirm this and advise the information we will require from you in order to make the pre-application valid.

The pre-application response times will depend on the size of your development. If the development is defined as a ‘minor’ development (i.e. householder works or developments up to 9 dwellings or on sites up to 1 hectare, or development with less than 1,000sqm floorspace), you should expect to receive a response 30 days from the date of validation. If the development exceeds the above criterion then it is classed as a ‘major’ development and response times will instead be 35 days from the date of validation.

Please note that if you have selected to have an online meeting as part of your pre-application then the response time will be either 30 or 35 days from the date of the meeting as opposed to the date the pre-application was made valid.

How can I arrange a Meeting?

In the event that you have selected and paid for the option to have an online meeting as part of your pre-application submission, Officers will contact you to arrange a suitable date for this, likely via e-

mail. If possible, please provide some dates within your submission that you would typically be available, as this will help to speed the process up of facilitating a suitable date for all parties.

All online meetings will be via Microsoft Teams only.

Can I get advice from External Bodies?

As part of Tendring District Council's pre-application service, we are now combined with the following internal and external bodies:

- Tree and Landscapes Officer;
- Environmental Protection;
- Essex County Council Highways;
- Essex County Council Place Services (Heritage);
- Essex County Council Place Services (Archaeology);
- Essex County Council Place Services (Ecology);
- Essex County Council Place Services (Urban Design); and
- Essex County Council SuDS.

Please note that for pre-application requests for Tendring District Council services only, we will only consult with our Tree and Landscape Officer and Environmental Protection team where necessary. All external consultants must be selected when you apply for your pre-application should you wish to receive comments from them.

What can I expect from a Pre-Application Response?

Our pre-application response will initially aim to clarify whether planning permission is required. If permission is not required, the reasoning for this will be outlined including a summary of the permitted development rights that would be met.

Alternatively, in the event the pre-application would require planning permission, the response will highlight the site context (including any constraints) and provide a detailed assessment of the key areas that would ordinarily be considered within a full planning application. Officers will then provide a conclusion as to the likelihood of such a development being acceptable or not*. In addition, we will detail the next steps to submit a planning application, including the information we would require in order for such an application to be valid, and will also provide you with the full comments received from consultees.

*Please note that the advice we provide can only reflect the information that is provided to us. In the event that limited information is provided, the clarity in the response will be reduced.