

# Pre-Application Request Report (General)

## - Example Report

Reference Number	P/2014/00345	
Planning Officer	Mr Planner	
Site Address	Any town, anywhere	
Proposal	Erection of a dwelling	
Environmental Assessment	Screening opinion required?	Where relevant  Yes/No
Relevant Planning Policies/Guidance	Government Documents	Where relevant  National Planning Policy Framework:  Section 1: Building a strong competitive economy Section 2: Ensuring the vitality of town centres Section 3: Supporting a prosperous rural economy Section 4: Promoting sustainable transport Section 5: Supporting a high quality communications infrastructure Section 6: Delivering a wide choice of high quality housing Section 7: Requiring good design Section 8: Promoting healthy communities Section 9: Protecting green belt land Section 10: Meeting the challenge of climate change and flooding Section 11: Conserving and enhancing the natural environment Section 12: Conserving and enhancing the historic environment
	Saved Local Plan Policies	Officer to enter relevant policies  <a href="#">Adopted Local Plan</a>
	Emerging Local Plan Policies	Officer to enter relevant policies  <a href="#">Emerging Local Plan</a>
	Neighbourhood Plan	Officer to enter relevant plan and policies

	<b>Supplementary Planning Documents</b>	<p><b>Where relevant</b></p> <p>East Staffordshire Design Guide  Re-Use of Redundant Rural Buildings  Parking Standards  Open Spaces  Strategic Housing Market Assessment  Housing Choice  SCC Landscape Appraisal – Planning for Landscape Change  East Staffordshire Historic Environment Assessment  Village Design Statements: Abbots Bromley, Barton under Needwood, Rolleston, Tatenhill, Yoxall.  Waste Management  Other(s) – Please specify</p> <p>You can access the documents mentioned above on the Council’s website by following the link below:</p> <p><a href="#">Planning Documents</a></p>
	<b>Other Policies/Guidance</b>	<b>Officer to populate as necessary</b>
<b>Key Considerations Affecting the Site</b>	<p><b>Where relevant</b></p> <p>Formal Designations</p> <ul style="list-style-type: none"> <li>• Conservation area</li> <li>• Article 4 Direction</li> <li>• Listed building (on or adjacent to the site)</li> <li>• Archaeology</li> <li>• Scheduled Ancient Monument</li> <li>• Tree Preservation Order (TPO)</li> <li>• Flood Zone 2,3</li> <li>• Contaminated Land</li> <li>• Biodiversity (SSSI or likely presence of protected species)</li> <li>• Public Right of Way</li> <li>• Air Quality Management Area</li> <li>• Other(s) – Please specify</li> </ul> <p><b>Where relevant</b></p> <p>Main Considerations:</p> <ul style="list-style-type: none"> <li>• Principle of development</li> <li>• Landscape and visual impact</li> <li>• Impact on residential amenity</li> <li>• Highway matters</li> <li>• Impact on ecology</li> <li>• Impact on heritage assets and archaeology</li> <li>• Flooding and drainage</li> <li>• Open space and sports provision</li> <li>• Education</li> <li>• Affordable housing</li> <li>• Other(s) – Please specify</li> </ul>	
<b>Relevant History</b>	<b>Officer to enter any relevant history</b>	
<b>Planning Officer’s Assessment</b>	<p>On the basis of the information submitted the advice below constitutes an informal indication of the likely outcome of any formally submitted planning application including, where relevant, advice as to how the proposal could be improved to increase the chances of a successful outcome.</p>	

**DELETE AND SUPPLEMENT AS NECESSARY****1. Principle of development**

Insert relevant policy summary and assessment.

**2. Landscape and visual impact including urban design (including provision for waste collection and bin storage)**

Insert relevant policy summary and assessment.

**3. Highway matters (including sustainable transport e.g. cycle storage)**

Insert relevant policy summary and assessment.

**4. Impact on residential amenity**

Insert relevant policy summary and assessment.

**5. Impact on ecology**

Insert relevant policy summary and assessment.

Section 11 of the National Planning Policy Framework states that when determining planning applications local planning authorities should aim to conserve and enhance biodiversity.

**6. Impact on heritage assets and archaeology**

Insert relevant policy summary and assessment.

Section 12 of the National Planning Policy Framework states that proposals should not pose significant harm to any heritage asset and should aim to preserve or enhance the asset by way of sensitive and appropriate design.

Paragraph 126 of the National Planning Policy Framework states that Local Planning Authorities should recognise that heritage assets are an irreplaceable resource which should be conserved in a manner appropriate to their significance.

**7. Flooding and drainage**

Insert relevant policy summary and assessment.

Section 10 of the National Planning Policy Framework seeks to ensure that new development is not at risk from flooding, or does not increase flood risk elsewhere.

**8. Open space and sports provision**

**Triggers to be inserted**

Insert relevant policy summary and assessment.

Please refer to the Council's Open Space Supplementary Planning Document – [Open Space SPD](#)

**9. Education**

**Triggers to be inserted**

	<p><b>Insert relevant policy summary and assessment.</b></p> <p>Please refer to Staffordshire County Council – School Organisation Department – 01785 854256 or <a href="mailto:school.organisation@staffordshire.gov.uk">school.organisation@staffordshire.gov.uk</a></p> <p><b>10. Affordable Housing</b></p> <p><b>Triggers to be inserted</b></p> <p><b>Insert relevant policy summary and assessment.</b></p> <p>Please refer to the Council’s Housing Choice Supplementary Planning Document - <a href="#">Housing Choice SPD</a></p> <p><b>11. Other</b></p> <p><b>Please specify</b></p>
<p><b>Section 106 required?</b></p>	<p><b>Where relevant</b></p> <p><b>Yes/No</b></p> <p>Please also see the relevant guidance on the Councils website by following the link below:</p> <p><a href="#">Planning Obligations Guidance</a></p> <p>Alternatively please contact ESBC Legal Services 01283 508386 or <a href="mailto:diane.passam@eaststaffsbc.gov.uk">diane.passam@eaststaffsbc.gov.uk</a></p> <p><b>Likely Heads of Terms:</b></p> <p>Affordable Housing  Education  Ecological Off-setting  Highway Improvements  National Forest Planting  Provision of Open Space  Public Art  Travel Plan  Waste Management/Bins  Other – please specify</p>
<p><b>Additional Internal departments you may wish to contact prior to the submission of a formal planning application</b></p>	<p><b>Where relevant</b></p> <ol style="list-style-type: none"> <li>1. <b>ESBC Environmental Health Department</b> - 01283 508524 or <a href="mailto:pollution.team@eaststaffsbc.gov.uk">pollution.team@eaststaffsbc.gov.uk</a></li> <li>2. <b>ESBC Building Consultancy</b> – 01283 508609 or <a href="mailto:building.admin@eaststaffsbc.gov.uk">building.admin@eaststaffsbc.gov.uk</a></li> <li>3. <b>ESBC Housing Strategy Manager – Steve Payne</b> – 01283 508826 or <a href="mailto:steve.payne@eaststaffsbc.gov.uk">steve.payne@eaststaffsbc.gov.uk</a></li> <li>4. <b>ESBC Environment Manager – Paul Farrer</b> (regarding waste issues) – 01283 508599 or <a href="mailto:paul.farrer@eaststaffsbc.gov.uk">paul.farrer@eaststaffsbc.gov.uk</a></li> <li>5. <b>ESBC Legal Section – Diane Passam</b> – 01283 508386 or <a href="mailto:diane.passam@eaststaffsbc.gov.uk">diane.passam@eaststaffsbc.gov.uk</a></li> <li>6. <b>ESBC Communities and Open Space Manager – Michael Hovers</b> – 01283 508776 or <a href="mailto:michael.hovers@eaststaffsbc.gov.uk">michael.hovers@eaststaffsbc.gov.uk</a></li> <li>7. <b>Other(s)</b> – Please specify</li> </ol>

<p><b>Additional Bodies to consult prior to the submission of a formal planning application</b></p>	<p><b>Where relevant</b></p> <p>You are advised to seek further advice from the following consultees prior to the submission of a formal planning application as there may be other considerations that affect the proposed development, these include:</p> <ol style="list-style-type: none"> <li>1. <b>The Environment Agency</b> – 01543 404880 or <a href="mailto:sarah.victor@environment-agency.gov.uk">sarah.victor@environment-agency.gov.uk</a></li> <li>2. <b>Staffordshire County Council Highway Authority</b> – 0300 111 8000 or <a href="mailto:highways@staffordshire.gov.uk">highways@staffordshire.gov.uk</a></li> <li>3. <b>Highways Agency</b> – 0121 6788732 or <a href="mailto:stephen.williams@highways.gsi.gov.uk">stephen.williams@highways.gsi.gov.uk</a></li> <li>4. <b>Severn Trent Water Ltd</b> - 01902 793871 or <a href="mailto:net.dev.west@severntrent.co.uk">net.dev.west@severntrent.co.uk</a></li> <li>5. <b>English Heritage</b> – 0121 625 6848 or <a href="mailto:alan.taylor@english-heritage.org.uk">alan.taylor@english-heritage.org.uk</a></li> <li>6. <b>Staffordshire County Council Principal Ecologist – Ali Glaisher</b> 01785 277254 <a href="mailto:ali.glaisher@staffordshire.gov.uk">ali.glaisher@staffordshire.gov.uk</a></li> <li>7. <b>Staffordshire County Council Principal Archaeology – Debbie Taylor</b> - 01785 277285 or <a href="mailto:debbie.taylor@staffordshire.gov.uk">debbie.taylor@staffordshire.gov.uk</a></li> <li>8. <b>Staffordshire County Council Flood Risk Officer – Dave Hughes</b> – 01543 334064 or <a href="mailto:davidb.hughes@staffordshire.gov.uk">davidb.hughes@staffordshire.gov.uk</a></li> <li>9. <b>Staffordshire County Council – School Organisation/Education</b> – 01785 854256 or <a href="mailto:school.organisation@staffordshire.gov.uk">school.organisation@staffordshire.gov.uk</a></li> <li>10. <b>Staffordshire County Council Principal Forestry Officer – Stephanie Wickison</b> – 01785 277269 or <a href="mailto:stephanie.wickison@staffordshire.gov.uk">stephanie.wickison@staffordshire.gov.uk</a></li> <li>11. <b>Sport England</b> – 020 7273 1747 or <a href="mailto:victoria.vernon@sportengland.org">victoria.vernon@sportengland.org</a></li> <li>12. <b>Ramblers – D Hewett</b> – 01889 563474</li> <li>13. <b>Open Spaces Society – Harry Scott</b> – <a href="mailto:harrywscott@btinternet.com">harrywscott@btinternet.com</a></li> <li>14. <b>National Forest Company</b> – 01283 551211 or <a href="mailto:enquiries@nationalforest.org">enquiries@nationalforest.org</a></li> <li>15. <b>Police Architectural Liaison Officer – Duncan Fisher</b> – 07855 856437 or <a href="mailto:Duncan.fisher@staffordshire.pnn.police.uk">Duncan.fisher@staffordshire.pnn.police.uk</a></li> <li>16. <b>Other(s)</b> – Please specify</li> </ol>
<p><b>Validation Requirements – the documents you will need to submit with the planning application</b></p>	<p><b>Where relevant</b></p> <p>In order to submit a valid application you will need to submit <u>three copies</u> of the following documents (unless submitted electronically through the planning portal – <a href="http://www.planningportal.gov.uk">www.planningportal.gov.uk</a> or by emailing DC Support <a href="mailto:dcsupport@eaststaffsbc.gov.uk">dcsupport@eaststaffsbc.gov.uk</a> :</p> <ol style="list-style-type: none"> <li>1. <b>The completed relevant application form</b></li> <li>2. <b>1:1250 or 1:2500 Location Plan</b> - The site area/property should be edged in a red line including the access to an adopted highway</li> <li>3. <b>1:200 or 1:500 Block Plan</b> - Please annotate the plan to show the position of the development, parking provision, boundary treatments and any other necessary information</li> <li>4. <b>1:100 or 1:50 existing elevations</b></li> <li>5. <b>1:100 or 1:50 proposed elevations</b></li> <li>6. <b>1:100 or 1:50 existing floor plans</b></li> <li>7. <b>1:100 or 1:50 proposed floor plans</b></li> <li>8. <b>1:100 or 1:50 existing roof plan</b></li> <li>9. <b>1:100 or 1:50 proposed roof plan</b></li> <li>10. <b>1:100 or 1:50 Proposed Section(s)</b></li> <li>11. <b>Structural Survey</b></li> <li>12. <b>Flood Risk Assessment</b></li> <li>13. <b>Ecological Assessment</b> - This is required as there are records of protected species present within the vicinity or your property</li> <li>14. <b>Design and Access Statement</b> (if required – please check)</li> <li>15. <b>Others – e.g. Noise report, tree survey, archaeological assessment, landscape assessment etc etc</b></li> <li>16. Based on the submitted details, <b>Fee of £CHECK</b> – cheques should be made out to East Staffordshire Borough Council or payment can be made by telephone using a credit or debit card once the application has been submitted by calling 01283</li> </ol>

	<p>508606. Please note there is an additional charge of 1.6% for credit card transactions.</p> <p>If your property is a listed building then we will also require <u>three copies</u> of the following documents (unless submitted electronically):</p> <p>17. <b>Heritage Statement</b>  18. <b>Scale 1:5 Joinery Details</b>  19. <b>Other(s)</b> – Please specify</p> <p>Link to application forms and guidance:</p> <p><a href="#">Application Forms and Guidance</a></p>
<b>Publicity and Consultation</b>	<p>For larger developments officer to recommend appropriate publicity and consultation to be undertaken prior to submission of application.</p> <p><a href="#">Statement of Community Involvement</a></p>
<b>Planning Officer's Signature and Date of Report</b>	

**Any advice given by Council officers at pre-application stage is not a formal planning decision by the Council as local planning authority. We will give you the best advice possible based on the information provided. This advice will be offered in good faith and to the best of our ability, without prejudice to consideration of a formally submitted planning application which may generate previously unknown issues either through responses to statutory consultations or evaluation of the more detailed information submitted with the application. The decision on the formal application may also be made by the Planning Applications Committee which, democratically, is entitled to arrive at a different conclusion to the planning officers provided that decision is based on reasonable planning grounds.**

**Whilst pre-application advice should assist you in ensuring all necessary information is provided, if you submit a formal planning application, please also consult the Council's [National](#) and [Local](#) Validation criteria on the website to ensure you include all information relevant to your proposal.**