



# Planning Pre-application Advice

Development Services  
Barrow Borough Council  
Town Hall  
Duke Street  
Barrow-in-Furness  
LA14 2LD

Telephone: 01229 876543

Email:  
consultplanning@barrowbc.gov.uk

The Council operates pre-application advice for Planning and associated proposals under the following six charging schemes which are listed below giving the charge and the service provided. Requests as to whether permission is required should be directed via the Lawful Development Certificate procedure. **Please note that advice relating to the Building Regulations is still provided for free, but accessed via the Building Control Dept.**

## Simple Schemes VAT

£150.00 plus

Simple schemes cover the following types of development per site, but exclude householder projects such as extension;

Changes of use (floor space up to 99m<sup>2</sup>), retail/commercial/industrial/agricultural projects (extensions and new buildings where floor space up to 99m<sup>2</sup>), works to listed buildings, creation of a single new dwelling

The service provided includes the following :

- Meeting on site or at Barrow Town Hall by a named officer (maximum of 1 hour) ,
- Planning history check,
- Written confirmation of information and procedure discussed at the meeting, (timescale up to 15 working days)

## Small Minor Schemes VAT

£300.00 plus

Small Minor schemes cover the following types of development per site

New housing (1-3 dwellings), changes of use (floor space 100-250m<sup>2</sup>), engineering operations, retail/commercial/industrial/agricultural projects (extensions and new buildings where floor space up to 250m<sup>2</sup>, all infrastructure and plant), telecoms (excluding prior notifications), variation of conditions (non householder).

The service provided includes the following

- A meeting at the town hall lasting up to two hours maximum with a named case officer

- A planning history check,
- Written confirmation of information and procedures discussed at the meeting (timescale up to 20 working days).

The following extras can also be added (booked in advance)

Site visit of up to one hour £60.00 plus VAT

Extra hour(s) meeting at £60.00 plus VAT.

## Large Minor Schemes VAT

**£500.00 plus**

Large Minor schemes cover the following types of development per site;

New housing (4-9 dwellings), changes of use (floor space 250-999m<sup>2</sup>), engineering operations, retail/commercial/industrial/agricultural projects (where floor space up to 250-999m<sup>2</sup>), energy related schemes up to 0.5 Ha.

The service provided includes the following

- A meeting at the town hall lasting up to three hours maximum with a named case officer and will include other officers of the council where necessary,
- A planning history check,
- Written confirmation of information and procedures discussed at the meeting (timescale up to 25 working days).

The following extras can also be added (booked in advance)

Site visit of up to one hour £60.00 plus VAT

Extra hour(s) meeting at £60.00 plus VAT.

## Major Schemes VAT

**£730.00 plus**

Major schemes cover the following types of development per site;

New housing (10-49 dwellings), changes of use (floor space 1000-2500m<sup>2</sup>), engineering operations up to 2 Ha, retail/commercial/industrial/agricultural projects (where floor space up to 1000-2500m<sup>2</sup>), energy related schemes up to 2 Ha.

The service provided includes the following:

- A meeting or series of meetings at the town hall lasting a total of up to four hours maximum with a named case officer and will include other officers of the council where necessary,
- A planning history check,
- Written confirmation of information and procedures discussed at the meeting (timescale up to 30 working days).

The following extras can also be added (booked in advance)

Site visit of up to one hour £60.00 plus VAT

Extra hour(s) meeting at £60.00 plus VAT.

## Strategic Schemes

**£1000 plus VAT**

Strategic schemes cover the following types of development per site;

New housing (50+ dwellings), changes of use (floor space is 2500m<sup>2</sup>+), engineering operations 2 Ha+, retail/commercial/industrial/agricultural projects (extensions and new buildings where floor space is 2500+m<sup>2</sup>), energy related schemes where 2 Ha+.

The service provided includes the following

- A meeting or series of meetings at the town hall lasting up to a total of five hours maximum with a named case officer and will include other officers of the council where necessary,
- A planning history check,
- Written confirmation of information and procedures discussed at the meeting (timescale up to 30 working days).

The following extras can also be added (booked in advance)

Site visit of up to one hour £60.00 plus VAT

Extra hour(s) meeting at £60.00 plus VAT.

## Exempt Schemes

**£0**

Exempt schemes cover the following organisations for related developments that they are undertaking:

- registered charities, except those operating as a business,
- disabled adaptations,

- social clubs and non-professional sports clubs,
- community organisations undertaking work for the public benefit,

BUT any scheme for the development of the site for a third party is not included.

The service provided includes the following:

- Meeting on site or at a local agent office by a named officer (maximum of 1 hour),
- Planning history check,
- Written confirmation of information discussed at the meeting, including any further comments where clarification is sought

## What you need to provide

Before the council can provide meaningful pre-application advice you must ensure that you have the **following** ready for any meeting. Failure to have the information available will mean the meeting will not go ahead and no refund will be given. It will be necessary to send this information in an electronic format at the same time your application is made, later items should be cleared with the case officer first. These do not necessarily need to be to scale at this stage but should provide all dimensions.

- Layout plans of the proposed development
- Elevations of the proposed development
- Details of any off site works such as road improvements
- Details of any discussions with 3<sup>rd</sup> parties such as consents to discharge surface water

## Why apply

Pre application engagement will provide an understanding of the relevant policies and material considerations, including identifying when specialist advice and supporting material is required. This will reduce the chances of the application being invalidated. Unacceptable schemes can be identified early on before extensive drawing and research works are commissioned. Early collaborative discussions between developers, public sector agencies and the communities affected by a new development can help to shape better quality, more acceptable schemes and ensure improved outcomes for the community. These discussions also avoid wasted effort and costs for all parties.

## How to apply

You can download a form at <http://www.barrowbc.gov.uk> and send it to;

Development Services  
Barrow Borough Council  
Town Hall  
Duke Street  
Barrow-in-Furness, LA14 2LD

The form must be accompanied by a cheque and we cannot accept cash. If you would like to pay by card you can come into the town hall to submit your form and pay at our counter.

## Important notes

We will :

- Acknowledge receipt of the request within 5 working days,
- Assign a named officer within 10 working days.
- Provide a suitable date and time for the meeting as soon as possible taking into account current workload and officer availability. Our target for this will be 90% of meetings to be held within 20 working days of an officer being assigned. There will be times that this cannot be met due to officer workload.
- Give you professional advice on your proposed development to identify issues and to help ensure that the application can be processed as quickly as possible.
- Send written confirmation of points discussed at meeting within 10 working days of meeting

Unfortunately we cannot :

- Accept any requests for pre-application advice unless it is submitted on the correct form and covered by the relevant fee,
- Prejudge the response of a consultee nor the decision of the planning committee,
- Give pre-application advice outside of this scheme, including cases where an application has been refused that was not subject to the pre application procedure.

## Disclaimer

Pre-application advice is officer level advice given without prejudice to any formal decision that the Planning Authority may make in dealing with a formal application for planning permission. It is not a formal decision by the Council as Planning Authority and cannot bind in any way the Council's final decision on any planning application.

There may be issues raised through the formal planning application process which have not been considered at the pre-application stage and which may be material to any decision made.

The pre-application advice is an aid to the overall development process. The advice is intended to:-

1. Verify the Planning Authority's requirements in terms of supporting information at the time of submission;
2. Reduce the likelihood of submitting an invalid application; and
3. Help applicants to understand how planning policies and other requirements affect the proposal.

The advice given is without the benefit of neighbour and consultee notification and is subject to the views of statutory consultees, whose representations the Council must take into account in the preparation of any report on the subsequent application.

It might be useful for applicants and/or their agents to separately contact statutory consultees before formally submitting an application in order to obtain their initial views. (e.g. Cumbria CC, The Environment Agency, Historic England) although there may be a further charge from those organisations,

**You should not rely on the advice as an assurance as to the likelihood of an application being successful/unsuccessful.**

**We will not enter into preliminary discussions on applicable schemes outside of the pre-application advice service.**

## Confidentiality

The Council treats all pre-application enquiries as confidential and information regarding these will not be available for the public.

Under the Environmental Information Regulations 2004 (EIRs), pre-application material may only be withheld if an exception listed under the EIRs is applicable e.g. confidential information. However, once a planning application has been submitted and is in the public domain, information submitted and advice given can generally no longer be treated as confidential. On receipt of a request under the EIRs, the Council will make a decision on disclosure. It is important to note however that persons requesting information have the right to appeal to the Information Commissioners Office (ICO) against the Council's decision not to disclose.

Working together to support sustainable development within the Borough of Barrow-in-Furness

# DEVELOPMENT SERVICES

