

YOUR PLANNING SERVICE

Pre-application Advice



EAST CAMBRIDGESHIRE
DISTRICT COUNCIL

Why seek pre-application advice?

The purpose of pre-application advice is to guide applicants through the issues and policies relevant to the proposed development and to give an indication of whether the scheme is likely to be successful. It also provides an opportunity to confirm what supporting information will be required alongside any planning application. Seeking advice early helps to ensure a comprehensive proposal is put forward at the application stage and should ensure, as far as possible, that a reasonably speedy and successful conclusion can be reached.

How can I get the most out of my pre-application advice?

Providing as much detail as possible about the proposed development will enable us to give you the most comprehensive advice. As a minimum there should be an accurate map showing the location of the site and a description of the proposal.

Time scales

Receipt of your pre-application request will be acknowledged by letter, providing the contact details of the officer dealing with your enquiry.

If you have paid for written advice, your case officer will endeavour to reply to your request within 20 working days from the date of your acknowledgement letter. Where you have requested a meeting, the case officer will endeavour to contact you within 5 working days from the date of your acknowledgement letter to arrange a suitable date and time for the meeting.

All meetings will take place at the Council offices in Ely.

Fees

There is a fee for most types of pre-application advice, which is available to view on the planning pages of the Council's website www.eastcambs.gov.uk/planning/pre-application-advice

The fees are higher for larger/more complex proposal which are likely to involve more officer time.

It is also possible to specify if you would like any specialist advice. This will affect the level of fee and is clearly set out on our fee sheet.

Planning checking Service

If you have applied for householder pre-application advice (that is development to extend/alter an existing dwelling) this includes the option of a free follow-up plan checking service. This can be used anytime within 12 months of the original pre-application response and allows you to check the application and supporting documents are correctly completed and all in place before submitting your application.

When you are ready to submit your application, please contact us on 01353616136 to book an appointment.

This service is only available for those applicants that have applied for householder pre-application advice and cannot be booked as a separate service.

Getting Advice from other agencies

For larger and more complex proposals it is often advisable to get specific advice from other agencies e.g County Highways, The Environment Agency. East Cambridgeshire Planning Service is investigating how this could be provided through one simple application process.

If you wish to consult other bodies as part of the pre-application process, please speak to the case officer allocated to your application and they will be happy to try and facilitate a joint meeting.

Advice following a refusal

If a planning application has been refused the Planning Officer responsible for determining the application will be able to explain policies and give advice on the wording and meaning of refusal reasons.

If an applicant wishes to redesign a scheme and seek advice on whether it is likely to overcome the reasons for refusal, this should be done through the pre-application advice process.

Limitations on advice given

There is a balance between the help and advice that can be given by officers, and the need for the applicant to understand the planning process and the relevant local and national planning policies.

The Planning Service cannot act on behalf of an applicant, nor produce or design schemes for them. However, we can provide detailed feedback on schemes presented to us.

Any advice given by officers during pre-application discussions does not constitute a formal decision by the Council in respect of any future planning applications. It cannot bind the Council in its validation or formal determination of a subsequent planning application.

If you require this document in different formats (e.g. Braille, large print, audiotape/CD or other languages please contact the council's main reception or email translate@eastcambs.gov.uk

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