



Planning Pre-Application Services Guidance Note

Version 1: June 2024

Mae'r ddogfaen hon ar gael yn Gymraeg - This document is also available in Welsh



The Pond, St Brides Major

Contents

- Overview & Purpose 2**
- The Benefits of Pre-Application 2**
- Comparison of the Pre-Application Services 3**
 - Duty Planner (Planning Surgery) 4
 - Enhanced Pre-Application 6
 - Statutory Pre-Application 9
 - Planning Performance Agreement (PPA) 11
 - Other Services 12
- Helpful tips before you seek pre-application advice 12**
- Confidentiality and Freedom of Information 12**
- Disputes over Fees 13**
- Links to other useful publications 13**
- Disclaimer 13**
- APPENDIX A: FEE SCHEDULE**

Overview & Purpose

To produce the best possible outcome at planning application stage early engagement with the Local Planning Authority is key and at the Vale of Glamorgan Council we encourage our prospective applicants to engage early.

The purpose of this Guidance Note is to explain the Pre-Application services we offer and seeks to address the following points:

- Sets out the benefits of obtaining pre-application advice;
- Sets out the different pre-application services offered by the Planning Department with an overview of each type of service;
- Clarifies how to request pre-application advice;
- Information required to accompany your request for pre-application advice;
- Advice on what you should do before engaging with pre-application services.

The Benefits of Pre-Application

Pre-Application is not a requirement but is encouraged as we are able to give you guidance on the potential acceptability of your application. Some of the benefits of submitting a pre-application include:

- ✓ Improves the speed of decision making and quality of development;
- ✓ Helps give you upfront understanding of policies and other material considerations;
- ✓ Identifies potential constraints and whether your application will need specialist input;
- ✓ Obtains an initial Planning Officer view about whether your application would likely be acceptable (subject to formal assessment at planning application following consultation).
- ✓ Will save you time and cost in exploring unacceptable schemes.

There are different types of pre-application services currently offered and these include the following:

- **Duty Planner**
- **Enhanced Pre-Application**
- **Statutory Pre-Application¹**
- **Planning Performance Agreement (PPA)**



¹ This is the basic service that all Local Planning Authorities in Wales are required to provide (since March 2016) as set out in The Town and Country Planning (Pre-Application Services) (Wales) Regulations 2016.



Penarth Pier

Comparison of the Pre-Application Services

Below is an overview of the pre-application services offered and what is included as part of each service. See further below in this document for specific detail of each service.

Type of Service	Letter Response	Meeting (virtual)	Meeting (in-person)	Follow up Letter response/ meeting	Consultation with internal stakeholders (i.e. Highway Authority)
Duty Planner	✗	Telephone call only	✗	✗	✗
Enhanced Pre-Application	✓	✓	✓ subject to additional fee	✓ subject to additional fee	✓
Statutory Service	✓	✗	✗	✗	✗
PPA	Can be tailored to needs of applicant	Can be tailored to needs of applicant	Can be tailored to needs of applicant	Can be tailored to needs of applicant	Can be tailored to needs of applicant



Duty Planner (Planning Surgery)

Between the hours of 10am to 12pm and 2pm to 4pm Monday to Friday we offer a free Duty Planner Service by telephone. Our website provides advice on the pre-application services we offer including links to relevant advice from Welsh Government on Permitted Development rights. However if you are unable to find the information you need, for any planning related enquiries, our Duty Planner may be in a position to help.

However please note there are limits to the extent of information and advice we are able to provide over the phone. Officers will make a note of your enquiry and seek to guide you to the best available service.

Things we will be able to help you with:

- ✓ Overview of permitted development rights (available via Welsh Government) which allow small scale developments without requiring permission.
- ✓ Advice on which type of pre-application would be best suited to your prospective development.
- ✓ General process and timescales.
- ✓ Reports of unauthorised development.

Things we will not be able to assist with include:

- × Updates on current planning applications – for updates on planning applications please contact the case officer, details of which will be available on the letter you have received.
- × Formal confirmation as to whether planning permission is required (Please note a Certificate of Lawfulness application will be required).
- × Landownership / boundary queries / Party Wall issues.
- × Consent for works within the adopted highway.
- × Consents that fall under other legislation.

The Duty Planner service can be a useful starting point for householders who are seeking to navigate the planning process and services that the Council offer.

Please note that advice given at this stage is made without prejudice to any future pre-application or planning application.

To speak to the Duty Planner please contact us on 01446 704681 between the hours of 10am to 12pm and 2pm to 4pm Monday to Friday.



Enhanced Pre-Application

For the majority of application types, this is the recommended way in which to receive pre-application advice. It includes an in-depth appraisal by Planning Officers with oversight from the Planning Team Leader. You will have the opportunity to meet with the case officer via a virtual meeting or at our offices/on-site (subject to additional fee) to discuss your proposals.

For planning proposals consultation with relevant internal stakeholders can also be undertaken and you will be provided with a written response setting out the key planning considerations including material considerations, level of information required to support your application, any potential Section 106 requirements and likely outcome based on the submission.

In addition to planning proposals, the team offer Heritage advice, as well as advice in connection with Advertisement Consent applications or other associated applications.

You will get a written letter in response that sets out the following information:

- a) the planning history of the land on which the proposed development is to be carried out, so as far relevant to the proposed application;
- b) the provisions of the development plan, so far as material to the proposed application;
- c) any supplementary planning guidance, so far as material to the proposed application;
- d) any other considerations which are or could be material in the opinion of the authority; and
- e) an initial assessment of the proposed development on the basis of the information provided under paragraphs (a) to (d).

In addition, for applications other than householders the response will cover whether or not planning obligations would likely be required and include information on whether any particular documents or evidence would be required to support your application.

Furthermore this service will include:

- f) Opportunity to meet with the case officer virtually or through a telephone call (or in person or at our offices for an additional fee);
- g) Consultations with internal stakeholders where the views of the stakeholders are necessary;
- h) The ability to seek additional advice for the same scheme at a reduced rate.

How to Submit?

Please complete the appropriate form, available to view and download from our website, and submit this form to planning@valeofglamorgan.gov.uk. Following submission please pay the relevant planning fee online or by telephone, again details of this are available on our website. Your submission should be accompanied by a site location plan (with site area outlined in red) and include plans/details sufficient to explain your proposal. The more information that is given the more specific the advice will be in response.

What does it cost?

Please refer to the [Fee Schedule](#) which sets out the full detail of charges but a snapshot of the key services is provided below. In addition to those services listed below applicants can choose to pay extra for an 'on-site or office' meeting and can also pay extra to have a follow up meeting and written advice.

Development Category	Fee (inclusive of VAT)
Householder Development	£130
Single dwelling	£270
Minor Development	£400
Major Development	£1300
Large Major Development	£1700
Listed Building (Householder)	£190
Listed Building (Single dwellings/minor)	£370
Listed Building (Major and Large Major)	£1000
Advertisement Consent	£130

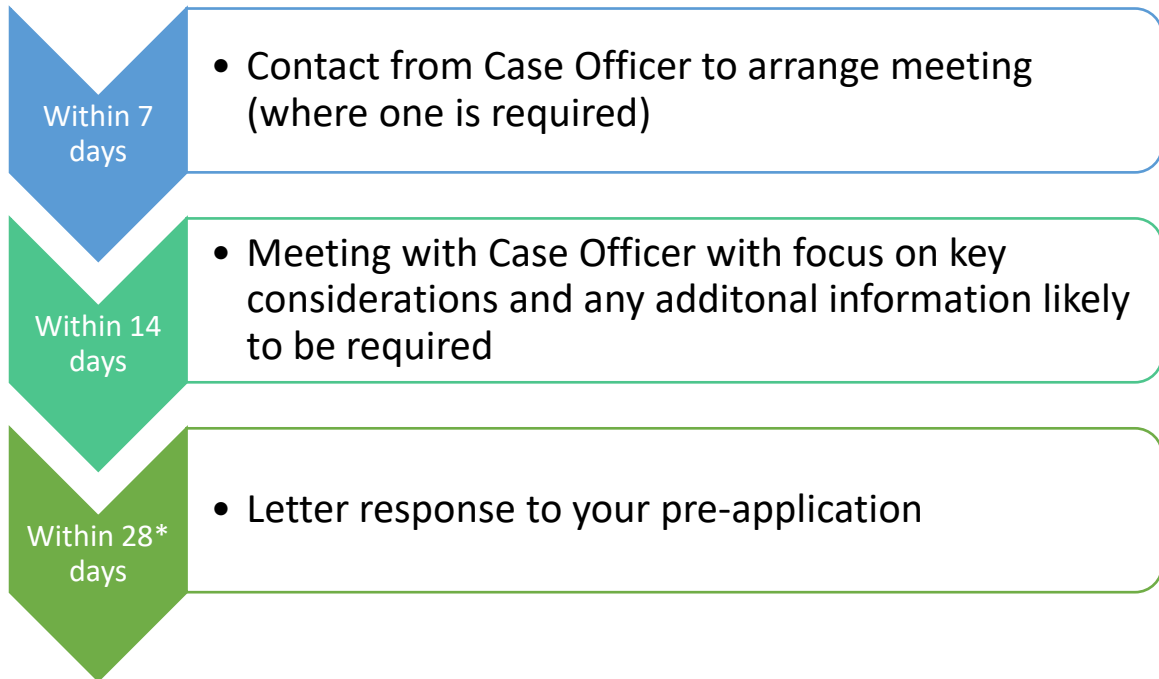
What will the advice look like and how long will it take?

Following submission of your Enhanced Pre-Application request the appointed Case Officer will contact you by email or telephone within 7 days to arrange a suitable time for a telephone or virtual meeting. Where you are seeking an in-person meeting (subject to additional fee) a suitable date for this will be arranged. The date for the meeting will be subject to officer availability at that time but we will aim to arrange this within 14 days of your initial request.

During the initial meeting officers will be appraising the information you have submitted and discussing your scheme and the likely planning considerations. Following this meeting appropriate internal consultation with other stakeholders may be undertaken and you will be provided with a written letter response to your pre-application.

We will aim to provide a written response to your pre-application within 28 days of receipt although this may take longer where the advice needs input from other internal stakeholders.

Stages of Enhanced Pre-Application process



*Please note that this is a target response time and whilst we will endeavour to meet this there will be occasions where timescales take longer particularly on more complex/involved schemes



Statutory Pre-Application

This is a basic desktop appraisal of your proposal with a written response to your request. This type of pre-application is a statutory service that each Local Planning Authority in Wales must offer as a minimum with the fee fixed by Welsh Government. You will get a written letter in response that sets out the following information:

- i) the planning history of the land on which the proposed development is to be carried out, so as far relevant to the proposed application;
- j) the provisions of the development plan, so far as material to the proposed application;
- k) any supplementary planning guidance, so far as material to the proposed application;
- l) any other considerations which are or could be material in the opinion of the authority; and
- m) an initial assessment of the proposed development on the basis of the information provided under paragraphs (a) to (d).

In addition, for applications other than householders the response will cover whether or not planning obligations would likely be required and include information on whether any particular documents or evidence would be required to support your application.

Please note This form of pre-application does not involve consultation with other internal stakeholders, the views of which may be key to understanding acceptability. Furthermore, the Statutory service does not include the opportunity of a meeting with the case officer which can only be obtained through use of the ***'Enhanced' pre-application service*** set out above.

How to Submit?

Please complete the appropriate form, available to view and download from our website, and submit this form to planning@valeofglamorgan.gov.uk. Following submission please pay the appropriate planning fee online or by telephone, again details of this are available on our website.

What does it cost?

Please refer to the **Fee Schedule** which sets out the full detail of charges but a snapshot of the key services is provided below. Please note that we are unable to offer meetings or follow up meetings as part of this service.

Development Category	Fee (inclusive of VAT)
Householder Development	£25
Minor Development	£250
Major Development	£600
Large Major Development	£1000

What will the advice look like and how long will it take?

Following submission of your Statutory Pre-Application request the appointed Case Officer will consider the submission and undertake an appraisal of the information and compile a written response setting out the above information/assessment.

We will aim to submit our response to you within 21 days of the receipt of a valid submission. Where a scheme is likely to raise a number of issues and further time is required to consider your proposals officers will request an extension of time to deal with your enquiry.

Within 21
days*

- Letter response to Pre-Application

*Please note that this is a target response time and whilst we will endeavour to meet this there will be occasions where timescales take longer particularly on more complex/involved schemes



Planning Performance Agreement (PPA)

Where your proposals are potentially complex, of a major scale, or decisions on planning applications are required within a defined timeframe you may wish to consider entering into a PPA with the Local Planning Authority.

A PPA is essentially a project management tool that allows you and us to decide on relevant timescales, actions and resources for bespoke proposals agreed by both parties as part of the pre-application and/or application process. Whilst this process does not guarantee a successful outcome it provides certainty over the timeline of the pre-application and planning application process with appropriate meeting points across the duration of the PPA. This can add certainty to the development timescales and additional resources can be utilised to deliver the outcome.

PPAs can be used to cover the following:

- Pre-Application only discussions;
- Planning Application processing through to decision;
- Post-decision handling of conditions to allow early implementation of development;
- All work from pre-application through to planning application decision and post-approval conditions.

How to set up a PPA?

1. In the first instance please email us (planning@valeofglamorgan.gov.uk) with an overview of the development project being proposed including any expectations you have from the service as well as timescales that you are working to.
2. The Planning Team Leader (Principal Planner) will set up an inception meeting to initially discuss the proposal, establish key internal stakeholders and seek to agree the ways of working. This will explore delivery including discussion on whether or not the project will require additional staffing to assist the Local Planning Authority.
3. An appropriate fee to cover the process will be set out and discussion over the timing of the fee shall be agreed.
4. Following the initial meeting(s) a draft PPA needs to be prepared. This can be prepared by you or Council Officers for a fee. The draft can be shared for comment between all parties and then finalised and signed.
5. Following signing of the PPA relevant payments shall be made and the processing shall take place in accordance with the terms of the PPA.

Other Services

The above sets out the key pre-application services that we offer prospective applicants, but we do offer a range of other services also subject to a charge. This is set out in the table below and shown on our fee sheet.

Should you wish to obtain one of these services please email the team at planning@valeofglamorgan.gov.uk.

Additional Services	Cost (inclusive of VAT)
Pre-Submission Validation Check	Householder £50, All other developments £100
Full Planning Search	£125
Confirmation of Compliance with Section 106 Agreement	£150
Planning Site Specific Research / Other Enquiries	£62.25 per hour, price on enquiry

Helpful tips before you seek pre-application advice

Our pre application advice services are offered to developers, agents and individual applicants including householders. There are some general points which you should take into account before you contact us:

- Try to contact us at the earliest reasonable opportunity in your project;
- Undertake some initial research yourself;
- Seek the views of those who may be affected by your proposals;
- Remember the more information you can give us, the more accurate and helpful our response can be - vague proposals can receive only vague advice. The key to the success of this service will be you providing us with adequate information in advance; and
- On complex issues be prepared to seek private professional help - our service is not intended to be an alternative to employing professional consultants.

Confidentiality and Freedom of Information

We acknowledge that customers may expect that details of their pre-application discussions to be on a confidential basis. Officers will aim to provide advice on this basis, however, under the provisions of the Freedom of Information Act and/or Environmental Information Regulations, third parties can submit a request to view pre-application documentation and the Council has to then decide whether information is exempt from disclosure.

In order to assist the Council in dealing with such requests, applicants/agents are encouraged to submit in writing the specific reasons why, in their opinion, documentation relating to their pre-application discussions/submission should remain confidential and not be disclosed to third parties.

Disputes over Fees

The charges for the 'Statutory Pre-Application' Service are set by Welsh Government and are non-refundable. In respect of other charges, the Council has the right to determine the fee and these are detailed in the Fee Schedule. Again fees are non-refundable but in the event of any disputes, the issue will be referred to the Operational Manager for Planning and Building Control or Head of Sustainable Development who will arbitrate.

Links to other useful publications

- **Development Management Manual** – this is a Welsh Government publication which sets out an overview of the decision making process and guidance on the legislation: [Development management manual | GOV.WALES](#)
- **Planning permission: Permitted development rights for householders** – Links to 'Planning: a guide for householders' and 'Permitted development for householders: technical guidance: [Planning permission: permitted development rights for householders | GOV.WALES](#)
- **The Use of Planning Conditions for Development Management, Circular WGC 016/2014 (October 2014)** – This is a Welsh Government Circular which sets out guidance on the use of planning conditions: [Planning Conditions Circular - The Use of Planning Conditions for Development Management](#)
- **Planning Policy Wales:** [Planning policy Wales | GOV.WALES](#)
- **Future Wales: The National Plan 2020:** [Future Wales: The National Plan 2040 | GOV.WALES](#)

Disclaimer

Please note that any pre-application advice given by Council officers, whether that be verbal or in writing, is informal officer advice provided on a without prejudice basis. The advice is given in good faith, and to the best of our ability, but it does not comprise a formal decision by the Council as Local Planning Authority and does not guarantee a particular outcome. This is because:

- a) Applications are subject to a wider consultation process than a pre-application enquiry, and issues may come to light that are not known at the time of giving the initial advice;
- b) The views given will be current at the time of giving the advice but changes in planning circumstances and policy will need to be taken into account when the planning application is decided; and;
- c) Certain applications are decided by the Planning Committee which is made up of elected members. Whilst the Committee will have an Officer Report and recommendation to consider, members may decide to give different weight to key issues and other material considerations, in arriving at their decision.

Whilst the pre-application process may not guarantee a particular outcome any pre-application advice given will be carefully considered in reaching a decision or recommendation on an application.



Development Management Pre-Application Advice

Schedule of Charges from 1st April 2024

APPENDIX A -

FEE SCHEDULE

Development Category	Enhanced Pre-Application Service Provided	Total Fee (Inclusive of VAT)	OPTIONAL On-site or Office Meeting (additional fee)	OPTIONAL Additional meeting and written advice in connection with the same scheme	Welsh Government - Statutory Service Desktop Appraisal with Letter Response only	Fee (No VAT)
Householder Development Enlargement, improvement or alteration of an existing dwellinghouse (includes extensions to dwellings and outbuildings, enclosures etc...)	<ul style="list-style-type: none"> Upto 1 hour meeting with case officer via telephone or virtual meeting. A written response outlining the discussion, areas of consideration including planning history, policies and guidance and an initial officer assessment of the acceptability the proposal. 	£130	£60	£65	<ul style="list-style-type: none"> Desktop written appraisal of proposal. No officer discussion or meeting available as part of this service. A written response outlining the discussion, areas of consideration including planning history, policies and guidance and an initial officer assessment of the acceptability the proposal. 	£25
Single dwelling (including conversions to a single residential use)	<ul style="list-style-type: none"> Upto 1 hour meeting with case officer via telephone or virtual meeting A written response outlining the discussion, areas of consideration including planning history, policies and guidance and an initial officer assessment of the proposal. Reference 	£270	£100	£135	<ul style="list-style-type: none"> Desktop written appraisal of proposal. No officer discussion or meeting available as part of this service. A written response outlining the discussion, areas of consideration including 	£250

	<p>to be made to any request for S106 contribution.</p> <ul style="list-style-type: none"> • Indication on whether any particular documents/evidence would be required to support the application. 				<p>planning history, policies and guidance and an initial officer assessment of the acceptability the proposal.</p> <ul style="list-style-type: none"> • Indication on whether proposal would likely require planning obligations. • Indication on whether any particular documents/evidence would be required to support the application. 	
<p>Minor Development</p> <p>2-9 residential units or where residential site is below 0.5ha.</p> <p>Non residential, change of use or mixed use where the gross floor space is less than 1000 square metres or the site area is less than 0.5ha.</p>	<ul style="list-style-type: none"> • Upto 1 hour meeting with case officer via telephone or virtual meeting • A written response outlining the discussion, areas of consideration including planning history, policies and guidance and an initial officer assessment of the proposal. Reference to be made to any request for S106 contribution. • Indication on whether any particular documents/evidence would be required to support the application. 	£400	£100	£200	<ul style="list-style-type: none"> • Desktop written appraisal of proposal. • No officer discussion or meeting available as part of this service. • A written response outlining the discussion, areas of consideration including planning history, policies and guidance and an initial officer assessment of the acceptability the proposal. • Indication on whether proposal would likely require planning obligations. • Indication on whether any particular documents/evidence would be required to support the application. 	£250

<p>Major Development</p> <p>10 – 24 residential units or where residential site area is more than 0.5ha but less than 1.0 ha.</p> <p>Non residential, change of use or mixed use where gross floor space is more than 1000 square metres but less than 2000 square metres or the site area is more than 0.5ha but less than 1.0 ha.</p>	<ul style="list-style-type: none"> • Upto 2 hour meeting with case officer and team leader via telephone or virtual meeting. • A written response outlining the discussion, areas of consideration including planning history, policies and guidance and an initial officer assessment of the proposal. Reference to be made to any request for S106 contribution. • Indication on whether any particular documents/evidence would be required to support the application. 	£1300	£200	£650	<ul style="list-style-type: none"> • Desktop written appraisal of proposal. • No officer discussion or meeting available as part of this service. • A written response outlining the discussion, areas of consideration including planning history, policies and guidance and an initial officer assessment of the acceptability the proposal. • Indication on whether proposal would likely require planning obligations. • Indication on whether any particular documents/evidence would be required to support the application. 	£600
<p>Large Major Development</p> <p>25 or more residential units or where residential site is more than 1ha.</p> <p>Non residential, change of use or mixed use where gross floor space is more than 2000 square metres or site area is more than 1.0ha.</p>	<ul style="list-style-type: none"> • Upto 2 hour meeting with case officer and team leader via telephone or virtual meeting • A written response outlining the discussion, areas of consideration including planning history, policies and guidance and an initial officer assessment of the proposal. Reference to be made to any request for S106 contribution. • Indication on whether any particular documents/evidence would be required to support the application. 	£1700	£300	£850	<ul style="list-style-type: none"> • Desktop written appraisal of proposal. • No officer discussion or meeting available as part of this service. • A written response outlining the discussion, areas of consideration including planning history, policies and guidance and an initial officer assessment of the acceptability the proposal. • Indication on whether proposal would likely require planning obligations. 	£1000

					<ul style="list-style-type: none"> Indication on whether any particular documents/evidence would be required to support the application. 	
Listed Building Advice (Householder Schemes)	<ul style="list-style-type: none"> Upto 1 hour site meeting with Heritage Officer. Scope of information required to support application. A written response outlining the discussion, areas of consideration including planning history, policies and guidance and an initial officer assessment of the proposal. 	£190	N/A – site visit included as part of fee	£95		N/A
Listed Building Advice (Single dwellings and minor development)	<ul style="list-style-type: none"> Upto 2 hour site meeting with Heritage Officer. Scope of information required to support application. A written response outlining the discussion, areas of consideration including planning history, policies and guidance and an initial officer assessment of the proposal. 	£370	N/A – site visit included as part of fee	£185		N/A
Listed Building Advice (Major and Large Major Development)	<ul style="list-style-type: none"> Upto 2 hour site meeting with Heritage Officer. Scope of information required to support application. A written response outlining the discussion, areas of consideration including planning history, policies and guidance and an initial officer assessment of the proposal. 	£1000	N/A – site visit included as part of fee	£500		N/A

Advertisement Consent Advice	<ul style="list-style-type: none"> • Upto 1 hour meeting with case officer via telephone or virtual meeting. • A written response outlining the discussion, areas of consideration including planning history, policies and guidance and an initial officer assessment of the acceptability the proposal. 	£130	£30	£65		N/A
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Additional Services	Cost (inclusive of VAT)
Duty Planner Surgery	Free
Pre-Submission Validation Check	Householder £50, All other developments £100
Full Planning Search	£125
Confirmation of Compliance with Section 106 Agreement	£150
Planning Site Specific Research / Other Enquiries	£62.25 per hour, price on enquiry
Planning Performance Agreement	Price on enquiry

NOTES

- The Statutory Pre Application does not attract VAT. The Enhanced Pre Application service charges are inclusive of VAT.
- All fees are non-refundable and are in addition to the normal planning application fees that will be payable.
- As part of the Enhanced Service where an Office or Site Meeting is required the appropriate additional fee will be payable in addition to the standard fee.
- Following the submission of written pre-application advice from the Case Officer the pre-application is considered closed. In the event that comments are required on revised proposals the 'optional additional advice fee' will need to be paid.
- Where both planning and listed building advice is sought for a scheme as part of the enhanced service (i.e. dwelling is listed) the fee payable is the relevant development category plus half the listed building advice fee (example: extension to a dwelling that is also a listed building = £130 plus £95 = £225).
- Please note that this service cannot be used to establish whether planning permission is required or whether a development is lawful. You may discuss your proposal with a Duty Planner but we would recommend submission of a Certificate of Lawfulness.
- If you are unsure of which level of service you need or need initial discussion before submitting a pre-application please contact our Duty Planner on 01446 704681 or email planning@valeofglamorgan.gov.uk.

Examples of fees payable for enhanced service

- Request for pre-application advice for a single dwelling and request for site meeting. Total payable = £370
- Request for pre-application advice for a new housing development of 10 dwellings with an office meeting. Total payable £1500.