

Planning and Public Protection Department

PRE-APPLICATION PLANNING ADVICE: GUIDANCE NOTE

INTRODUCTION

From 16 March 2016, all local planning authorities across Wales will be required to provide a statutory pre-application service. The relevant legislation for this is The Town and Country Planning (Pre-application Services) (Wales) Regulations 2016. This service will replace the Council's existing discretionary pre-application service. The service is available to those who are considering making a full or outline planning application or an application under Section 73 of the Town and Country Planning Act 1990 (removal or variation of a planning condition).

HOW TO REQUEST PRE-APPLICATION ADVICE

Applicants seeking pre-application advice must complete the Statutory pre-application advice enquiry form detailing information about their proposals and submit the relevant fee. We will not be able to start any work on your enquiry until both have been received.

We will not publicise your request, but please note the Council may have to disclose information if requested under the Freedom of Information Act or the Environmental Information Regulations.

WHAT ADVICE WE PROVIDE

We are required to provide a written response to a valid pre application enquiry within 21 days unless an extension of time is agreed. You can expect to receive the following information in writing when you make an application for pre-application advice:

- planning history of the site so far as is relevant to the proposal;
- relevant planning policies/supplementary planning guidance and other material considerations
- an initial assessment of the proposals based on the information provided
- If applicable, likely Section 106 contributions that will be sought
- information that needs to be included in any subsequent planning application to make it valid

Any advice given is not a formal determination by the Local Planning Authority and the advice we give will not guarantee a particular outcome. Planning applications are subject to a wider consultation process with statutory bodies and neighbours which may raise issues that were not previously highlighted but would have to be taken into account in the determination of an application. The advice given will be based on the most up to date information, but as circumstances and policies do change we advise you to make the application as quickly as possible. If you do not intend to proceed with a planning application soon after the advice is given, you should seek further advice closer to the time.

METHOD OF PAYMENT

Payments can be made in any of the following ways:

- Cash by calling in person to the New Inn office;
- Cheque payable to Torfaen County Borough Council; or
- Credit or Debit Card

ADDITIONAL DISCRETIONARY PRE APPLICATION SERVICE

In addition to the statutory service, we are able to arrange a meeting to go through your proposal. This can only be undertaken after you have received a written reply from us in response to your pre application enquiry. If a meeting is requested this will incur an additional charge.

Depending on the type of proposal and location we may consult other officers of the Council for their advice in formulating our response. If other internal officers need to attend a meeting this will be at our discretion but no additional payment will be necessary.

CAN I GET ADVICE ON THE NEED FOR PLANNING PERMISSION?

We will no longer offer informal advice on the need for planning permission. Anyone who wishes to check whether planning permission is required for a particular proposal should either:

1. Submit an application for a lawful development certificate as to whether planning permission is required for a development or use of land. The advantage of this is that it provides a legal determination that protects the owner. The application forms can be obtained by calling us, visiting our website or by visiting the Welsh Planning Portal by following the link below: <http://www.planningportal.gov.uk/planning/applications/>
2. Visit the welsh planning portal website to view the 'interactive house' at <http://www.planningportal.gov.uk/permission/>
3. Request the Welsh Government leaflet; Planning: a guide for householders. <http://wales.gov.uk/topics/planning/policy/guidanceandleaflets/householder-permitted-development-rights/?lang=en>

If you have any questions please contact us:

Email: planning@torfaen.gov.uk

Ring: 01633 648009/648095

Write to: Tŷ Blaen Torfaen, Panteg Way, New Inn, Pontypool, NP4 0LS