



V3.May 2021

STROUD DISTRICT COUNCIL

www.stroud.gov.uk/planning

Request for pre-application discussions and information

About you	
Your name and postal address	
Your contact telephone number	
Your email address	
About your project	
Address of the property to be developed. (if as above, just leave blank)	
Summary description of the work. <i>See below for what else to include</i>	
Please select your preferred service/s* from the available list below.	
I would like to know if I need planning permission for a dropped kerb (by post or email)	£26
I would like an indication of whether my scheme would be supported (by post or email)	£64
I would like to know if I need planning permission for a householder proposal	£64
I would like to know if I need planning permission for a non-householder proposal	£84
Up to 30 minutes with an officer (via a virtual meeting).	£76
Up to 60 minutes with an officer (via a virtual meeting).	£151
Up to 30 minutes with a planner at your property where social distancing can be achieved. (not a listed building).	£126
Up to 60 minutes with a planner at your property where social distancing can be achieved (not a listed building).	£189
Up to 30 minutes with a conservation specialist at your property where social distancing can be achieved. (listed building).	£184
Major housing or commercial projects. First hour of each virtual meeting (£326 per hour. Thereafter, additional research £62 per hour)	£326
Planning Research (history of a site and constraints) (per hour or part thereof) householder	£69
Planning Research (history of a site and constraints) (per hour or part thereof) non-householder	£105
Works to protected trees (TPO and Conservation Areas) (per ½ hour or part thereof) it will take approximately ½ hr per tree	£32
Ecological response on proposed application (written) (per ½ hour of work) (email planning@stroud.gov.uk for a fee quote)	£50
Planning Administration Charges (e.g. copies of documents) (£22 per half hour plus additional if printed – please email requesting a quote)	£22
If you are requesting a meeting, what times and dates are best for you?	
<i>*If you have selected a meeting and the officer your enquiry is assigned to considered this to be unnecessary, they will advise you of this and amend it to either a different type of meeting or written response.</i>	
If you want a formal determination that planning permission is not required for your proposal then you must apply for a Lawful Development Certificate. Forms are available from the Planning Portal (www.planningportal.co.uk) (see φ below)	
How to pay (this must be paid prior to any meetings are arranged or advice is given)	
Pay online at https://www.stroud.gov.uk/pay-council-bills-fines-and-invoices/pay-planning-applications	
Accredited agents only – Request to be invoiced by our Business Support team.	
What to include in your enquiry	
The advice given will depend on the level of information provided. As such the greater accuracy and clearer the scheme is the easier it will be to advise you. A minimum requirement for an enquiry is;	
<ul style="list-style-type: none"> • a map showing the location and boundary of the site. • plans/sketches/annotated photographs showing any physical works • a written description of the proposal • photographs of the site 	
The officer may request further information before providing advice or having the meeting. If further information is required to advise you or the above is not included the request may not be considered to be valid and as such meetings and the response may be delayed.	

Terms

Freedom of Information Act 2000

Please note that the confidentiality of information held by Stroud District Council cannot be guaranteed. We may receive requests under the Freedom of Information Act to disclose information about pre-application advice requests and the advice that we have provided. If you consider your inquiry to be confidential, please set out the reasons why, and for what period, any information about the enquiry needs to remain confidential. If you submit a request for confidentiality and we receive an application for disclosure, we will take your request into account when deciding whether to release the information. More information about the Freedom of Information Act can be obtained from the Information Commissioner's Office on the following website: <http://www.ico.gov.uk>.

For large scale commercial proposals the council offers a planning performance agreement which sets out in detail the roles of the applicant, agent and the Council. This can be used as a project plan and will deal with confidentiality clauses. Please contact the majors team for further information.

Notes:

The formal written advice given in response to this request will **NOT** be binding on the Council in its determination of any subsequent planning application submitted as a result of or following on from advice given in response to this request. These opinions should not be relied upon for the sale or mortgaging of property. This is because, until a scheme has been consulted upon, it remains only the opinion of one case officer and not that of the Local Planning Authority.

φ If you need a **formal** determination that planning permission is **NOT** required, (this will be required when you sell the property) you should apply for a **certificate of lawful development**. This costs half the price of a full planning permission (for a householder extension this is currently £103, half of £206).

Payments must be in advance. Accredited agents can be invoiced on request. If onsite meetings need to be extended, rather than curtailing the meeting and coming back, time permitting the client will be offered the opportunity to agree to extend the meeting. The officer will be able to provide you with details when necessary.

If you are an Agent and you would like to be an Accredited Agent, please write to the Planning Service stating your business address, details of recent projects you have carried out within the District and a declaration that you are willing to be invoiced for pre-application advice. The term "accredited" does not infer endorsement of an agent or their work.

It should be noted that the Planning Acts and Regulations do not require the Council to enter into protracted negotiations once an application is submitted; whilst minor alterations may be discussed during the application process, there is no commitment to undertake large scale re-designs. The pre-application system is designed to assist clients to flesh out options and have written notes of the discussions. Pre-application meetings can also occur between a refusal/withdrawn application and a resubmission, but under the same system.