



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*	
I would like to know if I need planning permission for dropped kerb (by post or email) \$	£24
I would like an indication of whether my scheme would be supported (by post or email)	£60
Up to 30 minutes with a planner at Ebley Mill.	£72
Up to 60 minutes with a planner at Ebley Mill.	£144
Up to 30 minutes with a planner at your property (not a listed building).	£120
Up to 30 minutes with a conservation specialist at your property (listed building).	£180
Major housing or commercial projects. First hour of each meeting (£240 per hour thereafter, Additional research £60 per hour)	£300
Planning Research (history of a site and constraints) (per hour or part thereof)	£60
Works to protected trees (TPO and Conservation Areas) (per ½ hour or part thereof) it will take approximately ½ hr per tree	£30
Ecological response on proposed application (written) (per ½ hour of work) (email planning@stroud.gov.uk for a fee quote)	£48
Planning Administration Charges (e.g. copies of documents) (£20 per half hour plus additional if printed – please email requesting a quote)	£20
If you want 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 to know if planning permission is 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)	
Preferred option – Pay online at https://www.stroud.gov.uk/pay-council-bills-fines-and-invoices/pay-planning-applications	
A cheque made payable to Stroud District Council (by post or handed into the Council offices) In the council offices (either cash, card or cheque)	
Accredited agents only – Request to be invoiced by our Business Support team.	
What to include in your enquiry	
<p>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.</p> <p>A minimum requirement for an enquiry is;</p> <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 <p>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.</p>	

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 details of what you need to provide and what the council will do in return are provided on the Table of Charges Document. Please note that if a meeting needs to be extended, officers will try to accommodate this (subject to other commitments to other clients) however there is likely to be a cost of £30/30mins (or part thereof). You will be asked if you wish to continue before you are asked to pay.

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.

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).

\$ If you need planning permission for your drive/dropped kerb we will credit you with £20 (£24 ex VAT) towards the £206 cost of the application. Unfortunately the £206 is set by Government and we cannot discount this even for such minor works. If you want a formal determination that planning is not required, please see above ϕ regarding a certificate of lawful development.

Payments must be in advance. Cheques should be payable to **Stroud District Council**. Accredited agents can be invoiced on request. If onsite meetings need to be extended, rather than curtailing the meeting and coming back, the client will be offered to 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.