

Pre-Application Commitments

In using this service the applicant's commitment where appropriate will be:

- to fully investigate the planning history of the site
- to familiarise yourself with the development plan policy and [parking standards](#) that might apply to your proposal. [The Basingstoke and Deane Borough Local Plan](#) sets out policies and proposals for the borough and there are also [Supplementary Planning Documents](#). Further Supplementary Planning Guidance such as Village Design Statements and [other planning guidance](#) on a number of subjects will also need to be considered.
- to visit the site and make a detailed analysis to establish site characteristics, constraints, opportunities and the surroundings. Accurate site survey plans, levels, sections/street scenes and tree condition surveys (where applicable) will be required if a planning application is to be submitted. Therefore, these survey plans are likely to be useful in the process of designing a scheme too. A Design and Access Statement should also be submitted.
- to understand that any advice given by council officers for pre-application enquiries does not constitute a formal response or decision of the council with regards to future planning consents. Any views or opinions expressed are given in good faith, and to the best of our ability, without prejudice to the formal consideration of any planning application which will be subject to public consultation and ultimately could be decided by the Development Control Committee.
- to be aware that little or no weight will be given to the content of the council's pre-application advice for schemes which are submitted more than six months after the date of the advice being issued or when there has been a change in national or local planning policy.
- to pay reasonable legal fees which would be identified and communicated to you with any draft planning agreement.

- to supply the names and addresses of all the owners/mortgagees of the land to ensure that any legal agreement can be quickly drafted.

The council's commitment will be:

- to acknowledge the submission by letter or email telling you who will be dealing with your query and the anticipated response time within three working days.
- the officer will normally undertake a site visit if the proposal is a major development (such as more than ten dwellings).
- meeting will rarely be necessary prior to a written response being issued. If your initial submission contains a request for a meeting this will be addressed in the written response. The need for a meeting will be at the discretion of the case officer.
- the service provided will, where necessary be multidisciplinary and proactive, with guidance from internal officers involved in the development process.
- the service will respond proportionately to the level of information submitted. For example, if a request for a written response on a proposed residential development is submitted with only the location of the site identified with no details of the proposal itself the response will be limited to setting out the policy constraints affecting the site with no other assessment.
- the service will be comprehensive and include advice and guidance on related consent regimes, legislation and available assistance.
- based on the information you have provided planning officers will provide accurate and objective advice in good faith but without prejudice to the formal consideration of any planning application by either officers or members of the Development Control Committee. Any advice given will be confirmed in writing.
- in the event that an application is submitted following pre-application advice and there are minor technical issues which need to be resolved the case officer will provide the necessary time in order to provide the applicant with an opportunity to amend the application in order to achieve a consent.
- identify necessary S106 contributions and the justification to support their requirements.

- if changes to what is being proposed in any pre-application approach are recommended, you are advised to submit amended plans for comment before any formal application is submitted. This is to avoid the problems that can arise when applicants or agents think they have overcome issues and subsequently find out that this is not the case.
- we aim to respond to a request for pre-application advice within 10 or 28 working days depending on the complexity of the request (the timescales will be confirmed within the acknowledgement letter). If this cannot be achieved because we have either had to request further information or carry out a wider consultation exercise, we will write to let you know.