

## **CDC Pre-Application Advice – FAQs**

### **What supporting information do I need to provide to accompany a request for written pre-application advice?**

The advice that the Council provides is based on the details submitted. The minimum requirement is a location plan in order that the site can be identified along with a description of the proposal, however this significantly limits the advice we can provide.

To make the most of a written pre-application advice request we recommend that submissions include:

- Photographs from within the site towards each of the boundaries and photographs showing the wider context of the site and neighbouring development
- Existing and proposed block plans, floor plans and elevations (scaled plans are preferred to enable detailed advice although sketch or indicative plans can also be helpful)
- Supporting written statements

### **Can I submit an alternative option as part of one pre-application enquiry?**

Yes, at officers discretion. Providing that the alternative option relates to the same site and are of the same nature and scale, then this would be acceptable. An acceptable example would be if there were different roof designs for a householder extension or a slightly altered layout for a scheme proposing new dwellings. Fundamental differences between two options will require a fresh pre-application enquiry to be submitted, and this is at the discretion of officers.

### **Will my neighbours be consulted on my pre-application proposal?**

Third party consultation comments are not sought as part of the pre-application process. Although it is not a formal requirement, the Council recommends that you discuss proposals with your neighbours prior to submitting a planning application, to allow the opportunity for the design of a scheme to take third party comments into account.

### **Does receiving pre-application advice guarantee the outcome of a planning application?**

Comments on pre-application proposals are made on the basis of the details submitted, to help steer proposals into a form that are more likely to be acceptable whilst leading to the reworking or dropping of proposals that appear to be fundamentally unacceptable. Advice given at pre-application stage is without prejudice to the determination of an application and does not guarantee the outcome of an application.

### **My planning application has been refused/withdrawn. Can I book a Planning Surgery to discuss the case and how to proceed?**

The Planning Surgery service is designed for broad advice on initial proposals, and therefore it is not appropriate for schemes which have progressed to a planning application. The Council has introduced a service to provide 'meetings to discuss a recent refusal / withdrawn application' to provide advice prior to a new application being submitted. Where possible the meeting will be arranged with the case officer who dealt with the application to ensure that you benefit from the consistency and familiarity that comes with knowledge of the case.

### **I am seeking advice on extending a dwelling which is a Listed Building, which written service should I use?**

If your enquiry relates to extensions or alterations to a listed building, and these works are likely to need planning permission please use the relevant planning pre-application advice service (written advice or planning surgery). A planning officer will consider the proposal and will provide general advice about the likely impact on the listed building.

If your enquiry relates to works affecting the fabric of a listed building only, or you do not consider you need advice on the planning merits of your proposal, please use the relevant listed building advice service (written advice or listed building advice on site). An officer within the Council's Conservation and Design Team will consider the proposal and provide advice in respect of the listed building impacts only.

### **Can I use the pre-application service for general advice on trees?**

The Council has introduced options for 'written tree advice' and tree advice on site' to provide advice about works proposed to protected trees. Protected trees are trees which are the subject of a Tree Preservation Order (TPO) or trees that are located within a conservation area. Please be aware that such advice will be provided in response to specific proposals for applications for works to trees. The Arboricultural advice will not extend to an assessment of the health or soundness of a tree and will not cover those trees that are not 'protected'. For other matters, including surveys to inform applications, you would need to employ the advice of an arborist or suitably qualified tree surgeon.

### **Can the Council design my proposal and/or write the supporting documents?**

The council will provide comment on the merits of submitted schemes and if possible will be proactive in suggesting ways of overcoming particular concerns, however it is not the role of the Local Planning Authority to design schemes or write the supporting information. Therefore you would need to do that yourself or appoint an agent/architect to prepare your submission.

**Can I use the pre-application services for a site within the South Downs National Park?**

The CDC pre-application advice services are available for sites within the area of the Chichester District which are not within the South Downs National Park (SDNP). For guidance on the pre-application advice services offered for sites within the Chichester District which are within the National Park please see the SDNP website on this [link](#)