

About our pre-application service

We provide a chargeable pre-application advice service. The benefits of seeking pre-application advice can be summarised as follows: -

- The advice will identify the relevant local development plan policies and supplementary planning guidance where relevant and offer the context on how the policies and guidance will be applied to your proposals.
- May allow the identification at an early stage of the need for specialist input in terms of Transportation requirements, Ground Conditions (SI and CMRA), Drainage, Flooding, Protected Species etc. (we will not be undertaking consultations – see point 3 below)
- It may flag up unacceptable proposals at an early stage or ones that require significant changes to be acceptable thus saving the cost of submitting a formal application unlikely to receive a favourable recommendation.
- Early pre-application engagement may reduce the timescales for determination of the application – provided that all matters raised are included within the subsequent planning application submission.
- The service is confidential, and no information will appear on the public planning portal.

Submission Requirements

SUBMISSION REQUIREMENTS (information required for an assessment to be made)	√
All dimensions / scales to be shown in metric	
An ordinance survey-based location plan (scale 1;1250, 1;2500 or suitable scale to outline the application site) that outlines the pre-application site in red and any additional land ownership outside of the application site in blue.	
Details of the means of access to the site	
Site Layout / Block Plan	
Existing / Proposed Elevations	
Existing / Proposed Floor Plans	
Site Photographs	
Topographical Plans / Site levels (where site levels are a potential issue)	
Design Statement / Design and Access Statement	
Other	

The more detailed the information you provide with the pre-application submission the better and more detailed site-specific pre-application advice it will allow us to provide.

Cost

The fee for this service is based on the pre-application type as follows:

Pre-Application Type	Cost
Householder Pre-Application Proposals	£65 +VAT (£78)
Listed Building Pre-Application Proposals	£65 +VAT (£78)
Single Residential Dwelling Pre-Application Proposal	£200 +VAT (£240)
Commercial Developments and Change of Use Pre-Application Proposals (Maximum Floor Space 500m ²)	£200 +VAT (£240)
Local Development Pre-Application Proposals (Other than Householder Developments, Single Houses and Commercial Developments and Change of Use up to a Max 500m ²)	£500 +VAT (£600)
Major Development Pre-Application Proposals	£1000 +VAT (£1,200)

Timescales

The standard timescale we would expect to deal with your pre-application enquiry would be as follows:

Pre-Application Type	Timescale from receipt of valid application and fee
Householder Pre-Application Proposals	20 Working Days
Listed Building Pre-Application Proposals	20 Working Days
Single Residential Dwelling Pre-Application Proposal	20 Working Days
Commercial Developments and Change of Use Pre-Application Proposals (Maximum Floor Space 500m ²)	20 Working Days
Local Development Pre-Application Proposals (Other than Householder Developments, Single Houses and Commercial Developments and Change of Use up to a Max 500m ²)	30 Working Days
Major Development Pre-Application Proposals	40 Working Days

Some of the more complex cases may take longer to consider and in such circumstances the case officer will contact you and explain the reasons for delay and try to give an indication of the likely timescales for our response.

Pre-Application Response

In response to a completed pre-application submission including the required fee we will provide the following within our response:

1. An assessment of the planning merits of the proposals in terms of the development plan and in particular the relevant North Lanarkshire Local Development Plan Policies and Supplementary Planning Guidance where relevant.
2. Detail the submission requirements by identifying where possible the relevant material considerations to be taken account of in terms of but not limited to: -
 - Roads Infrastructure Requirements, Access and Parking;

- Ground conditions (Contamination, Site Investigation and Coal Mining Risk etc);
 - Drainage and Flooding;
 - Protected Species;
 - Design (Materials, Layout, Landscaping, Topography, Open Space/Play Provision);
 - Impacts on surrounding Residential Amenity in terms of Daylight/Sunlight (overshadowing), Overlooking (privacy), Scale and Massing (overdevelopment)
 - Other such matters that are considered relevant to the determination of the proposals.
3. Offer general design and layout advice but **will not** include consultation with internal or external stakeholders – Advice will be limited to existing Council Design Guidance, Constraints Mapping and outline requirements such as parking standards, open space and play provision etc.
 4. Highlight any other specific matters of note in relation to the proposals such as EIA screening/scoping requirements and PAC/PAN requirements if applicable.
 5. The advice **will not** offer definitive view of the likely outcome as a formal planning application is still required before a full assessment can be made. Please note that the planning process includes consulting with internal and external consultees, a site visit, neighbour notification and advertisement procedures which may result in representations on material planning considerations not available at the pre-application stage and requires the taking account of any other material considerations that may arise during the planning assessment process.
 6. The pre-application service **does not** include provision of a meeting. Meetings **may** be offered but only in specific circumstances when the Planning Service considered it necessary to inform the content of the pre-application response.

While we will make every effort to ensure that any pre-application advice is as accurate and comprehensive as possible, any advice given by officers in response to a pre-application advice request does not constitute a formal decision of North Lanarkshire Council as Planning Authority and is given without prejudice to the determination of a planning application and any views expressed are not binding and are not intended to prejudice North Lanarkshire Council's formal determination of any subsequent planning application.