Major Development Service Pre-Planning Application Advice

An Overview

Larger developments play an important role in the regeneration of the city and have a major beneficial effect for our economy. It is important to get them right, both for the economy of the country and because of the impact they have on the local population and area.

The Major Development Service is designed to cater for these types of schemes which include the following types of development:

- Commercial developments (1000sqm - 9999sqm floorspace)
- Small scale retail/leisure proposals (100 - 999sqm)
- Residential schemes (10 - 49 dwellings)
- Outline applications (sites between 1ha - 1.5ha in size)

It is **not** suitable for:

- Large scale, strategic or complex cases that raise significant planning concerns
- Major retail/leisure proposals, 50+ residential units or 10,000+ sqm commercial floorspace
- Major infrastructure projects
- Projects that require a project team approach over an extended period of time

If your project falls into the above category, please go to the [Development Team Service (PDF)](#) page.

Minimum information required for the Major Development Service

The Council will require sufficient information to enable a quality service to be provided.

This includes:

- A completed pre-application advice request form
- A description of the proposed development.
- Photographs and / or sketch drawings showing the site, buildings and trees as existing.
- Outline of proposal (on plans scale 1:50 or 1:100).
- Sketch drawings showing the size, height and scale of development.

Further specialised information may be required for such schemes including ecology, heritage and design and input from environmental health.

This information will be scrutinised by the planning case officer who will be allocated to your scheme. The case officer will advise on any further information that is required on receipt of the pre-application request.

What we offer

This service will generally be managed or overseen by a Principal or Senior Planning case officer with support from a range of consultees including the Highway team and an officer from Design and Conservation.

As part of Major Development Service we will usually officer the following service:

The officer will visit the site, research the planning history and carry out any internal consultations that are necessary.

A meeting will follow with the case officer where your draft planning application will be discussed, and advice will be given. A letter from the planning case officer will follow the meeting within 10 working days (if requested by the applicant) setting out our advice with a copy of the minutes of that meeting (if necessary to support the letter).

As a general rule, the more information you can provide at this stage, the more assistance we can give you in developing your proposals and formulating your application. This will help us in our aim to say yes to good development openly and quickly.

If you wish to request specific officers from another service area within the Council then this should indicate in your pre-application submission. The Council retains absolute discretion however as to who is involved in delivering this service.

To request the Major Development Service, you need to submit a completed application form (see link at the end of this guide) indicating that this is the service that you require. When we receive your request we will screen your proposals to check that they are suitable for this level of service and invoice you for the charge.

We will respond to your service application within 5 working days to arrange the meeting.

Costs

The charge for the service is £750 per meeting (£375 for follow up meetings), which we must receive before any research, consultation or meeting takes place. Please note that a refund cannot be given if you subsequently cancel the meeting as preparatory work would have already taken place.

Further Information

For further advice and assistance please contact:

Thomas Coates, Team Manager for Development Management on 01782 232278.