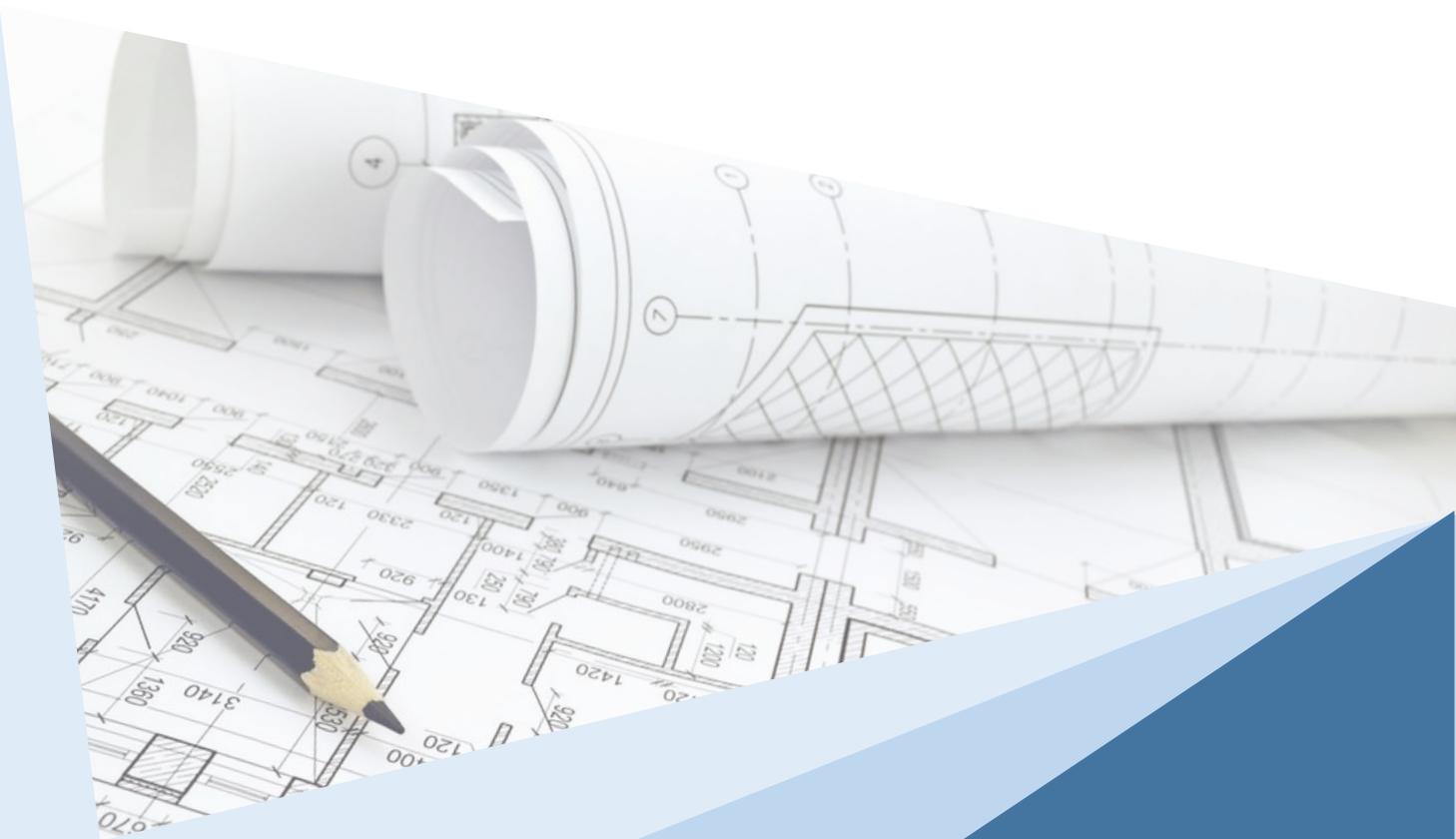




East Ayrshire Council  
Comhairle Siorrachd Àir an Ear

# Planning Pre-Application Advice



JUNE 2019

## **Pre-Application Advice**

Pre-application advice is intended to guide and inform the formulation of your development proposals, before you submit a formal planning application. It provides an opportunity for you to discuss your proposals with a Planning Officer, before going to the expense of having detailed drawings and specifications prepared by an architect, (or other design professional). It should provide more certainty for your project and assist you in making informed decisions before deciding to progress to the cost and submission of a formal planning application. It is hoped that the pre-application process is an engaging and helpful experience. The advice provided by a Planning Officer can help bring forward ideas to improve your proposals.

### **The benefits of pre-application advice**

Whether you will be submitting a 'local' planning application (e.g. changes of use, small scale business/commercial, or proposals for less than 50 houses) or a 'major' planning application (e.g. a proposal for more than 50 houses) pre-application advice helps to highlight key issues early in the process, identify where further information may be required and opportunities for improvements to your proposal. For 'Major' developments, key consultees may also be involved, particularly those internal to the council such as Ayrshire Roads Alliance, Environmental Health etc. In addition, the pre-application process will provide increased certainty on information requirements and processing timescales.

It is important to note that once the pre- application process has been concluded and you submit your planning application, the Council will consider your application on the basis of the scheme and information submitted at the time of making the application.

Obtaining pre-application advice can therefore prove to be very beneficial in providing certainty for your development proposal and the necessary information which should be to be submitted with your planning application.

## What information should you provide?

- Submit a pre-application enquiry using the pro-forma available from our [website](#).
- A location plan sufficient to reasonably locate the property in relation to surrounding geography.
- A block plan, at a suitable scale, so as to understand the relationship of the proposal within the context of the boundaries of the site and how the development may impact upon neighbouring properties.
- Any sketch plans suitable to understand the design of the proposal and how it relates to existing buildings on site.
- For proposed changes of use, please provide floor plans, as existing and as proposed.
- Where possible, photographs of the site and buildings which can be annotated as necessary.
- Any additional supporting or explanatory statements as possible.

## Fees

The Planning Service will commence the processing of your enquiry upon receipt of a completed application form, drawings, any relevant supplementary information and the necessary fee:

- Householder and enquiries from 'not for profit' community organisations and registered charities: no charge.
- Non-Householder Development and all Local Applications: 50% of the planning application fee, and a maximum of £500). The statutory planning fees are available from our [website](#).
- Major Applications: half the planning application fee for the proposal and up to a maximum of £800 unless, where in the case of residential developments the proposal is for 100+ units, in which the case fee will be £1,500.

*Note: The chargeable pre application advice*

*service does not replace the requirement to pay a statutory planning application fee should you choose to submit an planning or related application.*

**(Advisory note: householder proposals refers to proposals by householders to extend or improve their homes such as garages, extensions and decking etc although this list is not exhaustive. Local Developments refer to any other proposals and can include residential development proposals for one house or more), changes of use, signage proposals, commercial, business and agricultural although again this list of examples is not exhaustive. Major Developments refer to any type of development which meet the thresholds specified in The Town and Country Planning (Hierarchy of Developments) (Scotland) Regulations 2009.)**

## Timescales for a Reply

We will acknowledge your enquiry and provide contact details for the case officer.

We would expect to deal with your pre-application enquiry within the following timescales:

Local Pre-application - 30 working days

Major Pre-application - 40 working days.

Some cases may be more complex and take longer to consider. If this happens, the case officer will contact you and explain why it is not possible to respond within the



stated timescales and in doing so, will advise you of the amended timescales for a response.

Within 10 working days from the receipt of the above, you can expect to receive an acknowledgement of your request and confirmation of the assigned case officer.

### **What advice will you receive?**

For less complex Local Applications, we will provide you with our written assessment of your proposals. We may contact you to suggest a meeting or a telephone discussion prior to our formal reply however this will be dependent upon the specifics of each case and the complexity of the proposals. There will not require to be a meeting held in every case. We may invite any internal stakeholders to any meeting and in our reply we will generally advise you of any contacts with other organisations that might be relevant.

For Major Applications which are generally more significant and raise a range of issues, we will usually suggest a meeting and we would seek to invite other internal stakeholders as relevant. This could include for example, officers from Ayrshire Roads Alliance (traffic and/or flooding, Environmental Health, Housing or Planning Policy).

Any meeting or telephone discussion with a Planning Officer provides an opportunity for you to explain in further detail your proposal and for a planning officer to understand and discuss the aspects of the development that may influence the assessment at the formal planning application stage.

All pre application requests submitted will receive a written response, confirming, or otherwise, the likely acceptability of the principle of the development, any aspects that should be amended and any suggestions that we consider may add value and enhance your proposal. We will endeavour to provide as constructive advice as possible, and:

- identify information that is likely to be required to accompany a planning application e.g. a design statement, tree survey etc.
- Identify any pertinent planning policy issues including **developer contributions** and affordable housing requirements if relevant at this early stage so developers can plan for those requirements



- any possible planning obligations or infrastructure/service provisions you may be required to meet as the developer, if known.
- generally include an officer view as to whether or not planning permission is likely to be granted, and
- identify any process or timetable issues for processing a planning application.
- draw your attention to key consultees and their contact details for you to make contact.

### **Confidentiality**

We will aim to treat your enquiry on a confidential basis. We may however share the details of your enquiry, as necessary, with other Council services in order to be able to provide you with our advice.

The Council will process your personal data in accordance with its Privacy Policy. Upon request and under the terms of the Freedom of Information Act, any information provided as part of a pre

application enquiry may need to be made available. We cannot therefore give an assurance that confidentiality can be maintained in all circumstances.

### Submitting a Planning Application

Please submit your application [online](#).

From 3 June 2019, East Ayrshire Council will charge an administration fee for all paper submissions which is in addition to the relevant statutory application fee and any advertisement fee (if required). We therefore encourage all our customers to make electronic submissions where possible.

Our charges for paper submissions are as follows:-

- Householder Applications: £25
- Non Householder Applications: £50
- Major Applications: £100

Exemptions to this charge are:

- customers who are registered disabled with a visual impairment;
- pre-application requests;
- pre-application screening notice;
- proposal of application notice;
- modification or discharge of planning obligations; and
- high hedges form.

If you have not submitted an application online before and would like to start using

this service, please visit the [ePlanning.scot](http://ePlanning.scot) website where there is detailed guidance to help you through the process.

There will be no additional administration charge for those applications submitted online.

### Helpful Information

- [Historic Planning applications](#) are available to search on our web site. This may assist in understanding how other proposals were considered.
- If you wish the Planning Service to carry out a planning history search for you for a specific building or piece of land then the cost is £86 payable on submission of your request. Please submit your request with details to identify the specific building or land in question to [submittoplanning@east-ayrshire.gov.uk](mailto:submittoplanning@east-ayrshire.gov.uk) . We will contact you thereafter to make payment.
- [Planning policy](#) and supplementary planning guidance is available from the council's website.

### Useful Web Addresses

- [Guidance on applying for planning permission](#)
- [Submit your application online](#)
- [Our online mapping service allows you to view Ordnance Survey maps with various sets of map information](#)
- [Local Development Plan and policy information](#)



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