



## **Pembrokeshire County Council Highways Development Control**

### **Pre-Planning Application Service**

As the Highway Authority our specialist Officers can provide a wide range of pre-application advice to assist members of the public and developers preparing to submit a planning application to Pembrokeshire County Council.

We welcome and encourage discussions before a planning application is submitted. Past experience has shown that discussions result in an improved application that is more likely to be successfully approved on highways matters. We have found that the pre-application process can reduce the overall costs by cutting down on further work and time at the application stage.

## **What is Pre-Planning Application (Pre-App) advice?**

- Pre-App advice is informal advice that can be obtained from Pembrokeshire County Council before a potential applicant commits to a planning application.
- Pre-App advice comprises a written or emailed response that identifies relevant highway considerations should a planning application be submitted, and also provides an informal view from a Highway Officer.

## **What is the status of Pre-App advice?**

- Every effort will be made by the Highway Authority to provide accurate and consistent pre-application advice. It should be noted, however, that such advice is offered on an informal basis. It is not an absolute guarantee that planning permission would be granted and it would not prejudice the Council when dealing with any subsequent related planning application.
- All Pre-App advice will clarify this position.

## What does a Pre-App enquiry need to contain?

- All Pre-App enquiries must be made in writing or email.
- If you would like to use the Pre-App service, the Pre-App advice form must be completed with any necessary additional information also supplied.
- As a minimum, the following information should be included:
  - Your name and address (including email)
  - Site Location plan with the site boundary indicated in red
  - Full description of your proposal
  - Schedule of existing uses, planning history with reference numbers (if applicable)
  - Summary of reasons supporting site access/highway work proposals with achievable visibility splays indicated (if applicable)
  - Parking strategy for all modes of transport (if applicable)
- The type and level of information to accompany a Pre-App submission should reflect the complexity and potential impact of the proposal. Please contact us if you are unsure as to the level of information that should be provided.

## **What are the benefits of getting this advice?**

### ➤ It can:

- Identify schemes which have little or no realistic chance of obtaining planning permission and highlight any fundamental issues. This could minimize abortive costs for schemes that are unlikely to be successful.
- Provide guidance on the level of information needed to make a valid planning application.
- Provide guidance on how to resolve any potential issues before a formal planning application is submitted, thereby making the process of obtaining planning permission smoother.
- Identify any important organisations with whom you might need to consult before submitting a planning application.
- Explain whether you need to discuss your proposals with community and other related groups and/or elected members before submitting a planning application.
- Potentially reducing the time and cost involved in working up proposals

## **What will the advice look like?**

### ➤ The Pre-App advice will be delivered by letter or by email.

➤ In some cases, a request may be made for additional information to enable detailed advice to be provided.

➤ A meeting either at the Council offices or on-site may be requested if a Highway Officer feels this is necessary in order to provide detailed advice.

## **Is there a charge for a Pre-App enquiry?**

- Yes, the fee will be payable by the enquirer. Without receiving the appropriate fee, pre-application advice will not be provided.
- The standard fee for a pre application advice is £25.00, should a site visit be required there will be an additional fee of £15.00. If you are unsure at the time of submission if a site visit is required the £15.00 can be paid at a later date.
- Card payments can be made via our Contact Centre or Highways Development Control Team this is the quickest and easiest method allowing you to receive immediate payment confirmation.
- Cheques need to be made payable to Pembrokeshire County Council, please ensure your site address is clearly quoted on the back.

## **What quality of service can you expect to receive?**

- Our aim is to respond as quickly as possible.
  - Acknowledge receipt of your Pre-App enquiry.
  - To provide a written Pre-App response within 21 days, unless an extension of time has been first agreed between the Highway Authority and the enquirer.

- Relevant policies and guidance
- The relevant level of detail and supporting information necessary to provide a valid assessment of highways and transport issues
- Whether a contribution towards highways and/or transport improvements is likely to be required
- Suitability of access and parking arrangements
- Identification of work required concerning highway improvements as a result of your proposal
- Identify any road safety issues
- Assist in the speeding up the planning decision

## **Are Pre-Apps treated confidentiality?**

➤ Pre-App enquiries are dealt with on a confidential basis.

➤ However, it should be noted that, under the Freedom of Information Act, the Authority may be asked to provide information regarding such enquiries. This information may only be withheld if its disclosure could prejudice commercial interests, inhibit the free and frank provision of advice or exchange of views during the planning process, or could prejudice the effective conduct of public affairs. The aim of the legislation is to make information accessible unless there is a compelling reason not to.

➤ In enquiries where a request for confidentiality has explicitly been made, the enquirer will be expected to provide a written submission that sets out the reasons why, and for how long, any information relating to the case needs to remain confidential. It is for the Local Authority to decide whether information can be treated as exempt from disclosure. Should a Freedom of Information request be made, each case will be assessed on its own merits.

➤ Generally, notes and correspondence relating to pre-application discussions will not be treated as confidential once a planning application is submitted.

## **Submission of Pre-App enquiries**

Please telephone one of the numbers below if you have any enquiries with regard to the Pre-App process:

Michael Harris (Highway Planning Liaison Officer) – 01437 775437

Michelle Ridge (Technician) – 01437 775182

Contact Centre – 01437 764551

Pre-App enquiries should be sent to:

Address & email:

Highways Development Control Team, Pembrokeshire County Council, County Hall,  
Haverfordwest, SA61 1TP

Or [hwdcconsult@pembrokeshire.gov.uk](mailto:hwdcconsult@pembrokeshire.gov.uk)