

**RUNNYMEDE BOROUGH COUNCIL
PRE-APPLICATION ADVICE NOTE**

In line with national planning policy the Council welcomes and encourages discussion before a developer submits a planning application, particularly for a major or complex development. Such discussions can be of great assistance to the applicant by identifying the principal planning issues and requirements, improving the quality of applications and speeding up the statutory planning process.

The Planning Section provides advice on a number of levels to applicants, neighbours, Councillors and residents in general.

General Information

General information is available on the Council's website (www.runnymede.gov.uk), including links to the Planning Portal website where more information is available, for example, on the need for planning permission. There are many supplementary planning guidance documents and interim advice notes on the website.

Duty Planner

A Duty Planner is available in the Planning Reception at the Civic Centre between 8.30 a.m. to 4.30 p.m. on Mondays, 8.30 a.m. to 1 p.m. on Tuesdays and Thursdays, 1 p.m. to 4.30 p.m. on Wednesdays and 8.30 a.m. to 4.00 p.m. on Fridays, to give general guidance and advice on, for example:

- explanation of planning applications
- householder extensions and alterations
- shopfronts
- minor alterations or extensions to commercial property
- advertisements
- general guidance on the Council's policies and standards

No appointment is necessary but normally no more than 10 to 15 minutes is available for each enquiry.

Householder Developments

If you want to find out whether you need planning permission to extend or alter your property, you can complete one of the three forms on the Council's website (www.runnymede.gov.uk) which can be found at 'Do I need planning permission' on the Planning page.

If you need to submit a planning application to extend or alter your property your application will be assessed against the Council's Householder guide. This can be found on the Planning page of the Council's website (www.runnymede.gov.uk) by clicking 'Planning Policy' and then 'Planning Guidance'. You should also look at the Validation of Planning Application Document before submitting any application, also on the Council's website.

Other Pre-Application Advice

The following basic information should be provided with any request for pre-application advice:

- description of proposed development with an appropriate level of detail to enable proper considered advice to be given by a planning officer;
- a location plan with site boundary clearly indicated;
- a block plan showing proposed layout of site and including vehicular access, car parking layout and any trees etc; and
- sketch proposed floor plans and elevations.

If the appropriate level of information has not been submitted you will be advised that more details are required before pre-application advice will be given.

Once sufficient details have been submitted, your pre-application request will be acknowledged and you will be given the contact details of the officer dealing with your request. The normal response times are likely to be:

- householder/minor commercial requests - 14 days from receipt
- up to 10 dwellings/other commercial requests – 21 days from receipt
- major/complex applications which require a meeting will be arranged expeditiously but are dependent upon workload and the number of external consultees involved in any meeting. Notes of the meeting will normally be dispatched within 10 days of any meeting.

The pre-application advice will identify the:

- main planning constraints
- most relevant planning policies
- the key issues
- acceptability of proposal and suggestions wherever possible
- likely supporting information to be submitted with any application

The planning officer dealing with your pre-application requests will be experienced at dealing with that type of proposal and seeks to provide clear and unambiguous advice.

Every effort will be made to ensure that the planning officer dealing with your pre-application request becomes the Case Officer dealing with your planning application.

The Council does not currently charge for pre-application meetings or pre-application advice.

If an applicant does undertake pre-application discussions, these will be undertaken in the most effective way possible. Meetings may be held for major proposals, complex or controversial proposals but it is unlikely that meetings with planning officers will be held with potential applicants for small schemes such as minor works or extensions. This discretion lies with the Planning Officers.

However, if an applicant does not enter into any pre-application discussions and the application is found to be unacceptable, it is likely to be refused permission without any further negotiations.

In addition, if the applicant does undertake pre-application discussions but chooses to wholly or partly ignore the advice given and the application is considered to be unacceptable, it is likely to be refused permission without any further negotiations.