



## Pre Application and Other Planning Enquiries

This advice note explains how Wrexham County Borough Council's Planning Department will respond to your queries regarding pre-application advice, compliance checks to see if development has permission or conditions complied with, minor changes to previously approved plans/schemes and planning history research. It sets out what you need to do, the charges for such work where applicable, and the minimum service standards that you can expect from the Council.

*Available in accessible formats on request*

### Why Seek Advice?

The Planning Department can provide you with expert advice and information on the many issues that you need to consider before making an application for Planning/Building Regulations permission or listed building consent or before starting development with the necessary consents. The benefits to you of obtaining this advice are that it:

- can lead to a reduction in time spent/cost of your professional advisors in preparing proposals and or checking the status of completed development,
- indicates where a proposal is unacceptable, saving you the cost of an application,
- ensures that you start work with the necessary permissions and consents.
- explains how our policies/ standards apply to your development,
- identifies at an early stage any need for specialist input (e.g. about listed buildings, trees, landscape, noise, transport, contaminated land, ecology or archaeology),
- helps ensure that your application is complete and to a satisfactory standard, for validation, avoiding rejection at registration stage or early refusal because of inadequate information,



*Application Form*



## What You Need To Do

**Step 1** Check to see what category your enquiry falls within. See chart below.

**Step 2** Fill in the Pre Application Advice/Enquiry form. Please note that failure to complete some of the questions can cause delay. The form is available from the Councils website or from Planning Office.

**Step 3** Submit your completed form (together with any additional information and the fee if required) to the Planning Department. See contact information on back.

In addition to submitting the form you can seek advice by visiting the planning department, where you can speak to a duty planning officer. However certain access restrictions will apply to this service if your enquiry is likely to last longer than 10 minutes.

Certain categories of development will incur a charge (see below). Full details are shown on the Pre Application Advice/Enquiry Form.

For all enquiries please complete **IN FULL** the Pre-application Advice/Enquiry form and send it, with the appropriate fee (guidance on fees payable over the page) to **The Planning Department, Lambpit Street, Wrexham, LL11 1AR.**

## Why is there a Charge?

A charge is made, under the Local Government Act 2003, so that the Council can provide these services to a consistent, high standard and in a fair way that does not fall as a general cost to the Council taxpayer. The charges cover administration costs and officers' time for research, assessment, a meeting as necessary and a written response.

By not charging householders and small/medium sized business enterprises (SMEs) we are continuing to provide a good value service to residents and small businesses in Wrexham County Borough.

## What the Council Will Do (Minimum Standard of Service)

**Registration and Acknowledgement**  
On receipt of your Standard Enquiry Form we will check that the appropriate fee has been paid and that all the necessary information has been submitted. A letter will be sent to you within 3 working days acknowledging receipt of your enquiry, providing a receipt for any fee paid, confirming the contact details of the Case Officer and indicating the date that you may expect a written reply. If you have not provided the correct fee/information we will explain what you need to do before we can progress your enquiry.

## Consideration by the Case Officer

When validated, we will allocate your enquiry to the most appropriate and suitably qualified officer (the 'Case Officer'). The Case Officer, on researching your enquiry, may write to you again if additional information is required and will consult statutory consultees and other parties (e.g. Highways) where their input would be critical to consideration of your proposal.



Category of Proposals		
Type of Proposal	Category	Fee
Large scale development & Planning Development Brief	A	Required*
Major developments	B	Required*
Minor developments	C	Required*
Alterations or extensions to single dwellings and householder applications ( e.g. loft conversions, garages, sheds, summerhouses, walls, fences, vehicular accesses, domestic micro-generation etc.)	D	Free
Minor development relating to a small business (excluding redevelopment for non business purposes)		
Listed Building/Conservation Area advice		
Works to trees under Tree Preservation Orders or in Conservation Areas		
Planning discussions relating to an enforcement investigation		
Advice to Community Councils and County Councillors		
Advice to Registered Social Landlords (RSLs) in respect of 100% affordable housing sites	Other	Required*
Planning research or compliance letter		

\*See scale of charges on separate Pre-application Advice/Enquiry form

**Meetings with Officers**

The Development Control Manager will decide whether a meeting is necessary or whether suitable advice can be provided by letter. If a meeting is appropriate the Case Officer will contact you to arrange a suitable date and request confirmation in writing. Attendance at the meeting by other officers, such as specialist advisors, will be at the Case Officer's discretion. You (or your agent) may take notes at the meeting and, if you wish, submit them as your record with an appropriate conclusion for the Case Officer to comment.

**Community Consultation**

The Case Officer will provide you with the contact details of the relevant Community Council so that you can undertake pre-application public consultation as appropriate.

**Records and Confidentiality**

The Council will maintain a proper record of pre-application discussions and advice for consideration in the event that an application is made in the future. You should clearly state if your enquiry is commercially sensitive or confidential. Without such a warning, the information submitted and advice given by the Council may be the subject of public inspection under the Freedom of Information Act.



**Response Times**

The Council will seek to provide written advice to meet the following targets, which reflect the complexity of the proposals and/or the need to arrange meetings.

TYPE OF PROPOSAL	RESPONSE TARGET (working days from receipt of registered enquiry)	
Category A, B and C		Total: 30
● to arrange meeting	20	
● to re-arrange a meeting (e.g. due to sickness)	5	
● written response following meeting	10	
Category D	20	
Other - written response	20	

**The Advice You Will Receive for Category A, B and C Developments**

The service provided by the Council for the standard charge will be written informal advice, prepared by a qualified Case Officer and other specialist officers (where necessary). It will comprise relevant information and guidance on the following:

- the planning history of the site,
- Policies and guidance,
- the Council's technical standards for development proposals e.g. access, car parking, open space, tree protection,
- other planning/site constraints, requirements and opportunities (e.g. Tree Preservation Orders, Conservation Areas, Listed buildings, flood risk levels, public footpaths and other statutory designations),
- the Council's requirements for contributions to infrastructure provision,

affordable housing, public open space, school places etc.,

- whether engaging in community consultation is appropriate and who to consult. This cannot involve elected Members on the Planning Committee as they cannot express an opinion before considering a formal application,
- matters raised or agreed at any meeting,
- appropriate contacts with other organisations necessary for any pre-application consultation, to enable you to contact them directly e.g. highways, nature conservation,
- the information required for any application to meet registration and consideration requirements (e.g. Design and Access Statement, specialist reports, tree surveys, arboricultural assessments, renewable energy calculations, energy efficiency measures, structural surveys, marketing details, flood risk assessments),
- indicative heads of terms for any

planning obligations (where applicable) and relevant contacts,

- the Council's development control process including consultation, likely timetable for consideration and decision on any submitted application,
- informal, without prejudice written summary of the views of the Case Officer. Standard comments will cover land use, policy, design (e.g. siting, scale, mass and materials), transport, and residential amenity considerations and a likely recommendation.

### What Will Happen If You Submit an Application Based On This Advice

The Council will seek to ensure that:

- the officers who provided the pre-application advice are, where possible, involved in deciding the application,
- any pre-application advice is carefully considered in reaching a decision or recommendation on an application, subject to the proviso that circumstances and information may change,
- the application is decided in a way that is consistent with the advice given at the pre-application stage, or set out clearly why this is not possible (e.g. new circumstances).

It should also be noted that the weight given to pre-application advice may decline over time as circumstances or planning policy may change. The Council also reserves the right not to enter into negotiation during the application stage if the application differs materially from the scheme

discussed at the pre-application stage, or if new information comes forward.

### Disclaimer

Any views or opinions expressed are given in good faith, but without prejudice to the consideration of a formal application. Pre-application advice cannot bind the Local Planning Authority to a particular outcome. Any formal decision of the LPA can only be made after the Council has consulted local people, statutory consultees and any other interested parties. The decision will be based on all of the information available at that time. You should therefore be aware that officers cannot guarantee the final formal decision that will be made on an application.

Advice given in relation to the planning history of a site, planning constraints or statutory designations does not constitute a formal response of the Council under the provisions of the Land Charges Act 1975.

If you want formal confirmation whether or not planning permission is required for an existing or proposed development, you will need to submit an application for a lawful development certificate.



### How You Can Pay

Payment may be made by any of the following methods:-

- cash,
- cheque made payable to Wrexham County Borough Council,
- debit/credit card at Planning Reception OR by telephoning 01978 292016.



For further information contact:

*Wrexham County Borough Council  
Planning Department  
Lambpit Street  
Wrexham LL11 1AR*

*Telephone: (01978) 292017  
Fax: (01978) 292502  
e-mail: [planning@wrexham.gov.uk](mailto:planning@wrexham.gov.uk)  
website: [www.wrexham.gov.uk](http://www.wrexham.gov.uk)*

**September 2010**

**WHAT ARE THE CHARGES?**

Pre Application Advice see chart in the Planning Information Sheet	Charge (including VAT)	
	Meeting & written advice (site visit at officer discretion)	Subsequent meeting & written advice if within 12 months
<b>CATEGORY 'A' PROPOSALS</b> <b>• Large-scale, Complex Development</b>  25 or more residential units (including conversion); 2,000m <sup>2</sup> or more of commercial floor space; change of use of buildings or land over 2000m <sup>2</sup> ; mixed use developments with a combined floor space over 2000m <sup>2</sup> ; development of a site of 1ha and over; development requiring an Environmental Impact Assessment.  <b>• Planning/development briefs</b>  Sites for which the landowner wishes to establish potential value, or where such briefs will expedite the development process	£950	£475
<b>CATEGORY 'B' PROPOSALS - Major Development</b>  10-24 residential dwellings (including conversion); 1000m <sup>2</sup> - 1999m <sup>2</sup> of commercial floor space; change of use of buildings or land between 1000m <sup>2</sup> -1999m <sup>2</sup> ; development of a site of 0.5ha - 0.99ha; composite proposals for telecommunication masts/equipment (10 or more sites); mixed use developments with a combined floor space of 1000m <sup>2</sup> -1999m <sup>2</sup>	£675	£350
<b>CATEGORY 'C' PROPOSALS - Minor Development</b>  1-9 residential dwellings (including conversion); 100m <sup>2</sup> -999m <sup>2</sup> of commercial floor space; change of use of buildings or land between 100m <sup>2</sup> -999m <sup>2</sup> , mixed use developments with a combined floor space of less than 1000m <sup>2</sup> ; development of a site of less than 0.5ha, telecommunications equipment and masts not being confirmation of permitted development; advertisement applications; agricultural developments	£350	£175
<b>CATEGORY 'D' PROPOSALS</b>  <ul style="list-style-type: none"> <li>● Alterations or extensions to single dwellings and householder applications (e.g. loft conversions, garages, sheds, summerhouses, walls, fences, vehicular accesses, domestic micro-generation etc.)</li> <li>● Minor development relating to a small business ( less than 100m<sup>2</sup> floorspace) or site less than 0.1ha (excluding redevelopment for non business purposes)</li> <li>● Listed Building/Conservation Area advice</li> <li>● Works to trees, subject to existing Tree Preservation Orders or within Conservation Areas</li> <li>● Planning discussions relating to an enforcement investigation</li> <li>● Advice to Community Councils and County Councillors</li> <li>● Advice to Registered Social Landlords (RSLs) in respect of 100% affordable housing sites</li> </ul>	FREE OF CHARGE	
<b>CATEGORY OTHER</b>  <b>Compliance letter</b> - confirmation that conditions have been met (up to 1 hour's work)  <b>Planning research</b> - mainly site history (up to 1 hour's work) Including tree works.	£60	
<b>HOW YOU CAN PAY:-</b> Payment may be made by any of the following methods:- <ul style="list-style-type: none"> <li>● cash</li> <li>● cheque made payable to 'Wrexham County Borough Council'</li> <li>● debit/credit card at Planning Reception or by telephoning 01978 292016</li> </ul>		