

Householder Development Pre-Application Advice

We can give you advice on whether the works to your home are likely to get consent when you submit an application.

Why ask for advice before submitting a planning application?

Increases certainty – gives you early advice before proposals are set. It will highlight issues that need consideration before applying.

Reduces delays (right first time) and costs – It can help you avoid submitting applications which would be unacceptable

Speeds up planning application process – Identifies any issues earlier. Helps you improve the quality of your submission.

Validation requirements made clear – will identify the information to be submitted at the planning application stage so that your application can be validated without delay.

Able to tap into expert technical advice – This can help in the quality of your submission avoiding the need to provide additional information after submission.

Early notification of likely planning restrictions – gives you an early understanding of the type of constraints that could be applied so you can address them in your submission.

Type of Works covered by Householder* Advice

Extensions to your home as well as sheds, garages, boundary fences/walls, swimming pools in the existing garden area

What is not covered by the Householder Advice?

Advice on whether planning permission is needed. For this apply for a [Lawful Development Certificate](#).

New self-contained residential buildings / extensions for a new home or 'granny annexe'

Works for the creation of a new business

Building Regulations Advice - You can consult building control alongside your planning pre-application advice request by contacting them separately at [Helpful advice in relation to Building Regulations](#). Or email buildingcontrol@swindon.gov.uk

How to apply for advice?

1. Complete the [online forms](#)
2. Provide the supporting information
3. Pay the fee

Householder Pre-application Advice Fees		
Request Type	Service Provided	Charge
<p>1. Householder Works within the garden (curtilage) of a residential property</p> <p>This includes, extensions to a property, including annexes (see above), construction of sheds, provision of a dropped kerb (when planning permission is required)</p>	<p>Schedule examining your proposal against relevant design guidance.</p> <ul style="list-style-type: none"> - Advice on the acceptability of the proposal. - Advice from the Council’s Highways Team if required; - Suggested changes to the proposal to make it acceptable where this is possible; - A list of relevant information to be submitted with the application. <p>This service also includes an opportunity for a follow up telephone discussion with the Case Officer to clarify aspects of the written advice.</p>	<p>1.£158.76 (inc. VAT)</p>
<p>2. Householder – Listed Building Works within the garden of a single home which is a Listed Building (Listed Building Consent)</p>	<p>Please note: A site visit will not be undertaken as part of this process.</p>	<p>2.£277.20 (inc. VAT)</p>
<p>The aim is that householder pre-application advice is provided within <u>20 working days</u> of receipt of the fee / information / form, unless a mutually agreed extension to that deadline is agreed.</p>		

*Householder Development is defined, for the purposes of this document as:

“the enlargement, improvement or other alteration of an existing residential property (e.g. house, bungalow, flat, sheltered accommodation) and erection of buildings, structures, boundary fences/walls within the garden of a residential property, for the purposes ancillary to the enjoyment of the main residential property”.

Information you could submit with your request

The more information you can provide in relation to your project, the better we are able to provide an effective and helpful advice. We suggest that you include the following:

- Location plan identifying the site

- Site Plan showing the boundaries of the site and any neighbouring structures, trees, and other constraints
- A covering letter detailing your proposal
- A plan showing the proposed site layout with measurements from the boundaries
- A sketch of your proposals or a written description including details of size including height and materials
- Any information you have about ecology, flooding, highway safety, drainage etc.
- Photographs of site and surroundings

The quality of the information will influence the level of detail the Council is able to provide in relation to your project.

What to consider before asking for pre-application advice

- You can undertake your own research on which applications have been granted or refused in your area [here](#)
- You are advised to talk to your neighbours, Borough Councillors and the Parish Council to help them understand your scheme. Early talks can help you to design a scheme which addresses their concerns and is more likely to receive community support.
- Please contact us at the earliest stage of your project. You do not need professional help to do this initially.
- It is suggested you employ your own private professional help to advise you as our service is not intended to be an alternative to employing your own professional consultant / advisor / architect.

Finally, please note...

The advice given does not constitute a formal response or decision of the Council in respect of any future planning applications.

Any views or opinions expressed are given in good faith, and to the best of ability, based on existing planning policies and standards, without prejudice to the formal consideration of any future planning application. The decision on any application can only be taken after consultation. The final decision on an application will then be made by planning officers or by the Council's Planning Committee and will be based on all of the information available at the time.

We cannot therefore guarantee confidentiality. If the information you provide includes sensitive or confidential information this should be clearly stated. We can then take this into account should a Freedom of Information request be received.