

Development Pre-Application Advice Service Guidance Note

Non Householder Development

Minor Development Proposals Scale of Fees		
Application Type	Service Provided	Charge
<ul style="list-style-type: none"> • Provision of 1-9 dwellings through subdivision or new construction • Change of use of land and building, including HMOs (not including the provision of new dwellings) • Non-residential extensions up to 999 square metres (including shopfronts) • Advertisement consent • Use of land measuring less than 15 Hectare for waste disposal or extraction of minerals • Telecommunication development • Renewable energy proposals • Minor operations such as the provision of car parks, roads, sports 	<p>Written advice consisting of a summary of key issues including consultation responses, suggested amendments required and a list of validation requirements.</p> <p>If you require a meeting or further advice after the initial response, additional fees will be charged.</p> <p>One unaccompanied site visit.</p>	<p>£500 (plus VAT)</p> <p>Meeting £500 (plus VAT)</p>

<ul style="list-style-type: none">• Advice on Listed Buildings, Demolition in Conservation Areas, Prior Approvals, TPO's, (Desk Top Study Only)		£210 plus (VAT)	
---	--	------------------------	--

Major Development Proposals		
Application Type (applies to both outline applications and reserved matters applications)	Service Provided	Charge
<p>Major Type 1</p> <ul style="list-style-type: none"> • Provision of 10- 49 dwellings • Use of land with an area greater than 15 Hectares for disposal of waste or extraction of minerals. • Provision of 1,000 – 10,000 square metres of non-residential floor space. 	<p>One meeting with the Case Officer and relevant consultees.</p> <p>The fee also includes the provision of one piece of written advice, provided after the meeting. The advice will consist of a summary of key issues including consultation responses, suggested amendments if possible and a list of validation requirements.</p>	<p>£2000 (plus VAT)</p> <p>Additional meetings including subsequent written advice</p> <p>£500 (plus VAT)</p>
<p>Major Type 2</p> <ul style="list-style-type: none"> • Provision of 50 - 299 dwellings • Provision of 10,001 – 29,000 sq metres of non-residential floor area. 	<p>One meeting with the Case Officer and relevant consultees.</p> <p>Provision of one piece of written advice consisting of a summary of key issues including consultation responses, suggested amendments and a list of validation requirements</p>	<p>20% of the full planning application fee (plus VAT)</p> <p>Additional meeting together with written Advice</p> <p>£500 (plus VAT)</p>

<p>Major Type 3</p> <ul style="list-style-type: none"> • Provision of more than 300 dwellings • Provision of more than 30,000 sq m of non-residential floorspace 	<p>Two meetings with the Case Officer and relevant consultees.</p> <p>Provision of two pieces of written advice consisting of a summary of key issues including consultation responses, suggested amendments where possible and a list of validation requirements</p>	<p>20% of the full planning application fee (plus VAT)</p> <p>Additional meeting together with written advice</p> <p>£500 (plus VAT)</p>
<p>Once the application has been received with the relevant fee, you will be contacted by the Case Officer with potential meeting dates. We aim to schedule the meeting after the consultation period has expired. This is likely to take place approximately <u>25 working days</u> after receipt of the correct fee and required supporting documents. We aim to provide a written summary within <u>10 working days</u> after any meeting date. Subsequent meetings will be scheduled by mutual agreement between the applicant and the Case Officer.</p>		

Design Codes		
Application Type	Service Provided	Charge
<p>Discharge of condition for Design Code</p> <p>Design Code associated with an application</p>	<p>One accompanied site visit.</p> <p>Guidance through the process to adoption and written advice consisting of a summary of key issues including consultation responses and suggested amendments.</p> <p>A series of workshops with a multi-disciplinary team led by the Case Officer to discuss the main issues and shape the design code.</p> <p>The number of workshops will be loosely based on 1 workshop per £1,000 of the Design Code pre app fee. If you require additional workshops or further advice, additional fees will be charged.</p>	<p>20% of the outline planning application fee (plus VAT)</p> <p>£500 (plus VAT) per additional workshop and advice.</p>
<p>On receipt of the fee you will be contacted by the Case Officer to arrange workshop dates, the first of which will be scheduled after the consultation period has expired (approximately <u>25 working days</u> after receipt of the correct fee together with the design code documents).</p>		

Additional fees		
Design Review Panel	<p>Administration fee for setting up and supporting a Design Review.</p> <p>In addition to the pre-application fees above (unless negotiated as part of the Planning Performance Agreement), applicants are strongly encouraged to refer proposals to the Design Review Panel.</p>	£210 (plus VAT)
Scoping Meetings	<p>A one-off scoping meeting for any Major development proposal to primarily consider the principle of the proposal only in the context of the Swindon Borough Local Plan 2026. The discussion of detailed matters regarding development proposals will be required to enter detailed pre-application discussions as detailed above.</p>	£500 (plus VAT)
EIA Scoping Advice (others and minors)	<p>To assess the extent and nature of assessment/agreed methodology for full Environmental Impact Assessment and Environmental Statement chapters.</p>	£550 (plus VAT)
EIA Scoping Advice (majors)	<p>To assess the extent and nature of assessment/agreed methodology for full Environmental Impact Assessment and Environmental Statement chapters.</p>	£840 (plus VAT)

<p>Planning Performance Agreement</p>	<p>If you consider the service does not meet your needs, you can contact the team to negotiate a bespoke service programme and enter into a Planning Performance Agreement (please see the relevant contact details at the end of this document). In addition, if when we receive your pre application and the development is complex or highly time constrained it may be recommended that a Planning Performance Agreement is more appropriate to assess the development in full.</p>	<p>P.O.A</p>
<p>External consultees</p>	<p>Please note that other external statutory consultees may charge for their own services separately. If this is the case then these charges will be in addition to the charges outlined above. You are advised to speak to the relevant statutory consultee who will be able to advise in advance if charges are likely to apply to their services.</p>	

Why Submit a Pre-app?

Increases certainty – The submission of a pre-application enquiry enables you to obtain clear, impartial advice at an early stage before proposals are firmly set and will highlight issues that need consideration prior to submission of a planning application. It will help you to minimise the impact of any constraints on your proposal before the application stage.

More effective collaborative working - Opportunity for the Council to set out its expectations and adopt a partnership approach, with the provision of a tailored service to answer the questions you have raised to mutually agreed timescales.

Reduces delays (right first time) and costs – The service can help prevent unacceptable schemes from entering the planning system. This will help to save time and money in employing your professional advisors. The clear and pro-active advice will assist in turning an unacceptable development to an acceptable development, where possible.

Speeds up planning application process – Addressing issues at pre-application stage can reduce the time it takes to determine the planning application and assists in the determination of the planning application within statutory time frames and improves the quality of the development proposal.

Validation requirements made clear – Part of the response 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 planning application submission enabling technical consultees to input into the scheme at an early stage. This can reduce potential delays and can avoid the need to provide additional information after submission of the planning application.

Early notification of likely planning restrictions – The service will enable you to gain an early understanding of the type of restrictions that could be applied to any consent to enable you to address them in your submission and save you time post decision.

Building Regulations Advice

The Council's Building Control Service can provide comments on pre-application schemes helping you to identify and design out potential building control issues saving you time and money at later stages of the development process. You can consult building control alongside your pre-application by contacting them separately. The following link provides additional information in relation to Building Regulations. [Helpful advice in relation to Building Regulations](#)

What to consider prior to submitting your pre application enquiry

- Undertake some initial research about the planning history of your site from the Council's public access system [Swindon Public Access](#) You can also search a map for planning applications nearby.
- The Council encourages you to approach the occupants of adjacent properties, Ward Members and Parish Councils in order to help them understand your scheme and to help you understand their concerns. Such discussions can help you to design a scheme which is more likely to receive community support.
- It is advised you contact us at the earliest stage of your project. You do not necessarily need professional representation to do this initially. It is for you to decide when to employ the services of a professional to assist in your project.
- You may, after initial views have been obtained from Officers, wish to employ your own private professional help to advise you – our service is not intended to be an alternative to employing professional consultants.

The more information you can provide in relation to your project, the better we are able to provide an effective and helpful advice. The quality of your submission will influence the level of detail the Council is able to provide in relation to your project.

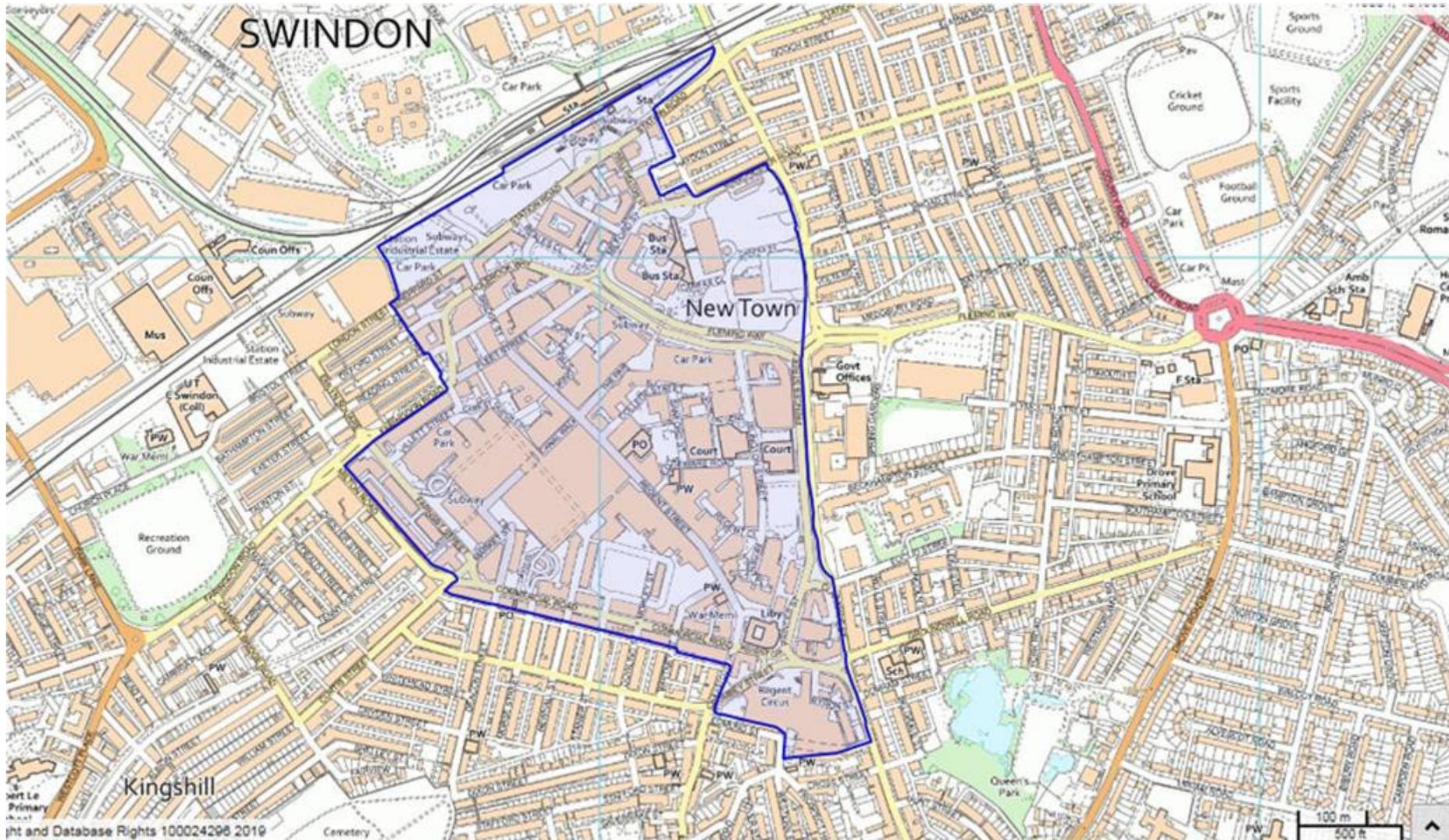
Free advice provided by the Council

- Advice on Building Regulations. Please email buildingcontrol@swindon.gov.uk 01793 466138
- Advice on proposed facilities solely for adaptations for the disabled

Reduced Fees

A reduced fee (50%) will be charged by the Council if the proposal relates to facilities for:

- A registered charity
- Parish Council
- School
- NHS facility
- Self-build homes
- Certain Regeneration schemes within the Town Centre (see Town Centre boundary on the next page).
- Developments consisting of 100% affordable housing.



© Crown copyright [and database rights] [2017] OS [100024296]. You are permitted to use this data solely to enable you to respond to, or interact with, the organisation that provided you with the data. You are not permitted to copy, sub-licence, distribute or sell any of this data to third parties in any form.