

Pre-Application Advice Form for Local Developments - **Guidelines**



PRE-APPLICATION ADVICE FOR LOCAL DEVELOPMENTS

Introduction

The provision of pre-application advice is a discretionary service, which is not required by planning legislation. This service is however supported by the Scottish Government and is an important tool in assisting with front loading planning applications. This in turn assists with the speed of determination and improved performance levels.

There is a fee for the provision of this service. Please refer to the councils web site for scale of fees.

Development Management objectives for providing pre-application advice

- To assist the general public is using and getting most out of the planning service
- To streamline and simplify the submission of a planning application
- To add quality to applications in terms of design and environmental quality of a proposal
- To support economic development

Various means of obtaining Pre-application advice

- Use the Councils website – especially the policies and guidance sections
- Submit an enquiry in writing using the standard form making a preliminary enquiry request for a local development - this service requires a fee to be paid.
- Use an architect or planning consultant – they should be familiar with our policies and procedures along with national planning guidance
- Use the duty officer – for general and non specific advice only - there is no charge for this service.

Obtaining Pre-application Advice

General

Duty planning officers are available in the Council Offices in Elgin between the hours of 2pm and 4pm (no appointment is necessary) and are available to give general advice on procedures and policies.

Telephone enquiries can be made to the Customer Service team on 0300 123 4561 during office hours.

Meetings in connection with pre-application enquiries will be kept to minimum. All enquiries should be submitted in writing using the appropriate form and a meeting will only be held if the Planning Officer deems it to be necessary. In practice meetings are only needed when the proposal relates to a large local development or one which is considered to be of economic importance.

Replies to pre-application advice requests

A written response to a pre-application enquiry will:

- Identify the relevant development plan policies
- Identify where possible the relevant material considerations to be taken into account
- A definitive view of the likely outcome can seldom be given as a formal planning application is required before a full assessment can be made. This process includes consulting with internal and external consultees, a site inspection, notifying notifiable neighbours who may make representations on material planning considerations and taking into account any other material considerations.

All written responses will include the following disclaimer:

Any advice provided under this Pre-Application Advice service is given on the basis of the professional opinion of the officer(s) concerned, based on the information provided and the planning policies and site constraints prevailing at the time, and any views expressed are not intended to prejudice the Moray Council's determination of any subsequent formal planning application.