

GUIDANCE NOTE

Planning Pre-Application Advice Service

What is it?

East Dunbartonshire Council offers a pre-application advice service to prospective developers. This is a service where an individual or company proposing a development can submit their draft proposals for comment in advance of making a formal planning application. This process provides a number of benefits to both developers and the Council and is highly recommended.

It is expected that developers submit these enquiries a sufficient time before submitting a planning application to allow any changes to be incorporated in the final design or layout.

The Council will continue to offer a duty planning service available by calling 0141 578 8600 between 0930 and 1300 any weekday. This service offers free verbal advice on householder permitted development, where to find policy and legislation information online and fees for planning applications. Requests for written confirmation of permitted development must come in the form of a Certificate of Lawful Use or Development (CLUD) under Section 151 of the Town and Country Planning (Scotland) Act 1997. Details of how to make this submission are contained in a separate guidance note available on our website.

Why is this beneficial?

Submitting a pre-application enquiry is encouraged for all scales of developments and provides the following benefits:

- An early indication of the acceptability or otherwise of the proposal allowing developers to make a more informed decision on whether to commit further time and resources into it.

- Detailed comments on design, layout and other material considerations to allow the details of the development to be adjusted accordingly.
- If advice is taken into account in the final submission a faster and smoother application process as many of the issues should have already been addressed.
- More certainty for developers on the final costs of a development related to developer contributions, on-site infrastructure improvements, likely materials etc.

How much does it cost?

There is a charge for this service which is dependent on the scale of the development as follows:

Pre-Application Service	Charge
Householder proposal pre-application (must relate to existing dwellings and excludes a new dwelling house) for written response	£52
Householder proposal pre-application (must relate to existing dwellings and excludes a new dwelling house) – for meeting and follow up written response	£72.80
Exemptions: <ul style="list-style-type: none"> • Brief verbal non-specific or general advice which can be given over the phone • Advice regarding works for alterations to improve access, safety, health of registered disabled person • proposals which require listed building consent • Where you have had a householder planning application refused within 3 months and are seeking views on a revised scheme for the same site. • Proposals for new gypsy/traveller sites. 	Free
All other non-householder proposals – for meeting and follow up written response	35% of planning application fee subject to a maximum of £1,560.00

What can I expect in the response?

If you request a written response this will include the following:

- An assessment of the proposal against the relevant local and national policies and guidance.
- Identification of any significant on-site constraints or opportunities that the development would be expected to address.
- An indication as to whether or not the proposal would be likely to be supported by the Planning Authority.
- Comments from the most significant consultees. (Please note that not every consultee will be contacted as part of the pre-application process and a more thorough consultation will be carried out as part of any subsequent planning application).
- A list of likely developer contributions due and, where possible, details of the likely figures involved.
- For major applications or significant local applications a draft processing agreement will be provided for your approval.

Where a meeting is also requested you can expect the following in addition to the above:

- A face to face meeting, either on site or in the Council offices, with a Planning Officer and, if necessary, relevant consultees. This is an informal forum where all parties can discuss the key issues. It will be at the Council's discretion as to whether a site visit or meeting in the office is the most appropriate.

What do I need to include in my pre-application submission?

The content of the submission will vary dependant on the scale of the proposal, however generally the greater detail provided the more detailed the response from the Planning Authority. As a minimum every pre-application submission should include the following:

- The address of the property in question or where there is no specific address a location plan with the site outlined in red.
- A detailed written description of the proposal.

- For a householder application a proposed block plan and elevations. These should either be to scale or be annotated with measurements.
- For residential developments a proposed site layout.
- Contact details for a response (an email address is preferred).

How do I submit a pre-application enquiry?

You can submit an enquiry by email to planning@eastdunbarton.gov.uk or in writing to Southbank House, Strathkelvin Place, Kirkintilloch, G66 1XQ.

Payments may be made online at

<https://www.eastdunbarton.gov.uk/payments> or by calling 0300 123 4525

A full response will be issued within 21 working days of receipt of all relevant plans and payment. If there is a particular points in the response that require clarification then you are welcome to respond directly to the relevant officer for this. However revised proposals or alternative schemes will need to take the form of a new submission and will be the subject of a further fee.

Personal Information and Data

East Dunbartonshire Council processes personal data according to the General Data Protection Regulations or GDPR and all other relevant national data protection laws. For information on our privacy notices visit our website at <https://www.eastdunbarton.gov.uk/council/privacy-notice>

Due to the potentially sensitive nature of pre-application discussions any correspondence in relation to pre-application enquiries will not generally be released under Freedom of Information requests. To do so would be a breach of confidence. Under Regulation 10(5)(d) - Confidentiality of proceedings, such correspondence is provided in expectation that it would not be made public. To release this would be a breach of that confidence and would likely result in substantial harm to the planning process. Further, under Regulation 10(5)(e) - Confidentiality of commercial or industrial information, the Council believes that the confidentiality of such correspondence must be maintained in order to protect the commercial rights of those seeking pre-application planning advice.

You should note that the pre-application response cannot identify every issue that may arise following a site visit, detailed assessment and full consultation exercise carried out as part of a planning application. Dependant on the size of the application and number of objections the final decision may lie with the Planning Board so pre-application responses do not provide any guarantee of an outcome to a planning application.