



Coventry City Council

# HIGHWAY AUTHORITY PRE-APPLICATION CHARGING SCHEME

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Reference: HDM/2017/001/A

## Introduction

Coventry City Council's Highway Authority operates a scheme of charging for pre-application advice for development proposals and project work. This note provides guidance on the procedure and charging arrangements for pre- application advice.

The Highway Authority considers around 700 consultations each year. The advice of the Highway Authority is an important consideration for the Planning Authority when determining planning applications as a statutory consultee. The Highway Authority welcomes and encourages discussions before a developer submits a planning application. These discussions can result in better quality applications which stand a better chance of a successful outcome and help speed up the decision making process after submission. As a consequence they can help to minimise subsequent costs and avoid abortive applications.

To enable the Highway Authority to provide this service to a consistent and high standard the Highway Authority allocates significant resources to the service. The Council has decided that the cost of providing the service should be recovered directly from the developer and not fall as a general cost to the council taxpayer, in accordance with Section 93 of the Local Government Act 2003. It should be noted that the current statutory planning fees do not cover the cost of pre-application advice given by the Highway Authority.

## Development Management approach

The principle of front loading the local planning process is detailed within the National Planning Policy Framework (NPPF). The NPPF highlights the benefit for pre-application discussions to be held in order to assist in resolving issues prior to the formal application stage. This will aid in the submission of the right information that is crucial to good decision-taking by the Local Planning Authority.

Manual for Streets (March 2007) and subsequent Manual for Streets 2 (September 2010) also emphasise the need for a collaborative approach to shaping development proposals, where developers, local authorities and other public agencies work together to ensure developments are designed and delivered with consideration of all relevant issues.

## What do we expect of you?

Applicants are expected to be aware of Coventry City Council's Planning Policies in considering the early stages of a proposal as this provides the most efficient basis for discussion. If the proposals do not accord with our planning policies, the applicant would be expected to provide sound reasons why they are contrary to policy. While we appreciate that some information may not be available for pre-application discussions, we expect a minimum level of information to be provided to enable us to provide quality advice and guidance and ensure that time is used effectively.

## The benefits of pre-application discussions

- Understanding how national, regional and local guidance will be applied to your development;
- Potential for reducing the time your professional advisors spend in formulating your proposals;
- Written confirmation of the advice given at the pre-application stage;
- Indicate any proposals which are completely unacceptable in highway terms, so saving the cost of pursuing a formal application;
- Identify if specialist input will be required;
- Identify the supporting documents that will be required to be submitted with a formal application to be considered favourably by the Highway Authority;
- Advice that is consistent, reliable, up to date and tailored to your needs.

If an application is submitted which requires significant change, where pre-application advice has not been sought or followed or where no explanation has been provided to support a proposal which does not follow published advice, the Highway Authority will respond to the Planning Authority based upon the information submitted with the application, it is unlikely that, at that stage, an applicant will be invited to discuss the proposal. We therefore expect that any applicant will seek pre-application advice before committing to make an application.

## What are the levels of charging?

The fee is directly related to the complexity of the proposed development and reflects the amount of time required and the need for possible ongoing update meetings where larger developments are proposed:-

### Category A – Small Scale Development - £60 (£50 + VAT)

- 2 or fewer dwellings
- Up to 100 m<sup>2</sup> Commercial Floorspace
- Dropped kerbed accesses

### Category B – Small Scale Development - £120 (£100 + VAT)

- 3 to 9 dwellings
- 100 - 500 m<sup>2</sup> Commercial Floorspace
- Change of Use of up to 500 m<sup>2</sup> floor space
- Telecommunication mast

### Category C – Medium Scale Development - £600 (£500 + VAT)

- 10 to 49 Dwellings
- 500 to 1,000 m<sup>2</sup> Commercial Floorspace
- Change of Use of up between 500 and 1,000 m<sup>2</sup>
- Minerals and Waste sites below 1ha

### Category D – Large Scale Development - £1200 (£1000 + VAT)

- 50 to 79 Dwellings
- 1,000 to 2,000 m<sup>2</sup> Commercial Floorspace
- Reserved matter applications for outline schemes with category E
- Other developments requiring;
  - Transport Statements<sup>1</sup>
  - Travel Plan Statements<sup>1</sup>
- Amendments to previously agreed schemes within category E
- Change of use between 1,000 and 2,000 m<sup>2</sup>
- Minerals and Waste sites between 1ha & 15ha

### Category E – Major Scale Development - £1800 (£1500 + VAT)

- 80 to 200 Dwellings
- 2000 to 5,000 m<sup>2</sup> Commercial Floorspace
- Change of use between 2,000 and 5,000 m<sup>2</sup>
- Minerals and Waste sites between 1ha & 15ha
- Other developments requiring;
  - Transport Assessments<sup>1</sup>
  - Travel Plans<sup>1</sup>

### Category F – Project/Major Work - £2400 min fee (calculated on request) (£2000 + VAT)

- 200 + Dwellings
- 5,000 m<sup>2</sup> or more Commercial Floorspace
- Change of use of over 5,000 m<sup>2</sup>
- Minerals and Waste Sites over 15ha

If your development does not clearly fall within an above category please contact the Highway Authority for further advice

<sup>1</sup> As agreed with the Highway Authority

## Exemptions

The charging scheme will not apply to enforcement or advice to any local resident affected by a development. Such advice at this time will continue to be provided free of charge. Advice to District and Borough Councils on the following policy work will continue to be provided free of charge:

- Advice on policy preparation of Master Plans;
- Advice on policy preparation of Local Development Framework Submissions;
- Advice on policy preparation of Strategic Sites;
- No chargeable advice will be given over the telephone.

## Additional Charges

The standard charge for major development/ project work inquiries relates to the amount of time taken by the case officer(s), from the investigation stage to a meeting with the applicant and the subsequent written confirmation of advice.

The Authority reserves the right to advise that the scope for further discussion has been exhausted. Any additional work required to respond to additional queries beyond this point will be charged at an hourly rate. Hourly rates will be charged at cost. Where additional specialist advice is required to be provided by other groups within Coventry City Council, fees will be charged at cost.

Additional meetings will only be attended where all action points agreed at the previous meeting have been addressed to our satisfaction and may require an additional fee.

## Payment of Charges

All fees are required upfront and no response to your enquiry will be possible until payment has been received and processed.

## Pre-Application Process

### STEP 1

Applicant to complete the pre-application advice form to request pre-application advice and attach the required information

### STEP 2

Within 10 working days the Highway Authority will notify the applicant if the service is appropriate and/or confirm the fee required for the advice requested



YES: The applicant will receive written confirmation of who will be dealing with the enquiry and an invoice for required fee. If necessary any further information will also be requested.

NO: The applicant will receive written confirmation that the service is unsuitable and will be provided with what other sources of advice are available

### STEP 3

Once the information has been received the Officer will contact the applicant to arrange the Pre-Application Meeting (if required) and/or confirm whether the information submitted is sufficient or not to enable the Highway Authority to provide the Pre-Application Advice.

### STEP 4

Attend the Pre-Application Meeting (if required). The LPA will also be invited to attend if requested by the applicant.

### STEP 5

Within 21 working days of the meeting and following receipt of a full submission, the Highway Authority will provide the applicant with a written response outlining its advice on the proposals, along with any further actions needed to ensure any forthcoming planning application will be valid in highway terms.

### STEP 6

If, following the written response the applicant requests further meetings or advice then additional fees will be applicable.

## Information Required for Pre-application Discussion

Coventry City Council's Highway Authority requires a sufficient level of information to be provided before any pre-application advice is given or meetings are attended. This is to enable us to provide quality advice and guidance to be given and ensure the meeting time is used effectively.

The following list is the requirement for information. You will be informed at the relevant stage of the process if additional information is required. You must ensure that we receive all of the information 10 working days before a pre-application meeting otherwise the meeting may need to be rescheduled.

The more information that is provided to the Highway Authority the better able we will be to ensure that all the issues are identified early in the discussion process.

The following information is required:

1. Confirmation that you are willing to pay the appropriate fee by signing the declaration;
2. A site location plan (scale 1:1250) with site extents indicated;
3. Description, (including site layout plans) of the proposed development and schedule of uses (sketch plans for dropped kerbed accesses maybe acceptable).

In addition the following information should be provided at the earliest point available:

1. Reference to supporting national, regional and local Planning documents and policies;
2. Schedule of existing uses, including planning history with reference numbers;
3. Parking Strategy, including provision of parking for all forms of transport;
4. Relevant data collected to date;
5. Summary of reasons supporting site access/highway works proposals, including plan (scale 1:200 or similar) with achievable visibility splays indicated;
6. Location plan of key services indicating locations of education, employment, food retail, non-food retail and health care facilities;
7. Final Stage 1 Road Safety Audit (if required) of site access and designers response, including amended plans.

For Category D proposals and above, the following information should also be provided at the earliest point available:

1. Information related to any necessary Transport Statement/Assessment;
2. Proposed trip rates supported with TRICS outputs and site selection methodology;
3. Proposed traffic growth factors supported with NTEM/TEMPRO growth factors and methodology.

## Standard of Service

If you have a proposal which is likely to be subject to a charge you can contact us in a number of ways:

Write to us at: Highways Development Management, Floor 8, Civic Centre 4, Much Park Street, Coventry CV1 2PY

Email us at [HighwaysDevelopmentControl@coventry.gov.uk](mailto:HighwaysDevelopmentControl@coventry.gov.uk)

Telephone us on (02476) 833394

Visit our web site [www.coventry.gov.uk](http://www.coventry.gov.uk)

When you contact us we will ask you to fill out a 'pre-application advice form' and provide us with the required information (as above). The form can be sent to you by post, email or can be downloaded from our website.

## What will you get from the Service?

We will:

- a. Provide written confirmation within 10 working days of receiving your request to tell you whether the service is right for you;
- b. Provide details of what further information you may need to supply;
- c. Contact you to arrange a date for a meeting if required;
- d. Arrange a meeting with you and invite the District council planning officers to advise you on your case, including any site visits needed;
- e. Provide detailed written confirmation within 21 working days of the meeting, or receipt of a full submission, of our advice. This will include what you will need to supply to support your application;
- f. Advise on whether a Section 106 agreement is likely and the process we use to agree it (this will cover Highway related requirements and not Education, libraries etc.);
- g. Advise on whether S38 or S278 agreements will be required;
- h. Advise on Public Rights of Way issues/requirements;
- i. Advise on S147 & S157 orders in relation to both general highways and PRoW;
- j. Ensure any necessary confidentiality;
- k. Advise that will remain directly relevant to the proposals for 90 days.

## Pre-Application Meeting

Subject to the availability of all of the required information, the date and venue for the pre-application advice meeting will be confirmed by all parties.

Normally, the meeting will be held at the Highway Authority's offices in Much Park Street, Coventry however, we can also consider site meetings or alternative venues if required.



## Written Confirmation of Officer Advice

Following the pre-application meeting, or the submission of a full pre-application package, you will receive a written response confirming our advice. Our aim is to issue a response within 21 working days of the meeting being held. Where this is not possible due to the issues being more complex, a specific time scale reflecting this will be agreed at the meeting.

If you request further discussions following the receipt of this written advice a further fee is likely to be required.

Where proposals for project work, large or major schemes with highly complex issues a series of meetings or pre application submissions may be required. This will be discussed and an approach agreed during an initial pre-application meeting. An additional fee may be required.

Additional meetings will only be attended where all action points agreed at the previous meeting have been addressed to our satisfaction.

### **Please Note:**

Requesting Coventry City Council's Highway Authority's Pre-Application advice is not mandatory. However the Highway Authority will no longer enter into discussion over the in depth scope or content of any specialist highways and transport advice outside the Pre-Application Advice Scheme.

Any advice given by the Highway Authority officers for pre-application enquiries does not constitute a formal response. Any views or opinions are given in good faith, and on the best of ability, without prejudice to the formal consideration of any planning application, which will be subject to public consultation and ultimately decided by the Planning Authority.

You should therefore be aware that officers cannot give guarantees about the final formal decision that will be made on your planning or related applications. However, the advice note will form the basis of our consultation response to the Planning Authority, who will determine any subsequent planning applications, subject to the proviso that circumstances and information may change or come to light that could alter the position.

It should be noted that little or no weight will be given to the content of the Councils Pre-Application advice for schemes submitted more than 12 months after the date of the advice being used.

We cannot guarantee that any subsequent application you make will be valid or will get approval. However, the pre-application advice we give you will aid this process significantly.

All additional charges/invoices should be paid within 30 days.

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