



1) Address of Application Site

Email:
Telephone:

Email:
Telephone:

Fee (refer to the pre-application service fee schedule)

If additional material is submitted, please set out the details –

Name: _____

Date: _____

Submissions to be sent to: London Borough of Bromley, Planning Department, Bromley Civic Centre, Stockwell Close, Bromley, BR1 3UH or by email to planning@bromley.gov.uk.



Major Pre-Planning Application Meetings – Notes Town and Country Planning Act 1990 (as amended) Planning and Compulsory Purchase Act 2004

This note provides guidance in respect of the procedure:

The Council welcomes and encourages discussion before a developer submits an application for a major planning application.

Residential Development

- 10 or more residential units
- Sites with an area of 0.5 hectares or more

Other Major Development

- Provision of building or buildings where the floorspace to be created is 1000sq m or more
- Sites with an area of 1 hectare or more

Complex Proposals

- Extraction of minerals and deposit/transfer of waste
- Development requiring an EIA*

Note:

* EIA (Environmental Impact Assessment) refers to development proposals, which fall under the provision of categories 1 and 2 of the Town and Country Planning (Environment Impact Assessment) Regulations 2011 and (Amendment) Regulations 2015

Scope for discussion

The matters suitable for discussion will include:

- information on the relevant policies and other planning requirements
- provision of advice regarding the procedure, consultation, and estimated time scale in regard to the process of the application
- the required information for making a valid planning application
- indication of the likely requirement for contributions by the developer, such as levels of affordable housing, highways improvements and health and education payments
- informal and without prejudice comments and guidance on the content, construction and presentation of an application likely to satisfy the Council's planning policies
- possible planning conditions should permission be granted.

Information required for pre-application discussion

The Council will require sufficient information to be provided to enable a quality advice service to be provided. This includes:

- details of the site area in hectares
- description of the proposed development and including the proposed uses
- site location plan (1:1250 scale)
- layout plan of proposal (1:200 scale)
- sketch drawings showing height/scale of development
- photographs of the site showing existing buildings, trees and other features, together with details of the existing uses.
- For larger sites other information may be required including information related to the possible need to screen for an EIA, tree survey, flood risk assessment etc.



Major Pre-Planning Application Meetings – Notes Town and Country Planning Act 1990 (as amended) Planning and Compulsory Purchase Act 2004

Timescales

Within a week of receiving a complete and valid request for a meeting or submission of pre-application proposals (see required information), the service will contact you either by phone or in writing to confirm:

- that your proposal requires pre-application advice. The service has the right to decline a request for pre-application advice where it is not considered either appropriate or necessary, or inadequate information has been received
- any additional information that is required before pre-application advice is offered
- the name of the planning case officer who will be handling your enquiry.

Subject to the availability of all the required information, the case officer will contact you within 14 days to arrange a meeting. Meetings will normally be held at the Civic Centre. Providing no further research or site investigation is required, you will normally receive a detailed advice letter outlining the major planning issues, constraints and requirements within 21 days after the meeting, which has been agreed by senior management.

Please Note:

Any advice given by Council officers for pre-application enquiries does not constitute a formal response or decision of the Council with regard to granting planning permission in the future.

Any views or opinions expressed are given in good faith, and to 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 Council.

It will not be possible for Officers to accept revisions to a proposal during the course of a pre-application enquiry. Should pre-application advice be required in respect of an amended or alternative development proposal a follow-up pre-application enquiry (which will attract a reduced fee) will need to be submitted.

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 written advice given will be considered by the Council as a material consideration in the determination of the future planning related applications, subject to the proviso that circumstances and information may change or come to light that could alter the position. Applicants should be aware that older advice may become out of date should development plan policies or material circumstances alter.

We will seek to process all applications within the DCLG prescribed period. However, it is highly likely that applications submitted following a pre-application discussion will typically progress faster, particularly where the proposals have taken on board the issues raised in the written note. To be fair to those who use the pre-application advice service we do not generally negotiate once planning applications have been submitted to us.