



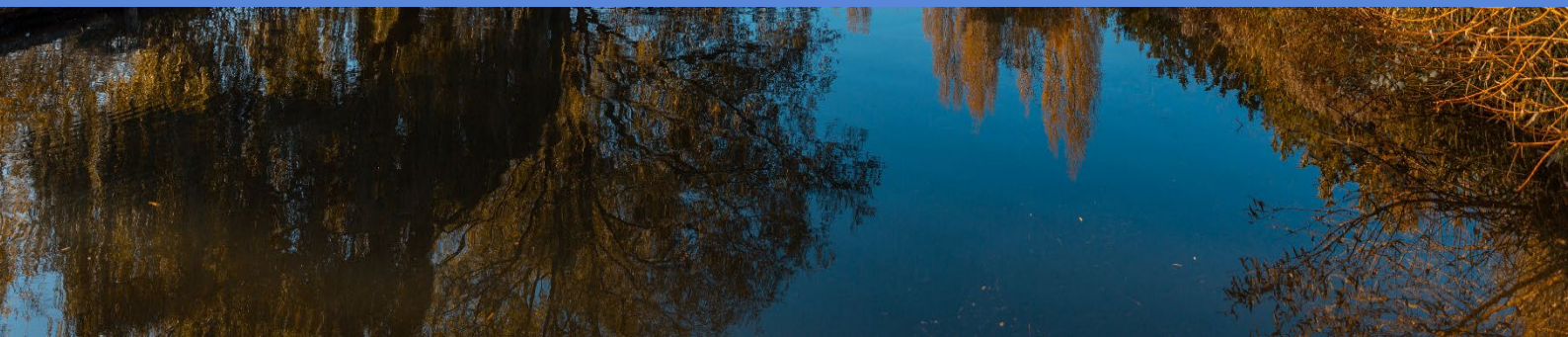
PRE-APPLICATION AND PPA ADVICE AND CHARGES

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Basildon Borough Council

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INTRODUCTION

Basildon Borough Council is well associated with wider south Essex and London, with excellent connectivity to the rest of the country. With increasing growth, the borough needs to accommodate new development whilst providing the best environment for existing and future residents, workers and visitors. Submitting a planning application for a development proposal is not always straight forward and our advice and guidance aims to help you through the process and to achieve the best development for your site and the wider interests of the borough as a whole.



OUR SERVICE COMMITMENT

Pre-application advice will generally give more certainty at an earlier stage and help resolve issues so that speedier planning decisions can be made. By charging, we can allocate more resources to this all-important early stage of the process and be able to provide good advice. We know from experience that applicants generally welcome and benefit from such a service.

PRE-APPLICATION

Why should I apply for Pre-application Advice before submitting an application?

The Council welcomes and encourages discussions in relation to development proposals in the borough. We acknowledge the advantages of providing good quality advice to applicants and their agents prior to the formal submission of a planning application in order to help speed up the development process and avoid unacceptable proposals.

The provision of advice on development schemes is time consuming and costly. In view of this and taking into account the increased number of requests for pre-application meetings, the Council has formalised the procedures for handling pre-application advice and has introduced fees for major, minor and householder proposals.

This will help the Council to sustain and improve the service provided. It will also ensure that the cost of providing advice does not fall as a general cost to the Council taxpayer.

We strongly recommend you seek pre-application advice from us before formally submitting an application although you are not required to do so.

The pre-application procedure provides the following benefits:

Avoids costly mistakes and saves time

Understand planning policy requirements and constraints that apply to your site

Identify potential problems early on and work to explore potential solutions

Receive advice about how to improve your development proposal



We charge a fee for all pre-application proposals under the provision of the Local Government Act 2003. These are reviewed annually and are set out in the table below.

Pre-application categories	Initial cost (including one virtual meeting and written advice)	Follow up meeting (Virtual meeting only)
10 – 49 residential units 1,000 to 2,499sqm non-residential floor space (including change of use)	£5,000 + VAT	£1,500 + VAT
2 to 9 residential units up to 999sqm non-residential floor space (including change of use) Telecommunications	£1,500 + VAT	£500 + VAT
1 residential unit, either additional/replacement/conversion	£480 + VAT	£200 + VAT
Householder applications	£240 + VAT (Meeting only)	N/A

It must also be noted that there are other external statutory bodies which you may wish to consult with about your proposal, some of which may have their own pre-application charges. This will be discussed at the meeting.



PRE-APPLICATION ADVICE REQUIREMENTS

You will need to complete and submit a Pre-application Advice [application form](#) to planning@basildon.gov.uk, attaching any additional documents mentioned in the form. This information is required to assist the Council to assess the proposal and be in a position to provide helpful advice at the meeting. This should generally include:

Site Location Plan with site edged red to a scale of 1:1250 or 1:2500;

Written summary of proposal;

Information on existing use of land and or buildings;

Existing and proposed drawings;

Photographs of the site and neighbouring land / street scene;

Site history details.

Following receipt of the application form and additional documents by the Council, you will receive e-mail confirmation of the pre-application fee to be paid, along with the weblink to complete payment. Once the fee has been paid, the allocated Planning Officer will then contact you to arrange the pre-application meeting. We will respond with written advice (where applicable) on pre-application requests within 20 working days of the meeting.

Pre-application advice is given on the understanding that it is the opinion of Officers of the Council and that it would not be prejudicial to any decision the Council may make in respect of any subsequent formal planning application.



PLANNING PERFORMANCE AGREEMENTS

Planning Performance Agreements (PPAs) allow a more bespoke project management approach to be taken to engagement, negotiation and determination of planning applications and allow this process to sit outside of the relevant 13 or 16 week statutory timeframe.

PPAs are essentially a project management process and tool to improve the quality of major planning applications and to provide greater certainty and transparency in the development of major schemes, in the assessment of the planning applications and in the decision-making process.

We believe the use of PPAs in Basildon enables the best outcomes for everyone and we strongly encourage their use.

Why we encourage the use of PPAs:

Collaborative working

Building trust

Foster strong and productive partnerships

An improved customer service

Removal of 13/16 week time constraints

Creation of bespoke programming and appropriate resourcing of the processes

Certainty through member involvement

Reduction of refusals and lengthy appeals

Better quality developments

The recommendation is that applicants for schemes of 50+ residential units or schemes of 2,500sqm or more of non-residential floor space (as well as other types of non-residential development) should enter into a PPA agreement, rather than follow the pre-application path. This also applies to Reserved Matters Applications (RMAs) for outline permissions which fall within any of the PPA categories. This will ensure that a much more tailored approach is taken when discussing proposals for larger schemes, and one that reflects the needs of both the applicant and the Local Planning Authority, recognising that large scale development proposals will require a series of meetings and regular dialogue with the case officer and the wider Local Planning Authority team.

If your proposal falls within any of the PPA categories in the table below, then an initial fee of £10,000 plus VAT will be payable for a PPA inception meeting. This reflects the level of upfront work and resources required to consider your initial proposal.

As well as an opportunity for the applicant to present and discuss the initial design and layout of the scheme proposal and its key benefits with Officers and receive feedback, the inception meeting will also cover matters such as the planning policy context; recommendations for engagement with consultees; public consultation; project program and timescales; and PPA and validation requirements.

Should an applicant subsequently wish to enter into a PPA with the Local Planning Authority, a PPA will be prepared for agreement and the relevant PPA fee (set out in the table below) will be payable.

Where a planning application is submitted for a major development proposal from one of the PPA categories below, and where no PPA has been entered into, the application will be determined without the dialogue which takes place on such schemes where a PPA has been entered into.

While a PPA will help to ensure a major application is processed to an agreed timetable, with meetings to help overcome issues that arise during the application process, the signing of a PPA between the applicant and the Local Planning Authority does not prejudice the outcome of a planning application nor does it give a guarantee of planning permission.

Please see the table below which sets out the relevant fees for Planning Performance Agreements. These fees are reviewed annually.

Planning Performance Agreement (PPA) categories	Inception meeting	Planning Performance Agreement cost	Additional Costs incurred **
Category A - Developments for 750+ residential units or 20,000sqm+ non-residential floor space (including change of use) or use of land with site areas over 5ha	£10,000 + VAT	Individually tailored to your development	Individually tailored to your development
Category B - 500-749 residential units or 10,000-19,999sqm non-residential floor space (including change of use)	£10,000 + VAT	£75,000 + VAT	Individually tailored to your development
Category C - 300-499 residential units or 5,000-9,999sqm non-residential floor space (including change of use)	£10,000 + VAT	£60,000 + VAT	Individually tailored to your development
Category D - 100-299 residential units or 3,000-4,999sqm non-residential floor space (including change of use)	£10,000 + VAT	£40,000 + VAT	Individually tailored to your development
Category E - 50-99 residential units or 2,500-2,999sqm non-residential floor space (including change of use)	£10,000 + VAT	£25,000 + VAT	Individually tailored to your development

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The Council operates a development team approach to all its PPAs which means that meetings are attended by the Head of Planning and/or Development Team Manager, a Case Officer, a Planning Policy Officer and an Urban Design Officer. We may also call in other specialisms where necessary such as Environmental Health and Arboricultural Officers. We work together with an external body to provide bespoke heritage and ecology pre-application advice, where necessary. Should this option be facilitated, then an additional cost will apply to the fees set out in the table above. This will be discussed at the inception meeting.

Specialist external consultants may also be appointed by the Local Planning Authority, where relevant, to assist with the application process (i.e. viability consultant, EIA consultant, or other consultant as relevant based on the nature of the application) and the applicant would be expected to pay the external consultant's fees which fall outside of the PPA fee. A separate fee is also payable by the applicant for any Quality Review Panel review.

Essex County Council are the local Highway Authority, Education Authority and Lead Local Flood Authority and they provide their own chargeable pre-application service which is not included in the PPA fee.