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MEDIUM SCALE PRE – APPLICATION



**HARROW DEVELOPMENT MANAGEMENT
A FORWARD THINKING SERVICE
PLANNING FOR THE FUTURE**



Place Shaping

**HARROW COUNCIL, PLANNING
3rd FLOOR, NORTH WING, CIVIC 1, STATION ROAD, HARROW, HA1 2UY**

MEDIUM SCALE PRE-APPLICATION MEETINGS - GUIDANCE NOTES

In line with national planning policy the Council welcomes and encourages discussion before a developer submits an application for a major or complex development. Such discussions can be of great assistance to the applicant by identifying the principal planning issues and requirements and speeding up the statutory planning process. Section 93 of the Local Government Act 2003 provides Local Authorities with the power to charge for discretionary services, although this is limited to the cost of providing the service.

On 26 July 2006 the Development Control Committee agreed the introduction of a charging structure for the provision of pre-application meetings for advice for certain categories of development (see below) by Planning Officers, with effect from for all requests received on or after 1 October 2006.

A planning charge of £800 for Medium Scale / Complexity Development plus officer charges is required in advance of the meeting. All plans and associated documents must be received 10 working days before the date of the meeting.

Medium Scale Development meetings are inclusive of the following officers:

Team Leader and Principal Officer.

Additional officer charges are based upon the time allocated to the proposal ie preliminary investigation, site visit etc. Please complete the attached form if you wish to use the service.

[Press the control key and click to view our online calculator for Medium Scale Pre-Application Meetings](#)

Note: 25% reduction in fee for follow up meetings and officer charges

[Press the control key and click to view our reduced fee online calculator for Medium Scale Pre-Application Meetings](#)

Updated 24/03/11

Place Shaping

Medium Scale / Complexity Development

£800 per meeting

Flat conversions

Commercial proposals of between 100 – 999m²

Changes of use of 100 – 999m² or more

Proposals for extensions and alterations to commercial listed buildings

New telecommunications equipment and masts (full applications and applications for prior approval)

Proposals for extensions and alterations requiring specialist conservation and / or design advice (other than shopfronts)

MEDIUM SCALE PRE-APPLICATION MEETING REQUEST

Place Shaping

Please complete all sections of the form and use BLOCK LETTERS
Your attention is drawn to the attached notes

Applicant Name / Address		Agent Name / Address	
.....		
.....		
.....		
Post Code.....Tel:.....		Post Code.....Tel:.....	
Email:.....		Email:.....	
Application Site		Description of Proposal	
.....		
.....		
.....		
.....		
Submitted Information (1 copy of each drawing / document)			
Existing Use (s):			
Proposed Use (s):			
<p>Please list submitted drawings and supporting documents, to include:</p> <ul style="list-style-type: none"> ■ A site location plan at scale 1:1250 ■ Photos of the site and surroundings ■ Drawings of the proposals to include illustrative layout, floor plans and elevations to a scale of 1:200 or greater ■ Sketch drawings showing height / scale of development in relation to adjacent development ■ A draft design and access statement <p>Additionally, at the meeting, you should provide information about the applicant's status regarding the ownership of the land</p>			
<p>Declaration: I hereby apply for a pre-application meeting and enclose the fee of £ as payment for the service</p>			
<p>Cheques should be made payable to "Harrow Council"</p>			
Signed	Name	Date	

CONFIDENTIALITY - Please confirm whether or not you wish your proposals to remain confidential by ticking the appropriate box:-

YES

☐

NO

☐

Please return your completed application to: **Planning, Harrow Council, P O Box 37, Civic 1, Station Road, Harrow, HA1 2UY** or email to: lyn.anderson@harrow.gov.uk

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