

## Supporting high quality development in Haringey-

Our pre application advice services



**Charges from 1 April 2015**

Thank you for taking the time to consider the pre application advice services offered by Haringey Council. The Council's Corporate Plan makes clear Councilors commitment to ensuring that new development in the borough is of the highest quality and is supported by an efficient, user focused planning and building control service. The Planning and Building Control team have therefore come together to provide a range of new services designed to help you to realise your aspirations from your project, whilst meeting all of the up to date planning and building regulation requirements of the Council.

This leaflet sets out the range of advice services that the Council offers – be it a householder development or a major regeneration proposal. The document also explains how you can access these advice services and the associated charges that apply. The charges have been set in line with S93 of the Local Government Act 2010 on a “not for profit” basis – and cover no more than the cost of providing the service to you. In some cases (such as for householders and small businesses) these charges are subsidised by the service to ensure that everyone can access good, early advice to help make their project a success. A range of “enhancements” to the advice services are also available - reflecting feedback from previous users. In all cases, our objective is to help you to realise your aspirations in a way that fits with the Council objectives and policies as quickly, and efficiently as possible.

In addition to the paid for advice services detailed in this leaflet, the Council provides information on its web pages in relation to planning and building control related issues. This includes details of conservation areas, and advice for those who own or live in a listed building along with hints and tips to all potential applicants to help your project to be a success. The web site also provides links to other advice available online from government and related institutions. To access this information please go to [www.haringey.gov.uk/planning](http://www.haringey.gov.uk/planning)

#### Our advice services

Whatever your project, the Council provides a range of tailored services that aim to ensure you get the right level of advice for the scale and impact of your project. Save for the most straightforward of projects, the Council encourages pre-application advice as a means by which you can discuss and shape your project so that, by the time the planning application is submitted, you can have a clear understanding of the likelihood that your scheme will be found to meet the Councils' planning or building regulation requirements. The schedule below lists a range of services for different size and types of development which we believe may benefit from our services. For more information, please speak to our customer contact centre or, for more complex proposals, our planning and building control officers who will be able to advise you on a suitable advice service to meet your needs.

#### Householder advice services

| Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Main Charge(s)                                         | Extra Charges                                                                                                                                                                                                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Building Control pre-app meeting</b><br><br>This service would support people who might want a service to advise them about how to approach a proposal and the practicalities of constructing/carrying out their project before they think about appointing builders etc. They could be used as an early advice service before detailed planning application drawings are prepared or as advice for householders who want to ensure their permitted development is built correctly.                                                             | £90+ VAT                                               | £90 for any subsequent meetings + VAT<br><br>Customers who use our Building Control Services following the approval of their planning application would be eligible for a 50% discount for their first meeting |
| <b>Householder advice service</b><br><br>Booked appointments only. The service includes background research on the site in question and a written advice note within 10 working days                                                                                                                                                                                                                                                                                                                                                               | £152+ VAT                                              | Meeting on site as opposed to at River Park House, Wood Green. (see below)                                                                                                                                     |
| <b>Bespoke householder advice for complex projects</b><br><br>Available for complex projects, such as large basement excavations or loft conversions<br>Bespoke service. Price is calculated according to the hourly rates of the staff needed to provide the service.<br>Agreed timeline for project<br><br>Hourly rates to be used for staff are:<br>- £60/hr for a planning officer<br>- £60/hr for a design officer<br>- £60/hr for a Transport planning officer<br>- £80/hr for team leader sign off<br>- £90/hr for building control officer | Bespoke price                                          | N/A                                                                                                                                                                                                            |
| <b>Optional additional Out of office visits</b><br><br>Available in addition to any of the services above. Officers will visit the applicant in their home/offices within Haringey/ or at the site in question<br>Booked appointments only                                                                                                                                                                                                                                                                                                         | £90 +VAT for travel time (in addition to meeting cost) | N/A                                                                                                                                                                                                            |

**Non- Householder/commercial advice services (excluding residential developments)**

| Description                                                                                                                                                                                                                                                                                      | Main Charge(s)                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| Minors and small businesses (10 employees or less) - (Category 5) Change of use 100m2-499m2                                                                                                                                                                                                      | Free                                                                 |
| Minors (Category 4)<br>500m2-1999m2 commercial units                                                                                                                                                                                                                                             | £385 + VAT                                                           |
| Majors (Category 3)<br>1000-1999 m2 commercial units                                                                                                                                                                                                                                             | £1,185 +VAT                                                          |
| Majors (Category 2)<br>2000m2-9999m2 commercial space                                                                                                                                                                                                                                            | £1,425+ VAT                                                          |
| Majors (Category 1)<br>10,000m2 or more commercial floor space and                                                                                                                                                                                                                               | £2,850+ VAT                                                          |
| PPA (Planning Performance Agreements)<br><br>Bespoke service that calculated the amount of work and expertise a proposal will take and offers a bespoke price, based on the hourly rates of required officers. Customers should attend an initial scoping meeting to agree the terms of the PPA. | £2,850 initial meeting +VAT<br><br>Bespoke price after first meeting |

**Non- Householder Residential developments**

| Description                                                                                                                                    | Main Charge(s) |
|------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| <b>Minors (Category 5 proposals)</b><br>Creation of 1-5 residential units                                                                      | £670 + VAT     |
| <b>Larger Minors (Category 4 proposals)</b><br>Creation of 6-9 residential units<br>Affordable Housing Liability                               | £770 + VAT     |
| <b>Majors (Category 3 proposals)</b><br>Provision of 10-24 dwelling units<br>Development of a site of 0.5ha and over<br>Mixed use developments | £2,370 +VAT    |
| <b>Majors (Category 2 proposals)</b><br>Provision of 25-50 dwelling units<br>Mixed use developments                                            | £2,850+ VAT    |
| <b>Majors (Category 1 proposals)</b><br>• 50 or more residential units<br>• Mixed use developments                                             | £2,850+ VAT    |

|                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Planning Performance Agreement</b> <ul style="list-style-type: none"> <li>To include Development Management Forum and pre-application Committee briefing as agreed. An extra charge (below) is due for access to the Quality Review Panel – used for large or complex developments.</li> </ul> | First meeting to scope out the PPA service - £2,850 + VAT<br><br>Subsequent meetings calculated at bespoke price based on full cost recovery of providing services identified as necessary at the scoping meeting<br><br><ul style="list-style-type: none"> <li>- £60/hr for a planning officer</li> <li>- £60/hr for a design officer</li> <li>- £80/hr for team leader</li> <li>- £90/hr for building control officer</li> </ul> + VAT |
| <b>Senior Management or Director's Time</b><br>Subject to availability<br>This service is for customers who want to seek the advice of the Assistant Director on their projects                                                                                                                   | Senior Manager £100 per hour + VAT<br><br>Director £120+ VAT per hour                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Transportation scoping assessments</b> <ul style="list-style-type: none"> <li>For projects which require additional transport involvement such as for scoping/assessment work as a part of an applicants technical advice group.</li> </ul>                                                    | £60 per hour of work +VAT                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Quality Review Panel</b><br>To offer customers advice on major and/or sensitive applications, allowing developers to gain advice and feedback from the Council's advisory panel on quality development as schemes evolve before a formal application is submitted..                            | Full formal review £3,500 + VAT + room hire charge<br>Chair's review £1,350 + VAT + room hire                                                                                                                                                                                                                                                                                                                                            |

#### Notice on the fee payable for the service

It must be noted that the fee you pay for PAPA service is solely for the provision of pre-application advice. If after this advice you decide to submit a planning application, the pre-application charge will not be deducted from any fee for the application itself.

The PAPA fee is non-refundable unless the meeting is cancelled by the London Borough of Haringey.

#### What will you get from the service?

We will:

- Contact you within 2 working days of receiving your request and fee for PAPA and give you details of any further information you may need to supply before the meeting takes place.

- Arrange a meeting date with you and all the necessary officers required to advise you on your case, including (where applicable) any site visits needed. We will endeavour to hold the meeting within two weeks of receiving the request.
- Provide detailed written confirmation within 10 working days of the meeting of the advice and views given by us. This will include what information/documentation you will need to supply in order to submit a valid application.

Please note that for large scale proposals with highly complex issues, there may need to be a series of meetings before a formal application is submitted. If this is the case then you may benefit from a Planning Performance Agreement (PPA); please see our website for more information.

Please note that for some of the services (esp. householder and small business pre-application advice) unless otherwise stated, the service offered does not include our officers either undertaking a site visit or attending a site meeting with you. In these cases, you may choose to have a meeting at the site (or other location) for an additional charge

### How to request a Pre-Application Planning Advice meeting

#### Householder proposals

To request a Pre-Application Planning Advice meeting, please visit our website at [http://www.haringey.gov.uk/index/housing\\_and\\_planning/planning-mainpage/applications.htm](http://www.haringey.gov.uk/index/housing_and_planning/planning-mainpage/applications.htm) to complete the form, submit your fee and book a pre-application meeting.

Please provide us with as much of the following information as you can when you submit your request, or at least 5 working days before your appointment:

- 1:1250 site location plan
- Photographs of the site and surroundings
- Drawings of your proposal
- Any other relevant information that you want the Council to consider in support of your proposal

This information should be sent to [planningcustomercare@haringey.gov.uk](mailto:planningcustomercare@haringey.gov.uk) along with a meeting reference number that was given to you when you booked your appointment. Appointments can also be booked through our customer services phone line on 0208 489 1000. Please note if the information is not received in time, you will not receive full feedback at the meeting.

If you have received an Enforcement Notice on work carried out on your property, you can also use our Pre-Application advice service to receive advice on a retrospective planning application, or on carrying out remedial works.

#### Non- Householder/ Commercial proposals and residential developments

To request a Pre-Application Planning Advice meeting, please download the request form from our website [link], fill it out and send it to us via post or email. You should include the following information through our online webform:

- 1:1250 site location plan
- Photographs of the site and surroundings
- Drawings of your proposal
- Any other relevant information that you want the Council to consider in support of your proposal

Email: [planningcustomercare@haringey.gov.uk](mailto:planningcustomercare@haringey.gov.uk) alongside a meeting reference number which was given to you.

### Disclaimer

Please be aware that although Pre-Application Planning Advice that has been given to an applicant will be taken into account if a subsequent planning application is made, any advice given is not legally binding upon the Local Planning Authority and does not constitute a formal decision.

### What we need to see/know before the meeting for non householder/commercial schemes

This is not an exhaustive list but should be a good basis of what information we will need to see to help us provide you with the best advice. We will aim to inform you if we require anything else more specific. The more information you can provide us with the more comprehensive our advice will be. If the documents below are relevant to your application you must ensure that we receive them 5 working days before the pre-application meeting to give officers enough time to have a thorough look through.

#### Ownership

- We need clarification of the applicant's status regarding the ownership of the land within the site covered by the application.

#### The existing site or building

- A plan showing the existing site area, existing buildings and other features, for example the location of trees.
- Details you may have of the existing floor space broken down by how it is used at the moment.
- Visual materials that will help us understand the existing site or photographs, models etc.

#### Your proposal

- A full description of your proposal, including where this has been designed, details of the floor space broken down to show how it will be used. For larger residential developments this should include the breakdown of affordable and private housing proposed, if any.
- Drawings, sketches, photographs or models of the proposal. These need to include floor plans, elevations, adjacent buildings, access, servicing, parking arrangements, means of escape and the initial architectural approach and materials to be used.

#### Planning Obligations/CIL

- Larger planning applications often need to be accompanied by a legal agreement that restricts or regulates the development or use of land (known as a Section 106 agreement). We look to agree the draft legal agreement in advance of the Planning Sub Committee meeting in order to avoid delay in issuing of the planning permission. Any

costs associated with the S106 agreement will be charged to the applicant.

- The Council has produced a Supplementary Planning Obligations SPD adopted on 14 October 2014. You are advised to read this to see the range of issues which are likely to prompt the need for such a document before you prepare your proposal. We will, as part of the pre-application service, give more detailed guidance as to the effect of these on your particular proposal.
- CIL - Both Haringey CIL and Mayoral CIL are payable on development which creates new additional floor space of more than 100 sq metres. To determine whether an application is CIL Liable, please fill in the CIL Liable Form. More information is available on the website and advice will be provided at the meeting.

## **Fee**

You will need to pay for the meeting before attending your appointment. Payments can be made through our website via debit or credit card.

Please note that we do not provide automatic refunds if you cancel your meeting. If a meeting is cancelled by Haringey staff, we will try to reschedule the meeting as soon possible, or offer a refund.

## At the meeting - what will be discussed?

Planning officers in Haringey have unique knowledge of how local and national planning policies could have an impact on your development. Matters that may be discussed at the PAPA could include:

### 1. Principle of development - Land Use

- If the site is covered by specific policies in the Haringey Local Plan or other designations or safeguards to determine if the proposals correspond with the "site allocation or any site specific or area designations in our Local Plan? If so, is there a reason why these should not be followed or set aside?
- If the Council's plans or policies require specific elements or matters to be considered for the type of development proposed – and how your proposals have engaged with these requirements.

### 2. Does the proposal lead to any significant and overwhelming impacts that render the principle of development unacceptable. Consultation

- The extent to which your proposals have been informed by any community consultation (See the Council's statement of Community Involvement)
- Any feedback secured to date from any Stakeholders and Statutory Consultees
- Formal channels for scheme review such as the Quality review Panel, Area Forums and member Pre-application engagement.

### 3. Design

We will consider the extent to which the development addresses the requirements of the Council's development Quality Charter. In addition to the Quality Charter, this will include specific considerations around:

- |                        |                             |
|------------------------|-----------------------------|
| • Built form           | • Architecture              |
| • Scale                | • Materials                 |
| • Historic development | • Environmental Impact      |
| • Archaeology          | • Impact on strategic views |
| • Street patterns      |                             |
| • Massing              |                             |

### 4. Housing Policies

If the proposal triggers a requirement for affordable housing, we can advise as to the level and tenure required.

### 5. Amenity

The likely impact on nearby residents such as loss of daylight, privacy or noise disturbance and the need for any specific studies to accompany your application.

### 6. Heritage

- The impact your proposal may have on any listed building or, if within a conservation area, whether the development would preserve or enhance the character and appearance of that conservation area
- The impacts on other heritage assets such as historic Parks or Gardens
- Whether there are any archaeological implications in your proposal

## 7. Natural environment

How your proposal will affect the ecology or biodiversity in the area or the otherwise harm the beneficial use of open space.

## 8. Transportation

The transport impacts of the development (if any) and proposals for mitigation and management of travel demand.

## 9. Planning Obligations/CIL liability

Issues which are likely to be subject to a Section 106 legal agreement and the timescale for providing the agreement for signing. Applicants will be asked to provide information on the proposed heads of terms, details of the owner's title to the land/any third party interest in the land.

## 10. Process

Next steps for the application, need for further pre-application meetings or planning submission process including details of any specific studies or plans that may be required to support your proposal.

### After the Meeting

Following the meeting we will write to you within 10 working days, with a summary of the Council's conclusions in respect of the merits of the scheme (using a traffic light system) and advice or recommendations in respect of your proposal that you may need to address prior to submission. If during or following the meeting, new information or issues arise an extended timescale may be agreed.

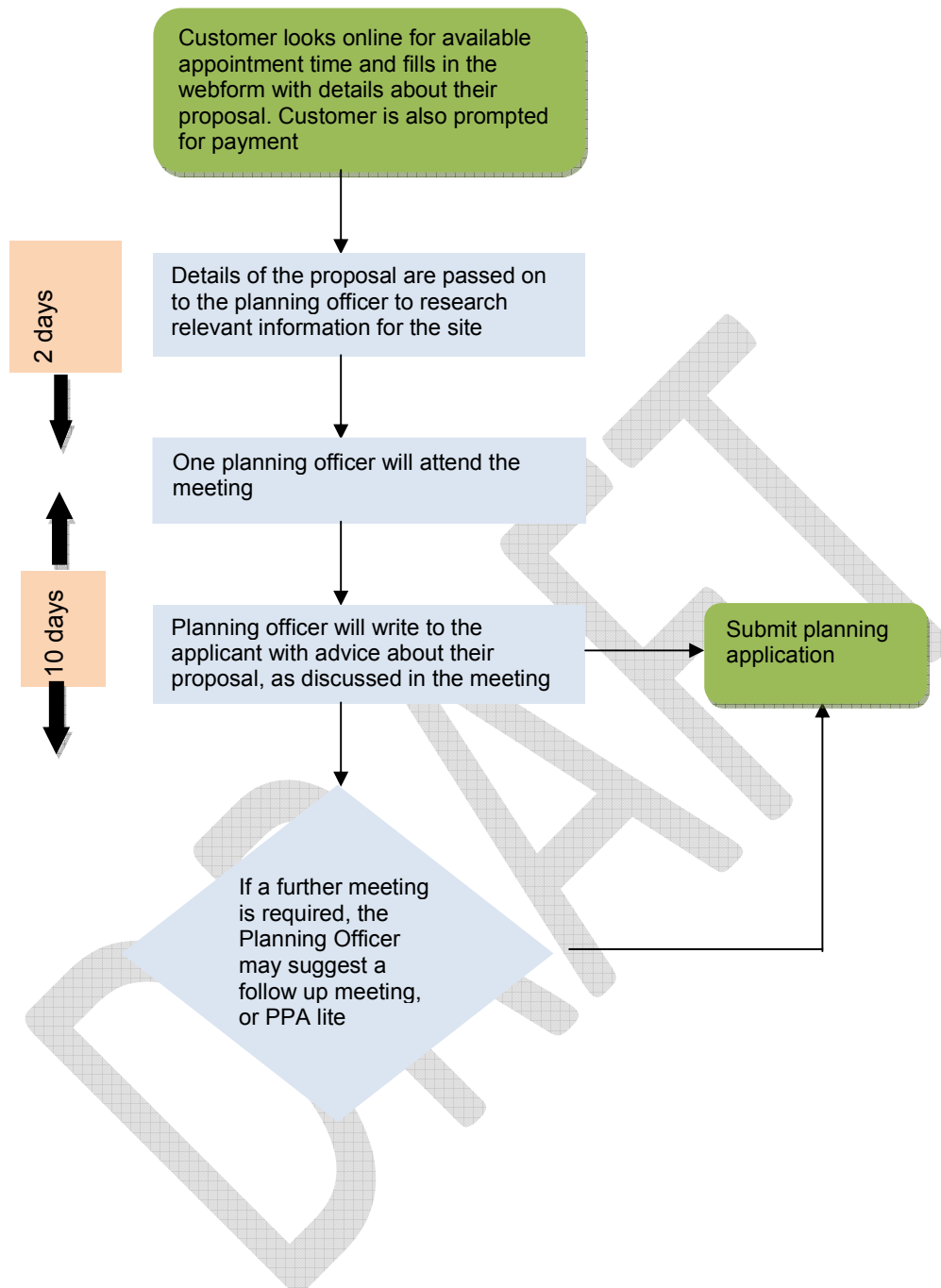
### Further Information

For more information on the Council pre-application services, please see our website or contact our customer services team on 0208 489 1000.

### Complaints

The Planning and Building Control Service is constantly striving to improve the quality of the services that we provide. Should you be unhappy with the service that you have received or wish to raise any other issues in respect of the Council pre-application advice service please write to Emma Williamson, at [emma.williamson@haringey.gov.uk](mailto:emma.williamson@haringey.gov.uk)

## Flow Diagram of the PAPA process HOUSEHOLDERS



**Flow Diagram of the PAPA process**  
**NON HOUSEHOLDERS (Commercial or residential developments)**

