

Ceasing of Pre-Application Enquiries (EN10's) for householder and small businesses

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To: All Parish Councils <AllParishCouncils@basingstoke.gov.uk>;

Dear Sirs

As part of our programme for continual improvement, it was identified that pre-application enquiries for basic householder development and small businesses would be better dealt with through the Planning Duty Service rather than charging customers in relation to written queries. This has been discussed and agreed with the Portfolio Holder and Chairman of the Development Control Committee.

Therefore, we will no longer be providing written advice on pre-application householder and small business enquiries from 1st October 2018 onwards.

From 1st October the advice we will be offering will be as follows:

Type of Enquiry	Available Service	Written Response	Response Time	Fee
Householder and small scale business enquiries – eg. extensions to residential properties, adverts on commercial premises	Duty Planning Service (appointments only)	No	At point of meeting.	N/A
Permitted Development Enquiry	Written response to requests received in writing.	Yes	10 days	Yes
Written Submission for 1-9 dwellings and commercial development of less than 250sqm	Officer only pre-application response to information submitted; No consultation with other council departments	Yes	10 days	Yes (25% of application fee)
Written Submission for major residential (10 dwellings or more) and commercial development above 250sqm	Full pre-application response including consultation with other council departments as appropriate.	Yes	28 days	Yes (25% of application fee)

Kind regards

Sue

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