

Pre-Application Process

STEP 1

Applicant to complete the pre-application advice form to request pre-application advice and attach the required information

STEP 2

Within 10 working days the Highway Authority will notify the applicant if the service is appropriate and/or confirm the fee required for the advice requested



YES: The applicant will receive written confirmation of who will be dealing with the enquiry and an invoice for required fee. If necessary any further information will also be requested.

NO: The applicant will receive written confirmation that the service is unsuitable and will be provided with what other sources of advice are available

STEP 3

Once the information has been received the Officer will contact the applicant to arrange the Pre-Application Meeting (if required) and/or confirm whether the information submitted is sufficient or not to enable the Highway Authority to provide the Pre-Application Advice.

STEP 4

Attend the Pre-Application Meeting (if required). The LPA will also be invited to attend if requested by the applicant.

STEP 5

Within 21 working days of the meeting and following receipt of a full submission, the Highway Authority will provide the applicant with a written response outlining its advice on the proposals, along with any further actions needed to ensure any forthcoming planning application will be valid in highway terms.

STEP 6

If, following the written response the applicant requests further meetings or advice then additional fees will be applicable.
