

Pre-Application Discussions

What?

Pre-application discussions provide informal advice on proposals. This advice could cover what sort of development may be acceptable on a particular site, the main issues that could be raised with a proposed planning application, and in some cases more detailed discussions about particular schemes. We encourage and welcome the opportunity to provide advice before an application is made.

Why?

There are considerable benefits in seeking advice before making an application as:

- It gives you an opportunity to understand how our policies will be applied to your development.
- It can identify at an early stage where there is a need for specialist input, for example, about listed buildings, trees, landscape, noise, transport, contaminated land, ecology or archaeology.
- It will assist you in preparing proposals for formal submission which, providing you have taken our advice fully into account, will be handled more quickly and the result will be more likely to be positive.
- It may lead to a reduction in time spent by your professional advisors in working up proposals.
- It may indicate that a proposal is likely to be unacceptable, saving you the cost of pursuing a formal application.

When?

You are able to view plans on submitted applications, obtain application forms and make general planning enquiries at the Gateway from 9am–5pm Monday, Tuesday, Wednesday and Friday, 9am–6.30pm Thursday, 10am–4pm Saturday. If you wish to research planning history then please contact the Development Control Technical Team on 01892 526121 or e-mail planningcomments@tunbridgewells.gov.uk.

If your enquiry is very straightforward or general you may be able to find the information you need on our website www.tunbridgewells.gov.uk. Alternatively:

- A Planning Information Officer is available 9am–5pm Monday to Friday at the Gateway, 8 Grosvenor Road to provide information on what types of development require planning permission and to explain submitted schemes. If you wish to book an appointment please contact the Development Control Technical Team on 01892 526121 or e-mail planningcomments@tunbridgewells.gov.uk.
- A Planning Duty Officer is available by appointment at the Town Hall to provide general help and advice, but may not be able to provide in-depth information on individual schemes. If you wish to book an appointment please contact the Development Control Technical Team on 01892 526121 or e-mail planningcomments@tunbridgewells.gov.uk.
- At the Weald Information Centre, Cranbrook, a Planning Duty Officer is available one morning a week by appointment only.
- If your proposal/question is of a detailed nature, or you require comments on a particular building, extension, design etc, or one which involves research or in some cases a site inspection, we will normally ask you to write to us with details of your proposal, including the following information as a minimum:
 - Description of the nature and scale of development proposed and the uses to which land and buildings are to be put.
 - Full site address and location plan (1:1250 scale) with the site outlined in red.
 - Site history ie occupancy/use of the site.
 - Photographs of the site.

- Sketch drawings providing details of the proposal. Floor plans for each floor of the proposed building, together with at least sketch elevations that are sufficient to indicate the initial architectural approach and palette of materials. Drawings should also show any adjacent buildings to identify the context of the scheme.

Informal advice

Any advice given by Council Officers for pre-application enquiries does not indicate any formal decision by the Council as the Local Planning Authority. Any views or opinions are given in good faith, and to the best of ability, without prejudice to the formal consideration of any planning application. The final decision on any application that you may then make can only be taken after the Council has consulted local people, statutory consultees and any other interested parties. The final decision on an application will then be made by senior officers, or by the Council's Area Planning Committee, and will be based on all of the information available at that time.

You should therefore be aware that officers cannot guarantee the final formal decision that will be made on your application(s). Any pre-application advice that has been provided will be carefully considered in reaching a decision or recommendation on an application, subject to the proviso that circumstances and information may change or come to light that could alter that position.

Please be aware that any information received or reply sent will be available for public inspection, unless it is marked 'Commercially Confidential' with a valid explanation as to why this is the case.

Further advice

In Writing from

Tunbridge Wells Borough Council
Planning Services
Town Hall
Royal Tunbridge Wells
Kent TN1 1RS

Tel: 01892 526121
Fax: 01892 544746

e-mail: planningcomments@tunbridgewells.gov.uk

In Person from

Gateway,
8 Grosvenor Road,
Royal Tunbridge Wells
Kent TN1 2AB