

# Pre-Application Planning Advice



**Service Guide  
May 2008**

## About the London Borough of Haringey

The London Borough of Haringey is located in the centre of north London and is home to 224,500 people living in an area of 30km<sup>2</sup>. It has many special features and diverse characteristics. To the west is Alexandra Palace and Park – a major London landmark, to the east Tottenham Hotspur football ground, whilst the centre is dominated by Wood Green – one of the largest shopping areas in London.

Historically considered an outer London borough, large parts of Haringey have the social and economic characteristics of an inner city authority. Haringey has several conservation areas, restricted conversion areas and almost 400 listed buildings. Planning applications submitted to Haringey can raise very complex issues due to these factors and others including a high density of developments and mixed uses, high land values and a local population that are active in planning decisions.

## What is PAPA for and why are we introducing the service?

As a borough we encourage Pre-Application Planning Advice (PAPA) discussions before applicants submit planning applications. These discussions can give both the applicant and the local authority greater clarity and reassurance about the application.

Having a formalised pre-application process for certain applications will provide a better service for our applicants. The advice provided will help with complying with Haringey's policies, ensuring validity and a higher quality of application and will also minimise any delay in deciding the outcome.

## What kind of applications will benefit from PAPA?

There are five categories of application that may benefit from PAPA:

### Category 1 Proposals

- Creation of 2-4 residential units
- Provision of commercial development of 100-499m<sup>2</sup>
- Change of use of 100m<sup>2</sup>-999m<sup>2</sup>
- Advertisement application for hoardings
- Individual proposals for telecommunications equipment & masts

### Category 2 Proposals

- Creation of 5-9 residential units.
- Provision of commercial development of 500-999m<sup>2</sup>

### Category 3 Proposals

- 10-24 dwelling units
- Provision of 1000m<sup>2</sup> – 2000m<sup>2</sup> of commercial floor space
- Development of a site of 0.5ha and over
- Mixed use developments

### Category 4 Proposals

- 25-99 residential units
- 2000m<sup>2</sup> – 9,999m<sup>2</sup> of commercial floor space
- Mixed use developments

### Category 5 Proposals

- 100 or more residential units
- 10,000m<sup>2</sup> or more commercial floor space
- Mixed use developments

We will only be offering formalised Pre-Application Planning Advice to developments of two units and above. This excludes householder developments which constitute the majority of our schemes. Householder developments and developments of one unit will still be eligible for free advice from Haringey Council.

For proposals for major and/or complex applications we will also be offering a Planning Performance Agreement (PPA) service. This is a formal project management approach to a major development which will consist of a series of meetings and a project plan managed by the local authority and the applicant in partnership. If you are interested in this service please see our website for more information.

### What will the charges be?

Description	Main Charge(s)	Extra Charges
<b>Category 5 Proposals</b> <ul style="list-style-type: none"> <li>• 100 or more residential units</li> <li>• 10,000m<sup>2</sup> or more commercial floor space</li> <li>• Mixed use developments</li> </ul>	£4,000 (inc. VAT)	£2,000 (inc. VAT) for any subsequent meetings
<b>Category 4 Proposals</b> <ul style="list-style-type: none"> <li>• 25-99 residential units</li> <li>• 2000m<sup>2</sup> – 9,999m<sup>2</sup> of commercial floor space</li> <li>• Mixed use developments</li> </ul>	£2,000 (inc. VAT)	£1,000 (inc. VAT) for any subsequent meetings
<b>Category 3 Proposals</b> <ul style="list-style-type: none"> <li>• Provision of 10-24 dwelling units</li> <li>• Provision of 1000m<sup>2</sup> – 2000m<sup>2</sup> of commercial floor space</li> <li>• Development of a site of 0.5ha and over</li> <li>• Mixed use developments</li> </ul>	£1,200 (inc. VAT)	£600 (inc. VAT) for any subsequent meetings
<b>Category 2 Proposals</b> <ul style="list-style-type: none"> <li>• Creation of 5-9 residential units.</li> <li>• Provision of commercial development of 500-999m<sup>2</sup></li> </ul>	£600 (inc. VAT)	£300 (inc. VAT) for any subsequent meetings
<b>Category 1 Proposals</b> <ul style="list-style-type: none"> <li>• Creation of 2-4 residential units</li> <li>• Provision of commercial development of 100-499m<sup>2</sup></li> <li>• Change of use of 100m<sup>2</sup>-999m<sup>2</sup></li> <li>• Advertisement application for hoardings</li> <li>• Individual proposals for telecommunications equipment &amp; masts</li> </ul>	£300 (inc. VAT)	£150 (inc. VAT) for any subsequent meetings

### 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.

We will:

- Contact you within 10 working days of receiving your written request for PAPA to let you know whether the service is right for you.
- Inform you of the correct fee and give you details of any further information you may need to supply before the meeting takes place.
- Contact you within 10 working days of receiving the fee and any other documentation we requested from you to arrange a date for a meeting.
- Arrange a meeting date with you and all the necessary officers required to advise you on your case, including any site visits needed.
- Provide detailed written confirmation within 10 working days of the meeting of the advice and views given by us. This will include what 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.

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

To request a Pre-Application Planning Advice meeting, please download the request form from our website, fill it out and send it to us via post or email. You should include the following information to help us make an assessment of whether the service is right for you:

- 1:1250 site location plan
- Draft Design and Access statement
- Photographs of the site and surroundings
- Drawings of your proposal

Address:       Development Control Support  
                  1<sup>st</sup> Floor  
                  639 High Road  
                  Tottenham  
                  N17 8BD

Email:           [development.control@haringey.gov.uk](mailto:development.control@haringey.gov.uk)

### 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

This is not an exhaustive list but should be a good basis of what information we will need to see. We will 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 10 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.
- The existing lawful use of the site or building and the planning history of the site or building, for instance any previous applications or appeals.
- Details 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 details of the floor space broken down to show how it will be used. 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

- 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). The completion of legal agreements can cause significant delays to the issue of planning permission, as the decision is not formally made until after the Section 106 agreement has been completed.
- The Council has produced a Supplementary Planning Guidance Note on Planning Obligations (SPG10a). 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.

### Fee

- You will need to include a cheque payable to **The London Borough of Haringey** or request an invoice if you are not sure which category your proposal falls into. You need to pay this fee and submit all necessary documentation in advance of the meeting.

## 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. At the PAPA meeting the following issues will be discussed with you:

## 1. Land Use

- If the site is covered by specific policies in the Haringey UDP or other designations or safeguards
- If the proposals will lead to a net loss of floor space of a use which the UDP seeks to retain, and if so, how this could be justified
- If, in our opinion, your proposals take into account the impact on local needs and facilities, for example the impact on transport, education and community use and how a S106 Agreement or Obligation might alleviate such effects

## 2. Design

We will consider:

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

## 3. Sustainability

- Achieving sustainable development

## 4. Housing Policies

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

## 5. Amenity

The likely impact on nearby residents such as loss of daylight, privacy or noise disturbance

## 6. Urban Conservation

- The impact your proposal may have on a listed building or, if within a conservation area, an unlisted building on or near the site
- If the development is in or adjoining a conservation area, in our opinion whether the development would preserve or enhance the character and appearance of that conservation area
- The impacts on historic Parks or Gardens
- Whether there are any archaeological implications in your proposal

## 7. Natural environment

- How your proposal will affect the diversity of the area or the open space. We will need to consider certain issues if the site is in an area of ecological importance.

## 8. Transportation

## 9. Planning Obligations

Issues which are likely to be subject to a Section 106 legal agreement and the timescale for providing the agreement for signing.

## 10. Consultation

- Pre-application consultation
- Stakeholders and Statutory Consultees
- Member consultation

## 11. Process

- Timescales/ Deadlines
- DC Forum/ Planning Committee

### After the Meeting

Following the meeting we will write to you within 10 working days confirming the advice given at the meeting. If new information or issues arise during the meeting an extended timescale may be agreed. The letter will also outline the requirements for you to submit a valid application.

If you request further discussions and negotiations following the receipt of this written advice, a further fee is likely to be required as stated in the fee table.

### Flow Diagram of the PAPA process

