

SALISBURY  
CITY COUNCIL



# **Pre-Application Planning Protocol**

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**Distribution**

Internal: All SCC Staff

External: Website/Councillors/Partners

## **Salisbury City Council**

### **Pre Application Planning Application Statement & Procedures**

Planning applications received by Salisbury City Council (SCC) can be divided into 3 categories, Major, Minor and Routine. Details of this is shown at Annex A.

#### **Routine Planning Applications**

Routine Planning Application are those listed as 'Routine Development' in Annex A unless otherwise determined by a member or officer.

Routine applications are considered by the Planning and Transport Committee in accordance with its agreed policies and procedures.

#### **Non- Routine Complex or Controversial Applications**

These are Minor or Major applications as shown in Annex A. These applications may be subject to pre-application consideration by the Council before an application is considered by the Planning and Transport Committee.

#### **Statement of Intent**

The Council seeks early engagement with developers to ensure that the developers present applications for determination by Wiltshire Council which support the developmental aims of the City Council.

#### **Developmental Aims of the Council:**

##### **Development should be:**

- Create an environment to deliver economic growth
- Avoid any detrimental impact on infrastructure
- Improve sustainability
- Protect and preserve the natural, historic and built character of Salisbury including the city's green infrastructure
- Provide for high quality, well designed development
- Include input from the community
- Should promote the City Council's current aims and priorities, where reasonable and in line with local planning policy

##### **The Council will:**

- Seek and encourage early engagement with developers and potential applicants
- Work constructively with developers where possible to mitigate any potential negative impact of any development on Salisbury
- Promote pre-application discussion with members of the Council

- Facilitate, where useful, public meeting to allow community engagement and consultation by developers
- Conduct pre application meeting in public, where possible

### **Procedures**

- All potential developers will have equal access to the council for Minor and Major developments
- Any presentation or information shared with Council will be forwarded to all Council members and will be made available on the Council's website whenever possible
- All members will be invited to attend any pre application meeting with developers
- No decisions or determinations will be made at any pre application meeting or discussion
- Developers must not represent the conduct of any pre-application meeting or discussion as implied or explicit approval for any application
- The Council will reserve its final position on any application until the occasion when an application is formally considered by the Transport and Planning Committee of the Council.
- Any developers wishing to engage in pre application discussions should apply to the City Clerk in the first instance.
- Any approaches to individual members should be immediately referred to the City Clerk.

**This statement was agreed by the Planning and Transport Committee on 3 July 2017**

## **Annex A**

### **Types of planning application**

#### **Major Development**

- 10+ dwellings /over half a hectare / building(s) exceeds 1000m<sup>2</sup>
- Office / light industrial - 1000+ m<sup>2</sup>/1+ hectare
- General industrial - 1000+ m<sup>2</sup> / 1+ hectare
- Retail - 1000+ m<sup>2</sup>/ 1+ hectare
- Gypsy/traveller site -10+ pitches
- Site area exceeds 1 hectare

#### **Minor Development**

- 1-9 dwellings (unless floorspace exceeds 1000m<sup>2</sup> / under half a hectare)
- Office / light industrial - up to 999 m<sup>2</sup>/ under 1 hectare
- General industrial - up to 999 m<sup>2</sup>/ under 1 Hectare
- Retail - up to 999 m<sup>2</sup>/ under 1 hectare
- Gypsy/traveller site -0-9 pitches

#### **Routine Development**

- Householder applications
- Change of use (no operational development)
- Adverts
- Listed building extensions / alterations
- Listed building demolition
- Application for relevant demolition of an unlisted building within a Conservation Area
- Certificates of Lawfulness (191 and 192)
- Notifications