



Planning and Development Management

Guidance Note

Planning Pre-application Advice

1st April 2024

This guidance note is intended to help you understand the most appropriate way to go about seeking advice through us. We have included relevant links to our forms and you can navigate through the table of contents in its digital version.

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Introduction

Pre-application advice refers to any advice received from the Council for a development proposal either before the submission of a planning application or in the “post-application” stage before resubmission.

Crawley Borough Council welcomes and encourages seeking advice before the submission of a planning application. The Council’s objectives for providing this discretionary service is to enable productive pre-application discussions that enhance and facilitate the planning process, encouraging and promoting high quality developments that support Crawley’s Local Plan.

We provide free informal advice for householders and small scale proposals and a chargeable service for “minor” and “major” developments with effect from 1 October 2018. The introduction of fees aims to improve the quality and consistency of the service and as a means to recover our costs.

Why is pre-application advice important?

Although seeking pre-application advice is not mandatory, it is highly recommended. Some of the benefits of seeking advice early include:

- A clear indication of those proposals that may be unacceptable. This helps the applicant decide whether to progress to a formal planning application or not, potentially avoiding wasted time and costs
- Increases the opportunity of enhancing the proposal leading to better quality applications which stand a better chance of a successful outcome
- It gives you an opportunity to understand how our policies and other material planning considerations will be applied to your development
- Detailed information on what you may need to provide for your planning application to be determined by us

Our service

A) Free pre-application advice for householders and small scale developments

This free informal advice will be in the form of a phone call, email or letter at the discretion of the planning case officer).

Householder development proposals are:

Extensions, conversions, lofts, windows, porches, garages and outbuildings, swimming pools, walls and fences, roof alterations, hardstanding and access for vehicles.

Small scale development proposals are:

Shopfronts, advertisements, air conditioning units, telecommunications equipment and commercial proposals affecting 99 square metres (sq m) or less.

Please see a full list of exemptions in the [relevant section](#).

B) Chargeable pre-application advice for minor and major developments

We provide a chargeable service for both "minor" and "major" development proposals.

Minor Development proposals are:

- Residential developments up to and including 9 dwellings
- Commercial developments between 100-999 square metres of floorspace
- Changes of use between 100 – 999 square metres of floorspace
- HMOs over seven occupants

Major Development proposals are:

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Chargeable service options

Our chargeable service will be provided in two ways:

Letter: a written response with comprehensive advice on a range of matters.

Meetings

Please note that a fee is payable prior to any meeting taking place and a refund may not

Follow ups

We will consider one set of revised proposals from the same applicant, amended in response to our feedback as part of this service.

This will not cover major revisions (such as completely different proposed use) or cases where a considerable time period has passed or material considerations (such as planning policies) have significantly changed since the initial enquiry.

Please note that our advice is limited on:

- Complete design review
- Highways matters, which are the responsibility of the local highway authority. Please see: <https://www.westsussex.gov.uk/roads-and-travel/information-for-developers/pre-application-advice-for-roads-and-transport/>
- Ecology

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atters, if relevant.

Fees and Exemptions

These figures are inclusive of VAT at current rate of 20%.

The fees have been calculated according to the amount of work required to process

How to make an enquiry

You will need to complete one of our two forms depending on your pre-application enquiry:

1. **Free service to householders, small scale and fee-exempted proposals:** please fill the [e-form](#) in our website and attach relevant supporting information when prompted.
2. **Chargeable service for minor and major proposals:** please download, complete the form (using Adobe Reader) and email it to Development.Control@crawley.gov.uk attaching supporting information.

We will check to make sure that sufficient information has been submitted. Please see the next section "[what you need to submit](#)" for details on this.

We will then invoice you for payment of the correct fee, if needed, and confirm the contact details of your assigned officer once paid.

We will aim to use email for all correspondence.

What you need to submit

Minimum requirements for all pre-application enquiries:

- Relevant free or chargeable pre-application enquiry form
- Current Site Layout Plan (preferred scale 1:1250* showing access to the public highway)
- Proposed Site Layout Plan (preferred scale 1:500* showing access to the public highway)* or sketches of the proposal
- The appropriate fee payment once an invoice is sent to you, if relevant

Note: The more information you provide, the more detailed our response will be.

Others, if possible or to get the most of your enquiry:

- Floorplans of the proposed development*
- Elevations if you are making changes to a building or a new build*
- Photographs of the site and surroundings
- A brief cover letter/ statement with any other background information to help explain your proposal and current use of the site

- Any key issues for which you require a specific response in your cover letter (depending in the enquiry and if advice is available, please see the Guidance Note section: "[what advice we will provide](#)").

Especially if it is a major or complex proposal:

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Where to find more information

General advice and information, including the Council's Local Development Plan and Supplementary Planning Guidance, is available on the council's planning webpage at: <https://crawley.gov.uk/planning/planning-policy>.

You can also find more information on the Planning Portal's website www.planningportal.gov.uk.

If you are unsure on the level of fees your proposal would incur please email Development.Control@crawley.gov.uk.

Disclaimers

Any pre-application advice provided is the Planning Officer's informal opinion only and does not represent a legal determination by Crawley Borough Council on whether the proposed development would be acceptable. Any planning application subsequently submitted would be subject to public consultation in accordance with statutory requirements and the Council's procedures.

Pre-Application Advice and Freedom of Information Requests:

All pre-application discussions will be treated in confidence although some information may need to be shared with others to process your request.

Please Note: that if requests for information about pre-application discussions are received under the Freedom of Information Act (FOIA) and/or the Environmental Information Regulations (EIR), we will contact you regarding possible disclosure. For more information please read the [Privacy Notice](#), [Access to Information](#) or [Freedom of information](#).

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