

The benefits of pre-application advice

Dumfries and Galloway Council is committed to providing reliable pre-application advice as part of a positive and proactive planning service. The process aims to take some of the uncertainty out of the planning application process and allow applicants to make more informed decisions when considering development proposals.

It is recognised that major developments and larger local developments can be complex and involve a number of different Services across, and outwith, the Council. Dumfries and Galloway Council recognises the value of structured and co-ordinated pre-application discussions for the more efficient handling of subsequent applications, and encourages developers and their agents to engage in this process for such development proposals.

Pre-application discussions help in providing early indications of the planning authority's view of a scheme. They can also help clarify the necessary information requirements for subsequent applications, help improve the quality of development proposals, as well as saving time and money on working up proposals.

Fees

In order to support the delivery of this high quality service a one-off cost will be charged. Please see the [Schedule of Fees](#). Payment can be made by cheque (payable to Dumfries and Galloway Council) or by credit or debit card by telephone on 01387 260199.



What is Major Development?

The definition of major development is set out within The Town and Country Planning (Hierarchy of Developments) (Scotland) Regulations 2009. Dumfries and Galloway Council would encourage those developers with proposals of the following types to engage with the Council as part of this formal pre-application process:

| Type of Development | Threshold / Criterion |
|--|--|
| Housing | 50 or more dwellings. |
| | The total area of the site is, or exceeds, 2 hectares. |
| Business and general industry, storage and distribution | The floor area of the site is, or exceeds, 10,000 square metres. |
| | The total area of the site is, or exceeds, 2 hectares. |
| Electricity generation | The capacity of the generating station is, or exceeds, 20MW (but is below 50MW). |
| Waste Management Facilities | The capacity of facility is, or exceeds, 25,000 tonnes. |
| | If used for sludge treatment, a capacity to treat more than 50 tonnes (wet weight) per day. |
| Transport and infrastructure projects | The length of the road, railway, tramway, waterway, aqueduct or pipeline exceeds 8 kilometres. |
| Fish farming | The surface area of water covered is, or exceeds, 2 hectares. |
| Minerals development | The total area of the site is, or exceeds, 2 hectares. |
| Other development not classed within any single class of the above rows | The gross floor space of any building, structure or erection constructed as a result of such development is, or exceeds, 5000 square metres. |
| | The total area of the site is, or exceeds, 2 hectares. |
| Any development which falls under Schedule 1 of the Town and Country Planning (Environmental Impact Assessment) (Scotland) Regulations 2011 | |

There are other categorised types of non-major complex local development which we believe may benefit from the use of this method of pre-application service, and we would particularly encourage the following enquiries as part of this pre-application procedure:-

- Any development subject to EIA.
- Residential developments with greater than 10 dwellinghouses;
- Wind energy developments involving turbines greater than 50m above ground level to blade tip;
- Business, retail or industrial uses where the gross floor space is at least 1000 square metres;
- Significant wastewater treatment or water supply schemes;
- Mixed use masterplanning projects; and
- Other larger applications which may have a significant impact on small communities or environmentally sensitive areas.

For smaller or less complex developments, you could consider using the [Householder & Local Development Enquiry Service](#).

What advice will be offered?

A major and complex local pre-application meeting is scheduled to take place once every calendar month with dates [published online](#). The meetings will be chaired by a senior member of staff from the Council's Development Management Service.

At the meeting you will have an opportunity to present your proposal, and we will provide visual presentation facilities, following which there will be an opportunity for questions and clarification from those attending the meeting relating to specific elements of the proposal. This will assist with the provision of guidance in the form of the written pre-application response. At this stage you should note that a formal response will not have been concluded by Officers.

This pre-application advice service ultimately provides constructive advice in writing on the proposed development within four weeks of the above pre-application meeting, including an indication of whether the proposal is likely to gain policy support. Within four weeks of the pre-application meeting you will receive a pre-application pack outlining the key outcomes of our discussions about your proposal in conjunction with advice received from consultees. The pre-application pack will:-

- Identify relevant planning constraints (e.g. conservation area, flood risk area) and any other material planning considerations that apply to the site/development and would be taken into account in the assessment of an application.
- Provide further advice on pre-application procedures such as pre-application consultation.
- Include advice received from relevant internal Council services and/or external agencies that may require to be consulted at the application stage. If the consultee does not provide us with a response, you will be given the option of receiving your response without it, or waiting further.
- Provide details of any relevant planning history of the site.
- Identify the key Local Development Plan policies and supplementary guidance that would be applied in the assessment of an application
- Identify any particular national policy or guidance that would apply to the proposal.
- Identify any possible planning obligation or developer contribution that may apply.
- Provide a planning officer's assessment of the proposal summarising the key issues likely to arise in the assessment of an application, including any relevant matters raised at the pre-application meeting.
- Identify any specific submission requirements that would be expected to accompany a subsequent application for planning permission (i.e. bat survey, noise impact assessment, etc.).
- Give an indication as to the likely acceptability of the proposal when assessed against Council planning policy and the likelihood of an application being recommended for approval.

Information that should be submitted in support of your application

The standard of pre-application advice that we can offer is often dependent on the level and quality of information that you are able to submit. The more information that is provided about the proposal, the more comprehensive the advice that can be given.

The [Major & Complex Local Pre-Application Enquiry Form](#) is available online. The information that should be submitted with the completed form and relevant fee is set out below. The drawings do not require to be architecturally drawn but should be produced to a metric scale and to a reasonable standard to allow a full assessment and determination of the proposal.

- Location plan(s) with application site clearly outlined in red. The plan(s) should be to a scale appropriate to the location so that site can be easily identified. In most cases, 1:2500 or 1:1250 should suffice but in rural or remote locations 1:5000 scale plans may be necessary.
- A site layout plan with the proposed development clearly shown including any proposed access and parking arrangements and details of any existing trees or hedgerows on the site. The plan should show the relationship with any surrounding properties. Site plans should normally be to a scale of 1:500 or 1:200.
- Details of the current and proposed used of the site/building.

Subject to the type of development proposed, the following information should be submitted as appropriate.

- Sketch floor plans and elevations (to scale). Proposed materials should also be indicated. Where possible drawings should also show adjacent buildings to identify the context of the scheme.
- Existing floor plans and elevations
- Photographs of the site and surrounding area if necessary
- Design and Access Statement
- Photomontages and/or computer images

Submitting your enquiry

The enquiry form and drawings should be submitted in electronic format to planning@dumgal.gov.uk, although hard copies will also be accepted at Planning and Environment Services, Kirkbank, English Street, Dumfries DG1 2HS.

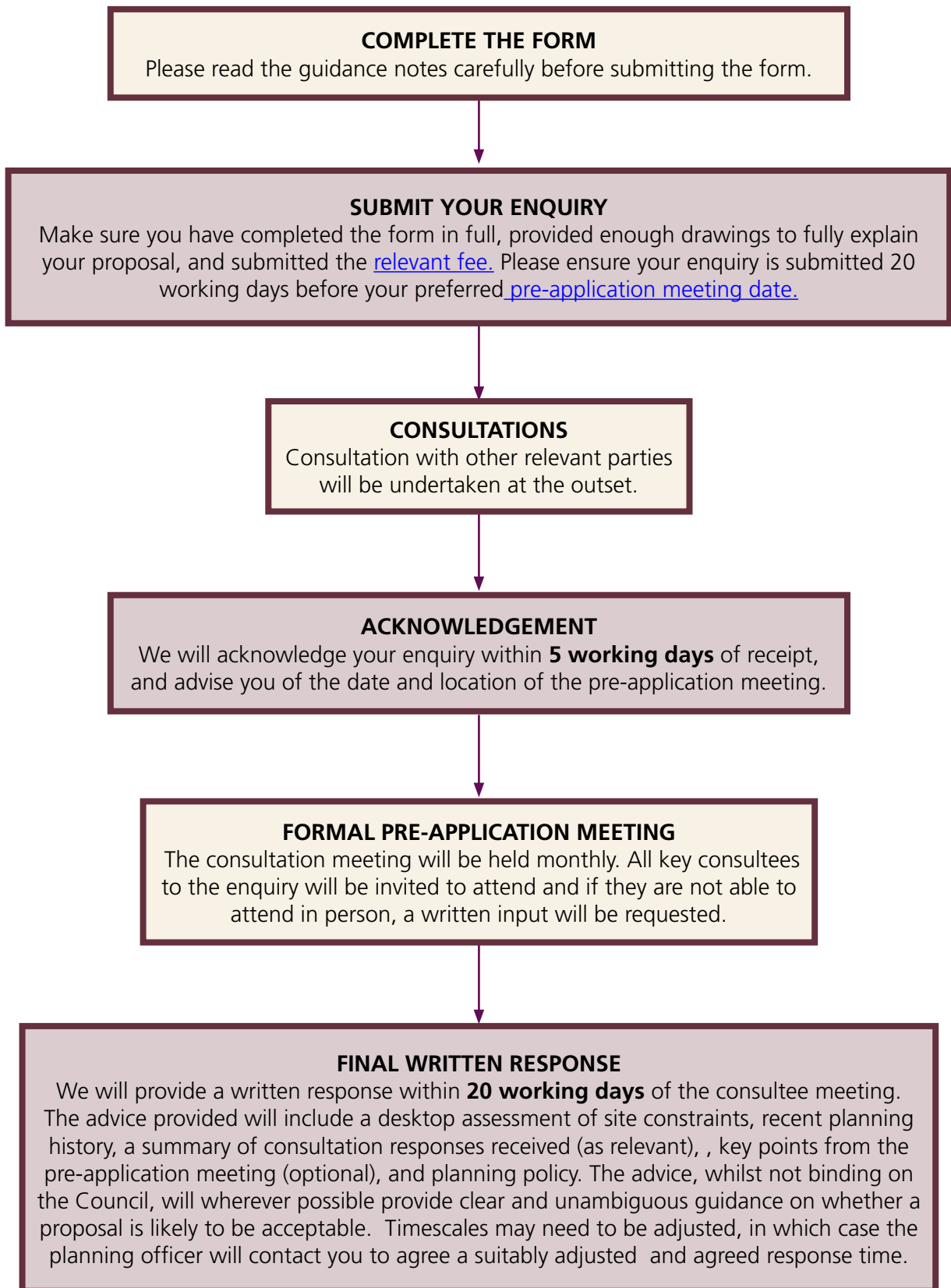
What happens next?

On receipt, enquiries will be checked to ensure that sufficient information has been provided and the appropriate fee has been paid. Confirmation of receipt of a complete enquiry will usually be given within 5 working days.

Consultations will then be arranged with relevant parties. It is intended that the enquiry will be targeted for the first pre-application meeting available 20 working days after submission (availability on a first come first served basis).

A planning officer will then assess your enquiry in the light of the information submitted, correspondence from consultees, and information gathered at the pre-application meeting and then provide a written response within 20 working days of the pre-application meeting taking place. We will make it clear where we consider that modifications or amendments could make your proposal acceptable in principle, and equally, if the scheme is wholly unacceptable as it conflicts with policy or guidance. The advice will be endorsed by the Planning & Building Standards Manager.





Disclaimer

Pre-application advice is given without prejudice to any decision that the Council as planning authority may make in respect of any future planning application for planning permission. Unless the planning officer considers that a site visit is necessary, the advice provided will only be based on a desktop assessment of the proposal against planning policy and guidance. Furthermore, other issues may arise during the detailed consideration of a formal planning application that may not have been evident at the pre-application stage and which may be material to any decision made.

Please also note that correspondence and details relating to pre-application enquiries are treated confidentially. However, if a request is made under the Freedom of Information (Scotland) Act 2002 we may be obliged to reveal details of your enquiry. Your enquiry will not be treated as confidential once a planning application has been submitted and is in the public domain. If you believe your enquiry is confidential, please explain why on the enquiry form.