

Pre Application Advice Request Form

1.0 General Requirements

- 1.1. This form must be completed in full and submitted along with the required supporting information and relevant fee in order for us to validate and process your Pre-Application Advice Request. The Fee and Category schedule is shown below.
- 1.2. To ensure that new development is designed and responds to climate change, a [climate change checklist](#) has also been prepared to help guide pre-application discussions. Highlighting Local Plan policies that require developments to mitigate and adapt to climate change the checklist poses a series of questions to ensure that the policies are appropriately considered in the development process. Applicants are encouraged to complete this checklist to demonstrate how proposals for new homes, commercial developments and infrastructure address climate change and comply with the relevant policies. The climate change checklist is attached to this form.
- 1.3. The Pre Application form can be submitted electronically to EDA@cumberland.gov.uk or in writing to the address above. If you have any queries please email or contact us on 01228 817 388.

Applicant		Agent	
Name		Name	
Address		Address	
Postcode		Postcode	
Tel		Tel	
Email		Email	

Site Address	Description of proposed development

Declaration

I (the undersigned) confirm that pre-application advice is requested on the terms set out in this form.

Signed Dated

2.Category Schedule

STAGE 1	STAGE 2	STAGE 3	BESPOKE - PPA
Assessment of the principle of the proposed development and identification of key planning issues/constraints only.	Assessment of the principle of the proposed development; identification of key planning issues/constraints; and assessment of highway and surface water drainage issues from internal consultees only.	Full Development Team Assessment.	Bespoke Arrangements including Planning Performance Agreements
WHAT YOU RECEIVE	WHAT YOU RECEIVE	WHAT YOU RECEIVE	WHAT YOU RECEIVE
Unaccompanied site inspection by Planning Officer (where necessary). Written correspondence or short meeting with Planning Officer detailing: - Assessment of principle of proposed development. - Identification of key planning issues/constraints relevant to proposed development. - Identification of relevant planning policies - Identification of validation requirements.	Unaccompanied site inspection by Planning Officer (where necessary). Written correspondence or short meeting with Planning Officer detailing: - Assessment of principle of proposed development; - Identification of key planning issues/constraints relevant to proposed development; - Assessment of proposed development in relation to impact on local highway network by internal consultees; and, - Assessment of proposed development in relation to	Accompanied site inspection by Planning Officer (where necessary). Written correspondence detailing: - Assessment of principle of proposed development; - Assessment and advice on key planning issues/constraints and plans etc. relevant to proposed development; - Assessment of proposed development by all key internal consultees; and - Meeting to discuss the proposed development attended by: Planning Officer including where	- Bespoke project management approach to major significant development projects. - An identified project team made up of key Planning Officers and relevant internal consultees - A timetable for the development of the project and its progress through the planning system to decision based around key milestones. This is likely

	surface water drainage by internal consultees. - Identification of relevant planning policies - Identification of validation requirements	relevant Senior Officer, Head of Service or Assistant Director; and, relevant internal consultees i.e. Highways, LLFA, E.H.O. etc.. - Any advice requested in relation to planning application validation requirements.	to involve a series of meetings and site meetings where necessary.
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Pre Application Requested (please refer to Fee and Category Schedule above and tick appropriate category)

	1a. Major Stage 1 service		1b. Minor Stage 1 service
	1c. Householder Stage 1 service		1d. Householder with Site Visit
	2a. Major Stage 2 service		2b. Minor Stage 2 service
	3a. Major Stage 3 service		3b. Minor Stage 3 service
	4. Bespoke PPA request		

3. Information Requirements

To enable a detailed response, we need you to provide as much detailed information as you can. The advice we can give is directly affected by the quality of information we received from you. So, in addition to completing this form in full, the following information must also be submitted with your Pre-Application Request as a minimum.

- **Site Location Plan at 1:1250/1:2500 with the site edged in red.**
- **Householder –**
 - Sketch plans, drawn to scale if possible, but as a minimum dimensions should be indicated.
 - Photographs of property if available.
- **Minor –**
 - Existing site plan showing details of existing buildings, access, parking, trees and hedgerows.
 - Indicative plans of the proposed development, showing access, layout, and parking and where appropriate indicative elevations drawings. All drawn to scale if possible, but as a minimum dimensions should be indicated.
 - Photographs of the site if applicable.
 - Any other supporting information you may have available.
- **Major –**
 - Indicative plans of the proposed development, showing access, layout, and parking and where appropriate indicative elevations drawings. All drawn to scale.
 - Photographs of the site if applicable.
 - Any other supporting information you may have available e.g. Draft design and access statement, ground investigation or ecological assessment.

4. Definitions of Development

Householder:

- a. Enlargement, improvement or other alteration to a dwellinghouse.
- b. Buildings within the curtilage of a dwelling incidental to the enjoyment of a dwellinghouse.

Minor Development:

- c. Residential development of 1-9 dwellings or outline area less than 0.5 hectare.
- d. Non-residential development of less than 1,000m² floor area.
- e. Agricultural development.
- f. Single domestic or farm scale wind turbine.
- g. Solar park development of less than 1 hectare.
- h. Change of use.
- i. Telecommunications development.
- j. Advertisements.

Major:

- k. Residential development of over 10 dwellings or outline area over 0.5 hectares.
- l. Non-residential development of over 1,000m² floor area.
- m. Commercial wind turbine development of over 1 turbine.
- n. Solar park development of over 1 hectare.

5. Climate Change Checklist

- 5.1 Table 1 highlights the existing Cumberland Local Plan policies relevant to climate change mitigation and adaptation.
- 5.2 It is not always apparent how a development proposal has been designed with these policies in mind, and how the development will mitigate and adapt to climate change.
- 5.3 A climate change checklist has therefore been prepared to help in the assessment of new homes, commercial development, and infrastructure projects, to ensure that developers are doing all they can to respond to climate change.
- 5.4 Table 2 below sets out the checklist which consists of a series of questions relating to the themes within the policies outlined in table 1.
- 5.2 Whilst the checklist does not form part of the formal validation checklist, the Council will use these questions to consider and assess proposals, ensuring that climate change is properly taken into account as a material planning consideration. Applicants are encouraged to complete the checklist to demonstrate how they are addressing climate change and complying with existing relevant policies. It will also be used in pre-application discussions.

Table 2. Checklist

Question	Relevant Policies
1. Is the development located and designed in a way that it will enable people to choose sustainable transport modes (walking, cycling, public transport)? Does the layout and design promote appropriate connectivity to encourage and facilitate walking and cycling?	S2, S3, S4, S22, DM14
2. Will the development incorporate facilities for charging plug-in and other ultra-low emission vehicles as required by building regulations? How will this be accommodated within the design of development?	S2, S22
3. Does the development prioritise the re-use of land and buildings, and use sustainable building materials (taking account of their full life cycle) and construction methods? Have locally and responsibly sourced materials been considered? Are recycled and recyclable products employed For example. re-using demolition materials for hardcore and aggregate.	S2, S4, S30, S31, DM12
4. Does the development identify opportunities to increase the proportion of energy derived from renewable sources, including opportunities for on-site renewable and low carbon technologies?	S2, S19, DM12,
5. Does the development carefully consider how biodiversity net gain will be achieved and does it incorporate green/blue infrastructure which will help mitigate and respond to climate change? For example. tree planting to absorb carbon and provide shade from overheating, wetland SuDS features to manage flood risk, green routes for active travel etc). Will existing trees and hedgerows and ecological features be retained, and blue and green spaces linked to the wider green infrastructure assets of the borough? Does the scheme provide for on-going management of green and blue spaces and/or biodiversity habitats?	S2, S4, S24, S35, DM12, DM14, DM17, SA52

6. Has the development proposal identified how the development might be at risk from local climate change impacts such as flooding, increased precipitation and storm events, overheating and drought, and explained how it has been designed in a way to adapt to climate change, increase resilience and protect people from its impacts? For example, are Sustainable urban drainage systems (SUDS) or other measures designed to reduce surface water runoff from roofing and external surfaces included. Who has any maintenance responsibilities and what other benefits could be achieved such as biodiversity & amenity? Are areas of impermeable paving minimised. What measures prevent excess solar gain in summer. Street trees and landscaping can provide shade and reduce heat island effects. Does the development include water efficient fittings and appliances, rainwater harvesting systems or recycling and harvesting facilities for grey water?	S2, S24, S29, DM12, DM14, SA52
7. Does the development promote sustainable waste management, through applying the waste hierarchy, providing sufficient space in appropriate locations for recycling and composting, and considering a zero waste to landfill approach?	S2, DM12
8. Does the development's design and layout promote energy conservation and efficiency? For example, through the orientation of properties to maximise passive solar gain, measures to capture solar energy, incorporation of micro-renewables, the provision of passive ventilation for cooling and through appropriate construction materials and methods?	S2, S4, DM12