

Highways Pre-Application Meeting Notes and Charges

Town and Country Planning Act 1990 (as amended) Planning and Compulsory Purchase Act 2004 Local Government Act 2003 Highways Act 1980

Under the Local Government Act 2003 the London Borough of Barnet operates a scheme of charging for pre-application advice on certain types of development proposals and certain development briefs. This note provides guidance in respect of the charges and procedure.

The Council welcomes and encourages discussion before a developer submits an application for a development of a major or complex scheme where there are significant transport implications.

In order that the Council can provide this service to a consistent and high standard the Council has decided that the cost of providing this service should be recovered directly and not fall as a general cost to the council taxpayer. *(Please note that the current statutory planning fees do not cover the cost of pre-application highways advice).*

The Council considers such discussions are primarily of benefit to the applicant by identifying the highways/transport issues and requirements and speeding up the development process; as a consequence they can help to minimise their subsequent planning application cost and avoid abortive applications.

Charging

The charging regime is set out below:

- Highways Group initial meeting fee of £420.00 (including VAT) for up to a two hour meeting with a Senior Engineer including preparation and subsequent written minutes of that meeting. (If a request is made for a more senior member of staff to attend, this will be charged at the appropriate hourly rate over the initial meeting charge).
- Subsequent advice or meetings will be charged on an hourly rate basis with the fee levels as follows (all including VAT):
 - Up to Senior Engineer - £100 per hour;
 - Up to Highways Manager - £125 per hour;
 - Chief Highways Officer - £150 per hour.
- Any additional work that highways officers will need to carry out following the initial meeting to produce comments will be charged for on an hourly rate basis, with an estimate of the charge agreed with the developer in advance.
- All invoicing will be carried out by the Highways Group following each meeting with the developer (This will be invoiced separately from any planning fee).

Scope for discussion

The matters suitable for discussion could include:

- Information on the relevant policies and other highways requirements;
- Informal and without prejudice comments and guidance on the content, construction and presentation of an application likely to satisfy the Council's Highways Group;
- Indication of the likely requirement for contributions by the developer, such as the approximate level of highways payments.

Information required for pre-application discussion

The Council will require sufficient information to be provided to enable a quality advice service to be provided. This includes:

- A description of the proposed development;
- A site location plan (scale 1:1250);
- Photographs and sketch drawings showing the site, buildings and trees as existing;
- Outline of proposal (on plans scale 1:200);
- For larger sites other information may be required including a draft Transport Assessment and a Travel Plan or School Travel Plan.

Standard of Service

If you have a proposal which is likely to be subject to a charge you should initially make your request in writing to the Highways Group (020 8359 3047) at:

**London Borough of Barnet
Highways Group
Planning & Safety Team
Building 4
North London Business Park
Oakleigh Road South
London N11 1NP**

Or download a form from Barnet Website: www.barnet.gov.uk/highways

As well as the information mentioned above you are required to confirm in writing that you would be willing to meet the necessary cost associated with the pre-application advice. The appropriate form will be sent to you upon receipt of any enquiry or can be downloaded from the Council Website.

Within a week of receiving a request for a meeting or submission of pre-application proposals, the service will contact you either by phone or in writing to confirm:

- That your proposal requires a pre-application advice fee (The service has the right to decline a request for pre-application advice where it is not considered either appropriate or necessary);
- Any additional information that is required before pre-application advice is offered; and
- The name of the highways officer(s) who will be handling your enquiry and their contact details.

Subject to the availability of all the required information, the case officer will contact you within 14 days to arrange a meeting. Meetings are normally held at the Highways Group office. Any request for specialist advice should be confirmed at this time and subject to their availability the necessary officers will attend.

Providing no further research or site investigation is required, you will receive a detailed advice letter outlining the major issues, constraints and requirements, which have been agreed by senior management within 14 days of the date of the meeting..

Payment of Charges

- The standard fee must be paid prior to the first meeting.
- Additional charges will be invoiced within 10 working days from the date of final comment. Invoices must be settled within 21 days. If a meeting is cancelled charges may be made for any pre-meeting enquiries or any other investigations that have been carried out.
- The Council will not vary fees where stipulated in this Guidance Note as flat rate fees for the current financial year.
- Cheques and postal orders should be made payable to 'London Borough of Barnet.'
- Refund of fees: Fees can only be refunded if: Paid in respect of a query for which the local planning authority declines to provide advice or if more than the correct fee was paid.

Speed in progress: for formal planning application submissions

The Service will seek to process all applications within the DCLG prescribed period. However, it is highly likely that applications submitted following a pre-application discussion will typically progress faster, particularly where the proposals have taken on board the issues raised in the written note of the meeting.

Highways Group Development Team Contact points:

If you wish to discuss a proposal which is likely to be subject to a charge, you may contact:

Hendon Area (Hendon, Mill Hill, Edgware, Brent Cross, West Hendon, Colindale and Burnt Oak)

Abigail Mendy 020 8359 7555 abigail.mendy@barnet.gov.uk

Finchley and Golders Green Area (Finchley, Hampstead Garden Suburbs, Golders Green & Cricklewood)

Kishore Joshi 020 8359 3046 kishore.joshi@barnet.gov.uk

Chipping Barnet Area (Barnet, East and New Barnet, Totteridge, Whetstone, Oakleigh & Brunswick)

Lisa Wright 020 8359 3049 lisa.wright@barnet.gov.uk

Pre Application Meeting Enquires

Vivian Morgan 020 8359 3047 vivian.morgan@barnet.gov.uk

The Planning Enquiries Hotline 020 8359 4673

Please Note:

Any advice given by Council officers for pre-application enquiries does not constitute a formal response or decision of the Council with regards to future planning consents.

Any views or opinions expressed are given in good faith, and to the best of ability, without prejudice to the formal consideration of any planning application, which will be subject to public consultation and ultimately decided by the Council.

You should therefore be aware that officers cannot give guarantees about the final formal decision that will be made on your planning or related applications. However, the advice note will be considered by the Council as a material consideration in the determination of the future planning related applications, subject to the proviso that circumstances and information may change or come to light that could alter the position. It should be noted that little or no weight will be given to the content of the Council's pre-application advice for any schemes submitted more than 3 years after the date of the advice being issued.

**London Borough of Barnet
Director of Environment and Transport
Mike Freestone
Highways Group**