



Pre-Application Advice Guidance Note
& Charging Schedule



London Borough of Newham

Pre-Application Advice Guidance Note & Charging Schedule

November 2024

Foreword:

With an abundance of development land, excellent transport links and an energetic and increasingly skilled workforce, the London Borough of Newham is well placed to accommodate London's eastwards growth in the 21st century.

The London Borough of Newham's Planning Team provides Pre-Application advice for anyone considering new development within the borough that may require planning permission or a related consent. This service provides professional planning advice to applicants before a planning application is submitted.

The Planning Team are committed to delivering positive planning advice which will assist to improve schemes, to provide clarity as to elements of proposed schemes which are supported, and to give detail regarding the information needed at application stage.

The Pre-Application service is subject to a fee proportionate to the development proposed and the level of service offered.

This Pre-Application Advice Guidance Note & Charging Schedule outlines the importance of Pre-Application discussions, provides details of the Pre-Application products offered (and their associated charge) as well as providing advice on how to request formal Pre-Application advice from the Council.

The importance of Pre-Application Discussions:

In accordance with the National Planning Policy Framework, the Planning Team at the London Borough of Newham place an emphasis on early engagement and aim to work with applicants in a positive and proactive way.

Development proposals can raise a number of complex issues and the Planning Team seek to assist developers through the planning process in order to deliver high quality schemes. The Planning Team consider Pre-Application advice as an important tool in achieving this and as such encourage Pre-Application discussions before the submission of a planning application.

Pre-Application discussions offer particular benefits, including:

- more certainty at an earlier stage in the process by front-loading discussions regarding key issues;
- clarity regarding relevant planning policies and site specific issues;
- assessment of development proposals by officers, senior managers and technical officers at an early stage in the process;
- the opportunity to steer projects in the right form that will be attractive to the community and acceptable to the local planning authority;
- reducing the risk of abortive work and associated delays and costs;
- discussions regarding potential planning conditions and S106/CIL costs;
- clarifying the documents that need to be submitted with a planning application to ensure it is valid upon receipt;
- a reduction in the number of planning applications that are refused or withdrawn because the development is unacceptable;
- reducing the likelihood of amended plans being required once an application is submitted; and
- speedier planning decisions once an application is submitted.

LBN host all meetings virtually via MS Teams.

By charging for Pre-Application advice the Planning Team are able to allocate more resources to this important early stage of the planning process. The fees in this document apply universally to all applicants and therefore bespoke fees will not be possible.



The Pre-Application Service:

There are seven categories of Pre-Application advice available as set out on the following pages. Pre-Application advice (except that requesting written advice only) is subject to the following commitments;

- Within 2 weeks of the assigned planning officer receiving the Pre-Application information and relevant fee the Planning Officer will make contact to arrange a suitable initial meeting date and confirm which Council officers will be in attendance.
- Following the initial meeting and issue of the first response, Officers will expect updated information usually within 1 month but no later than 10 weeks. Your pre-application enquiry may be closed down if you fail to provide information within the agreed timeframe.
- Within 15 working days of the final meeting, Officers will provide a Pre-Application report setting out the relevant planning policies, an assessment of the key planning issues, advice regarding potential S106 heads of terms and a list of the documents that would need to accompany a planning application.

The issuing of the final Pre-Application report closes the Pre-Application service. Should you require additional advice after the issuing of the final report, this will represent a new request for Pre-Application advice and will be chargeable at the full fee for the Pre-Application service.

Project Planning Performance Agreements (PPPA):

Project Planning Performance Agreements provide a framework through which the applicant and the Planning Team commit resources and work together to manage the entire planning process in a timely manner based on key targets and milestones. It is recommended that an early liaison is undertaken with the Planning Team to assess whether a PPPA is appropriate for your proposal. The Planning Team will then send you a draft PPPA including a draft Project Programme tailored to your proposed development based on the applicable charging category where applicable.

The PPPA commits both parties to an agreed timetable, which contains “milestones” based on the Project Programme. This includes the likely number of meetings necessary and the officers required to assess the relevant issues and ensure that all key planning issues are properly considered. The PPPA will also ensure that priority is given for review of the proposal by the Council’s Design Review Panel and Development Control Members’ Forum and any other necessary Council bodies as may be required.

Payment of PPPA’s is required in full prior to engaging in any of the services it offers.

Requests for credit will be politely declined.

Potential meeting dates will be agreed once payment is received.

Category A | Residential Extensions

Category A - Residential Extensions

It is important for the Council to work with our residents to ensure that the needs of their families can be met by helping to deliver improvements to homes through the planning system. If you are proposing significant levels of development to a residential property, you should consider engaging with the Council prior to submitting your application.

It will be expected that all proposals for extensions and alterations to homes will be designed to respect the character of the property and to be neighbourly. Extensions must be attractive, work well for residents of the property and for neighbours, promote biodiversity and be of a high quality.

Category A: Pre-Application advice relating to the following categories of development:

- Any alteration or extension to a residential dwelling

Pre-Application Product		Fee <small>(Inclusive of VAT)</small>
A.1	Charge for written advice: <i>(excludes advice for development already commenced)</i>	£150
A.2	Charge for written advice for development already commenced or subject to a live enforcement matter	£150
A.3	Charge for written advice for development spanning more than a single dwelling	£300

Fees in addition to the above (prior to issuing of written advice):

A.4	Charge for meeting (via MS Teams) (30 Mins)	£120
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Category B I Local Businesses (minor works)

Category B – Local Businesses (Not exceeding 100sq.m GIA)

As part of our continuing commitment to support local businesses to create jobs within a dynamic business environment it is important for the Council to work with our businesses by helping them to deliver improvements to their premises through the planning system. If you are proposing works to extend your business, change the use of the building, make changes to your shopfront or update your signage/advertising, you should consider engaging with the Council prior to submitting your application.

It will be expected that all proposals will be designed to respect and improve the character of the property and the wider street scene.

Category B: Pre-Application advice relating to the following categories of development:

- Extensions to an existing business premises (new floor space not to exceed 50sq.m)
- Changes of use of an existing business premises (*from a use within class A1-A5 to a different use within A1-A5*)
- Works to change the shopfront of an existing business
- Signage and advertising on an existing shopfront

Pre-Application Product	Fee (Inclusive of VAT)
B.1 Charge for written advice for proposals. (<i>excludes advice for development already commenced</i>)	£240
B.2 Charge for written advice for development already commenced or subject to a live enforcement matter	£480

Fees in addition to the above (prior to issuing of written advice):

B.3 Charge for an on-site meeting with Officers	£120
B.4 Charge for meeting (via MS Teams) (30 Mins)	£120



Category C | Small Scale Development

Category C – Small Scale Development

Small scale developments on ‘in-fill’ land can often raise complex issues and generate neighbour concerns. The London Borough welcomes the opportunity to assist developers through the planning process in order for high quality schemes to be delivered.

Category C: Pre-Application advice relating to the following categories of development:

- New flat conversions up to 3 units;
- 1 to 3 residential units;
- Non-residential developments of 99 sq.m or less; (*excluding those in Category B*)
- Changes of use of less than 99 sq.m; (*excluding those in Category B*)
- Telecommunication equipment and masts;
- Advertisements; (*excluding those in Category B*)
- Approval of conditions (except reserved matters);
- Amendments to previously approved schemes within this category;
- Certificates of lawfulness within this category; and
- Prior approvals within this category.

Pre-Application Product		Fee <small>(Inclusive of VAT)</small>
C.1	Charge for written advice which ONLY considers the principle of the development*	£1200
C.2	Detailed Pre-Application report provided in writing following: <ul style="list-style-type: none"> • An initial meeting (via MS Teams) (up to 1hr) • One revision of drawings following the initial meeting. • One follow-up meeting (via MS Teams) to present revisions (only available for schemes which broadly accord with the development plan) 	£2400

Fees in addition to the above (prior to issuing of Pre-Application report):

C.3	Any subsequent meeting (via MS Teams) (up to 1hr)	£480
C.4	Charge for an on-site meeting with Officers	£240

* C.1 only considers the principle of the development, it excludes consideration of all other material considerations (eg design, quality, impacts etc). To consider all material considerations you need to choose C.2



Category D | Medium Scale Development

Category D – Medium Scale Development

Medium scale developments often raise complex issues and generate a high number of neighbour concerns. The London Borough welcomes the opportunity to assist developers through the planning process in order for high quality schemes to be delivered.

Category D: Pre-Application advice relating to the following categories of development:

- New flat conversions incorporating 4 to 9 units;
- 4 to 9 residential units / or rooms in a large scale PBSL, HMO or student accommodation;
- Non-residential development 100-1999 sq.m floorspace;
- Changes of use 100-999 sq.m of floorspace;
- Extensions or alterations to listed buildings; (*excluding those in Categories A-C*);
- Amendments to previously approved schemes within this category;
- Approval of conditions (except reserved matters);
- Reserved matters pursuant to outline permissions within this category; and
- Certificates of lawfulness within this category; and
- Prior approvals within this category.

Pre-Application Product		Fee (inclusive of VAT)
D.1	Charge for written advice which ONLY considers the principle of the development*	£2520
D.2	Detailed Pre-Application report provided in writing following: <ul style="list-style-type: none"> • An initial meeting (via MS Teams) (up to 1hr) • One revision of drawings following the initial meeting. • One follow-up meeting (via MS Teams) to present revisions (only available for schemes which broadly accord with the development plan) 	£5040

Fees in addition to the above (prior to issuing of Pre-Application report):

D.3	Any subsequent meeting (via MS Teams) (up to 1hr)	£1008
D.4	Charge for an on-site meeting with Officers	£504

* D.1 only considers the principle of the development, it excludes consideration of all other material considerations (eg design, quality, impacts etc). To consider all material considerations you need to choose D.2



Category E | Large Scale Development

Category E – Large Scale Development

Large scale developments often raise complex issues and generate a high number of neighbour concerns. The London Borough welcomes the opportunity to assist developers through the planning process in order for high quality schemes to be delivered.

Category E: Pre-Application advice relating to the following categories of development:

- 10 to 49 residential units / or rooms in a large scale PBSL, HMO or student accommodation;
- Non-residential developments of 2,000-4999sq.m of floorspace;
- Change of use of 1000-4999 sq.m of floorspace;
- Approval of conditions (except reserved matters);
- Reserved matters pursuant to outline permissions within this category;
- Amendments to previously approved schemes within this category;
- Certificates of lawfulness within this category; and
- Prior approvals within this category.

Pre-Application Product		Fee <small>(inclusive of VAT)</small>
E.1	Charge for written advice which ONLY considers the principle of the development*	£4620
E.2	Detailed Pre-Application report provided in writing following: <ul style="list-style-type: none"> • An initial meeting (via MS Teams) (up to 1hr 30mins) • One revision of drawings following the initial meeting. • One follow-up meeting (via MS Teams) to present revisions (only available for schemes which broadly accord with the development plan) 	£9450

Fees in addition to the above (prior to issuing of Pre-Application report):

E.3	Any subsequent meeting (via MS Teams) (up to 1hr 30mins)	£2835
E.4	Charge for an on-site meeting with Officers	£1209

* E.1 only considers the principle of the development, it excludes consideration of all other material considerations (eg design, quality, impacts etc). To consider all material considerations you need to choose E.2



Category F | Major Scale Development

Category F – Major Scale Development

Major scale developments often raise very complex issues and generate a high number of neighbour concerns. The London Borough welcomes the opportunity to assist developers through the planning process in order for high quality schemes to be delivered.

Category F: Pre-Application advice relating to the following categories of development:

- 50-149 residential units / or rooms in a large scale PBSL, HMO or student accommodation;
- Non-residential development of 5,000-15,000 sq.m of floor space;
- Change of use of 5,000-15,000 sq.m of floorspace;
- Development with a site area of between 0.5 and 1 ha;
- Approval of conditions (except reserved matters);
- Reserved matters pursuant to outline permissions within this category;
- Amendments to previously approved schemes within this category;
- Certificates of lawfulness within this category; and
- Prior approvals within this category.

Pre-Application Product		Fee (Inclusive of VAT)
F.1	Charge for written advice which ONLY considers the principle of the development*	£6600
F.2	Detailed Pre-Application report provided in writing following: <ul style="list-style-type: none"> • An initial meeting (via MS Teams) (up to 2hrs) • One revision of drawings following the initial meeting. • One follow-up meeting (via MS Teams) to present revisions (only available for schemes which broadly accord with the development plan) 	£13200

Fees in addition to the above (prior to issuing of Pre-Application report):

F.3	Any subsequent meeting (via MS Teams) (up to 2hrs)	£4800
F.4	Charge for an on-site meeting with Officers	£1290

* F.1 only considers the principle of the development, it excludes consideration of all other material considerations (eg design, quality, impacts etc). To consider all material considerations you need to choose F.2



Category G | Strategic Scale Development

Category G – Strategic Scale Development

Strategic scale developments often raise very complex issues and generate a significant number of neighbour concerns. The London Borough welcomes the opportunity to assist developers through the planning process in order for high quality schemes to be delivered.

Category G: Pre-Application advice relating to the following categories of development:

- 150 or more residential units / or rooms in a large scale PBSL, HMO or student accommodation;
- Non-residential development exceeding 15,000sq.m of floor space;
- Change of use exceeding 15,000sq.m of floorspace;
- Development involving a site area exceeding 1 ha;
- Approval of conditions (except reserved matters);
- Reserved matters pursuant to outline permissions within this category;
- Amendments to previously approved schemes within this category;
- Certificates of lawfulness within this category; and
- Prior approvals within this category.

Pre-Application Product		Fee <small>(inclusive of VAT)</small>
G.1	Charge for written advice which ONLY considers the principle of the development*	£8700
G.2	Detailed Pre-Application report provided in writing following: <ul style="list-style-type: none"> • An initial meeting (via MS Teams) (up to 2hrs) • One revision of drawings following the initial meeting. • One follow-up meeting (via MS Teams) to present revisions (only available for schemes which broadly accord with the development plan) 	£17400

Fees in addition to the above (prior to issuing of Pre-Application report):

G.3	Any subsequent meeting (via MS Teams) (up to 2hrs)	£7920
G.4	Charge for an on-site meeting with Officers	£2520

* G.1 only considers the principle of the development, it excludes consideration of all other material considerations (eg design, quality, impacts etc). To consider all material considerations you need to choose G.2



Additional Pre-Application Products | Miscellaneous

Design Review Panel

The Newham Design Review Panel provides expert independent professional design advice on Pre-Application proposals for key developments in the borough. The Panel consists of highly qualified professionals within the built environment, including architects, landscape architects, public realm specialists and urban designers. The Panel members have been appointed by Newham Council through a competitive application process and the Panel exists to advise Newham Council and offer independent design advice. It does not have decision-making powers, but serves as an advisory body helping the Council to achieve high quality urban and architectural design for its residents. The Chair of the Design Review Panel attends Strategic Development Committee.

It is recommended that all major development proposals are reviewed by the Design Review Panel at Pre-Application stage. The cost of Design Review Panel will be added to the Pre-Application fee.

Development Control Members Forum

Newham has set up an internal member/officer meeting called Development Control Members' Forum which usually meets regularly. This is not a public meeting but developers (where considered appropriate) may be invited to present their scheme to the forum at the Pre-Application stage.

The Development Control Members' Forum receives reports on major and strategic developments within the Borough and provides a forum for Member questions. All relevant local ward members are invited to attend this meeting in addition to the members of the Strategic Development Committee and the Chair of Local Development Committee.

Pre-Application Product		Fee <small>(Inclusive of VAT)</small>
DRP.1	Summary report provided in writing following: <ul style="list-style-type: none"> • First meeting & presentation at the Council offices (up to 1hr) 	£5100
DRP.2	Summary report provided in writing following: <ul style="list-style-type: none"> • Follow up review presentations (up to 1hr) 	£3300
DRP.3	Design Review Panel chairs workshop	£2700
DCMF.1	Review & Presentation to Development Control Members Forum <ul style="list-style-type: none"> • Presentation to the panel at the Council offices (30mins including open discussion & questions) 	£3300



Additional Pre-Application Products | Miscellaneous

Fire Strategy

The fire safety of developments should be considered from the outset.

Policy D12 of The London Plan (2021) confirms applicants should consider issues of fire safety before building control application stage.

Major development proposals will require input from LBN Building Control Service who charge £116.91 per hour.

Please contact Reception.bco@newham.gov.uk for further information regarding assessments of fire strategies to accompany major planning applications.



Applying for Pre-Application Advice

Applying for Pre-Application advice

To request Pre-Application advice, please write to the Planning Team using the details below:

Post: Development Control
First Floor, West Wing
Newham Dockside
London
E16 2QU

E-Mail: planning.preapplication@newham.gov.uk

Information Required

The Planning Team will require a basic level of information to ensure that proper advice can be given. The following is not exhaustive but is a useful guide to what you will need to ensure that you get the advice and guidance you need. The more information you provide at Pre-Application stage the greater the extent to which the Planning Team can provide you with comprehensive Pre-Application advice.

The list below sets out the minimum recommend level of information to be submitted at Pre-Application stage:

- Covering Letter - including details of:
 - the Pre-Application product(s) you require; e.g. **E.2**
 - details of site ownership and the applicant's status;
 - site address;
 - the existing use of site and relevant planning history; and
 - the proposed development, including details of land uses, scale and height of built form, schedule of floor space, housing details such as tenure/mix/size (where relevant).
- Drawings/Plans – including:
 - location plan at 1:1250, with site outlined in red, any adjoining land in the ownership of the applicant outlined in blue;
 - plans and elevations of existing buildings on the site; and
 - plans and elevations of the proposed development.
- Supporting Information - Depending on the type/scale of the proposed development and how advanced the scheme is it may be helpful to include supporting information regarding the key planning issues, such as an urban design analyses, or draft Design and Access Statement.
- Where necessary, a completed checklist of commercially sensitive documents. (further advice at page 16)
- The relevant Pre-Application fee. Cheques payable to the 'London Borough of Newham'.

Pre-Application Payment Details

How to pay for your pre-application

Our preferred payment method is via the Pay It Webpage

If you have already been provided with a Pre-Application reference you can pay via our Planning 'Pay It webpage' <https://www.newham.gov.uk/Pages/Services/PayIt.aspx>. Please enter your pre application reference number taking off the last six letters and using a back slash e.g. 24/01234

If you pay via the 'Pay It' webpage you must email Planning.preapplication@newham.gov.uk the site address, application number, date you paid and the amount.

Bank transfer

Our bank details are below:

Lloyds TSB Bank PLC
Sort Code: 30-00-02
Account Number: 00879113

Please use the application site address as a reference (e.g. 1000 Dockside Road E16 2QU) and email the transaction receipt along with your submission to Planning.PreApplication@newham.gov.uk

To avoid delays please ensure the correct Pre-Application Product is selected and paid for promptly.

Freedom of Information

Your Pre-Application request, together with any documents or response made by the Council, will be made available for public inspection unless you confirm in writing to us that the information provided is commercially sensitive. If the Local Planning Authority receives a request, under the Freedom of Information Act (FOI) or Environmental Information Regulations (EIR), to disclose information relating to this pre-application enquiry, they may be obliged to do so unless the information is deemed exempt under the Act. Please outline in the table below (or one similar within your Pre-Application covering letter) items which you consider are confidential and genuinely commercially sensitive and which are not for disclosure in respect of your application.

Commercially sensitive documents not for disclosure to third parties under the Freedom of Information Act 2000 (FOI) or Environmental Information Regulations 2004 (EIR):

Name of Applicant / Agent:			
Information / Document	Reference / Page Number	Reasons for non-disclosure (cite FOI / EIR exemption(s) to be considered)	Duration of confidentiality

The applicant acknowledges that the commercially sensitive information listed above is of indicative value only and the authority may be obliged to disclose it pursuant to a request under the Freedom of Information Act (FOI) or Environmental Information Regulations (EIR).

The authority shall act reasonably and use its discretion when making a decision to release or withhold information pertaining to the above if it is requested. By indicating what information you believe to be commercially sensitive the Council will consider your views however the authority will make the final decision to disclose information or not.