



# PRE-APPLICATION ADVICE

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## Getting the most out of the Planning System

GREATERLONDONAUTHORITY

Phone: 020 7983 4100

Email: [pre-applications@london.gov.uk](mailto:pre-applications@london.gov.uk)

*Referable schemes that have not been through the pre-application process are more often delayed and refused.*

## Why Apply for Pre-application Advice?

Applicants for referable schemes are strongly advised to seek pre-application advice. This will ensure: -

1. An earlier understanding of what will be expected of you in the planning process;
2. Schemes are policy compliant and broader understanding of development issues are achieved; and
3. It speeds up the planning process.

Visit our website to find out if your scheme is Referable.

## Which Service is Right for You?

### Level 1 - In-Principle Advice

High level 'in-principle' advice based on limited information and generic assumptions.

This service offers you an opportunity to discuss your scheme at the very earliest opportunity with our senior officers before you waste money on costly design work.

These meetings should not be seen as an alternative to (Stage 2) pre-application advice meetings, where detailed GLA and TfL officer advice on the full range of matters any subsequent planning application would need to address is offered.

### Level 2 - Initial and follow-up meetings

More detailed advice based on plans submitted. We will review the schemes compliance with relevant planning policy, and how the scheme could be developed to achieve compliance. After the initial meeting you can request a follow-up meeting if you wish to discuss your development further.

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## How much do the meetings cost?

Type		Cost
Level 1	In-Principle Meeting	£2,500 + VAT (£3,000 inc. VAT)
Level 2	Initial Meeting	£7,500 + VAT (£9,000 inc. VAT)
Level 2	Follow-up Meeting	£2,000 + VAT (£2,400 inc. VAT)

Charges apply to all pre-planning application advice sought.

## How to pay for a meeting?

You will need to complete and send us a correct payment form. At this point you do not need to do anything else. Once we have the correct form, we will raise this with our Finance department.

You will then be issued with an invoice from Accounts Payable at TfL. The invoice will be addressed to the company details you provide us with. It will also contain details on how you can pay the invoice. Once you've been issued with the invoice you can pay via BACs or cheque.

## How do you request a meeting?

You will need to register to use our online system, PAWS. You can do this on the following link: [Register as a new user on PAWS.](#)

Once you have registered, you can apply for meetings using PAWS. Please see below for more information on this.

## How do you use our online system, PAWS?

Please refer to our guidance note:

[https://www.london.gov.uk/sites/default/files/online\\_pre-application\\_service\\_-\\_guidance\\_notes\\_v2\\_0.pdf](https://www.london.gov.uk/sites/default/files/online_pre-application_service_-_guidance_notes_v2_0.pdf)

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## What information do you need to submit?

We require some essential documents that you must submit with your request. If we don't receive these, we will ask for you to send them before we accept the request.

Document type	In-Principle	Initial meeting	Follow-up
Payment form	Y	Y	Y
Site plan (red line site boundary)	Y	Y	
Outline of proposed development	Y but doesn't need to be extensive	Y	
Outline of key planning issues		Y	
Indicative scheme concept/images		Y	

We also have some desirable documents. We will tell you if we need them, and when we will need them by.

## How long will it take to get a meeting?

You'll hear from us with a proposed meeting date and time within 5 working days of receiving your request.

We aim to get meetings within 15 working days of your submission but sometimes this may not be possible. You should submit your request as early as possible to ensure you get a meeting that works with your timescales.

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## What do you get at the meeting and who attends?

### Level 1 - In-principle

The meeting will last about 45 minutes and be attended by at least one senior manager from the GLA's Planning Team. TfL and GLA energy, viability or design officers will not attend or provide comments on submitted material. The LPA officer will also not be in attendance.

No more than 3 people should attend from your side to allow the discussion to focus on the key planning principles the proposals would raise.

No models should be presented and a projector will not be provided.

An electronic copy of the scheme should be submitted with the meeting request; and an electronic copy of any additional material presented at the meeting must be left.

### Level 2 - Initial

For an initial meeting the following people will attend:

- GLA Case officer
- GLA Principal officer
- GLA Design officer
- GLA Energy officer
- TfL representative

Depending on what your scheme is we may also have the following people attending:

- GLA Viability officer - this will depend on whether your scheme is fast-track compliant. More details here: <https://www.london.gov.uk/what-we-do/planning/implementing-london-plan/supplementary-planning-guidance/affordable-housing-and>
- GLA Housing and Land officer

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- GLA Regeneration officer
- GLA Culture officer

### Level 2 - Follow-up

For all follow-up meetings a GLA Case and Principal officer will attend. We may have other officers attending but it depends on the topic you wish to discuss e.g. if it's design we will have a GLA Design officer in attendance.

For our level 2 services we will send you an agenda 2 days before the meeting confirming the attendees.

### LPA attendance

When you request a meeting with us, you can tell us if you wish for the LPA to be notified. If you say yes, we'll contact the LPA for you. We can't guarantee their attendance but we will invite them for you.

Please note that the LPA may have separate charges that apply if they attend the meeting

## Where are the meetings held?

The meetings will be held at City Hall: <https://www.london.gov.uk/about-us/our-building-and-squares/how-find-city-hall>.

You will be required to go through security. Please allow enough time to ensure you can attend the meeting on time.

## What do you get after the meeting?

### Level 1 - In-principle

You'll receive a short record of the meeting will be produced by the GLA manager that attended the meeting. This will confirm attendees, a description of the scheme that was discussed and the key strategic planning matters and

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principles the meeting covered. The meeting and its outcome will also be referenced in any subsequent Mayoral planning application report.

## Level 2 - Initial and Follow-up

You'll receive an advice report from us within 10 working days of the meeting. This will outline our officers' comments on the scheme following the meeting you held with them<sup>1</sup>.

## Further guidance for you

### The London Plan

<https://www.london.gov.uk/what-we-do/planning/london-plan/current-london-plan>

### The draft London Plan

<https://www.london.gov.uk/what-we-do/planning/london-plan/new-london-plan>

### Affordable Housing & Viability Supplementary Planning Guidance

<https://www.london.gov.uk/what-we-do/planning/implementing-london-plan/supplementary-planning-guidance/affordable-housing-and>

### Other Supplementary Planning Guidance

<https://www.london.gov.uk/what-we-do/planning/implementing-london-plan/supplementary-planning-guidance>

### Opportunity Areas

<https://www.london.gov.uk/what-we-do/planning/implementing-london-plan/opportunity-areas/opportunity-areas>

### Energy assessments guidance (March 2016)

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[https://www.london.gov.uk/sites/default/files/gla\\_guidance\\_on\\_preparing\\_energy\\_assessments\\_-\\_march\\_2016.pdf](https://www.london.gov.uk/sites/default/files/gla_guidance_on_preparing_energy_assessments_-_march_2016.pdf)

Access statement content guidance

[file:///homedata/home\\$/Jwilkinson/Downloads/Access%20statement%20content%20guidance%20\(7\).pdf](file:///homedata/home$/Jwilkinson/Downloads/Access%20statement%20content%20guidance%20(7).pdf)

## What's our cancellation policy?

We require you to send us some correct information before we can confirm the meeting date with you. If we don't receive this within 72 hours of the proposed meeting date, we will postpone the meeting. You'll receive all of the information we require when we contact you about the request.

## What happens if we get a Freedom of Information request about your scheme?

The public are able to request information from us under the Freedom of Information Act 2000. Any information we hold is subject to the Act and pre-application advice and documentation is not automatically exempt from disclosure. Part or all of the advice and documentation may meet one or more of the exemptions set out in the Act/Regulations. We will consider all requests for information in accordance with our published guidance:

<https://www.london.gov.uk/about-us/governance-and-spending/sharing-our-information/freedom-information>.

## What happens when it goes wrong?

We aim to provide you with the best possible service. If you feel that you have not received the service that you have paid for, please tell us so that we can review the case and where possible put it right. Please do this by contacting our Planning Support Manager, Joe Wilkinson



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E: [joe.wilkinson@london.gov.uk](mailto:joe.wilkinson@london.gov.uk)

P: 020 7983 5562

<sup>1</sup> The advice you receive from us does not constitute a formal response or decision by the Mayor with regards to future planning applications. Any views or opinions expressed are without prejudice to the Mayor's final consideration of the application.