Introduction

The West Sussex County Council Planning team operates a Pre-Application Advice service. The advice provided through this service is chargeable, and this note introduces how advice can be obtained prior to the submission of a formal planning application.

West Sussex County Council welcomes and encourages pre-application discussions. These discussions can improve the quality of the submission, identifying issues central to the development, and make applications more likely to be validated quickly. Ultimately the discussions improve the timescale in which applications are determined, and improve their chance of success.

Please note: we do not deal with planning applications or, therefore, pre-application advice for sites within the South Downs National Park.

Why Seek Pre-Application Advice?

There are many benefits to seeking pre-application advice before making an application including:

- Speeding up decision-making by confirming the information required with an application;
- Identifying problems and issues at an early stage, reducing the risk of wasted applications or refusal, and reducing queries during the application process;
- Better understanding of relevant national and local guidance and policies;
- Making use of our local knowledge;
- Helping to identify mitigation measures or more acceptable alternatives;
- Helping to guide engagement with local communities, members and consultees; and
- Confirmation of our view of the development.

Please contact us (see below) if you wish to establish whether the County Council is the correct authority to determine your application, and/or which application process should be followed (e.g. full application, amendment (S.73), Listed Building, Certificate of Lawfulness etc.).

**Email:** Planning.applications@westsussex.gov.uk
**Phone:** 0330 2225 777
**Visit:** County Hall, Tower Street, Chichester PO19 1RH
**What advice can I expect?**

The pre-application advice given is not intended to be exhaustive or definitive, particularly given the early stage of the development process. Rather it is intended to draw attention to the main issues which should be considered as part of the application process. The advice we give can only be informal as it is not within the formal planning process, and is given on the basis of the information that is available at the time.

Advice may relate to:

- The need for planning permission;
- The completion of forms, notices, and certificates;
- The relevant planning policies, site constraints / designations;
- Possible application timescales;
- The site’s planning history (WSCC decisions only);
- Identification of key planning issues;
- The planning merits of the proposal and its acceptability;
- Identification of information required to accompany an application, (with reference to our [Local List](#));
- An indication as to whether Environmental Impact Assessment (EIA) and/or EIA Screening may be required;
- Recommended further consultation, including within WSCC;
- Possible conditions / legal agreements/ other statutory consents (Environmental Permits etc.);
- Identification of appropriate mitigation measures.

**How do I obtain pre-application advice?**

Please complete a ‘Request for Pre-Application Advice’ form available through the following sources:

<table>
<thead>
<tr>
<th>Email</th>
<th><a href="mailto:Planning.applications@westsussex.gov.uk">Planning.applications@westsussex.gov.uk</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone</td>
<td>0330 2225 777</td>
</tr>
<tr>
<td>Website</td>
<td><a href="https://www.westsussex.gov.uk/planning/planning-pre-application-advice/">https://www.westsussex.gov.uk/planning/planning-pre-application-advice/</a></td>
</tr>
<tr>
<td>Visit</td>
<td>County Hall, Tower Street, Chichester PO19 1RH</td>
</tr>
</tbody>
</table>
What Information is required

We know that in some cases it is not always possible to provide significant detail. However, the more information that is provided, the more useful the County Council’s advice will be, and the more specific to your proposal. The following is a list of the minimum information required:

<table>
<thead>
<tr>
<th>About the Site:</th>
<th>Address/Grid Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Location Plan (site and surroundings, boundary)</td>
</tr>
<tr>
<td></td>
<td>Existing and /or proposed site layout, including access.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>About the Use:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>For All Developments:</td>
<td>Vehicle movements, access arrangements, HGV numbers</td>
</tr>
<tr>
<td></td>
<td>Current site use (and if possible, historic site use)</td>
</tr>
<tr>
<td>For Waste Developments:</td>
<td>Annual throughput</td>
</tr>
<tr>
<td></td>
<td>Any waste processing activities</td>
</tr>
<tr>
<td></td>
<td>Waste types, sources (commercial / municipal / construction etc.) and catchment.</td>
</tr>
</tbody>
</table>

**For Minerals Developments:**

|                 | Annual quantities to be extracted/processed |
|                 | Timescale of development |
|                 | Any minerals processing activities |

Desirable: Photographs of site

We will also need:

- Your full contact details;
- The appropriate fee (see below).
**Types of Advice**

All charges include VAT

<table>
<thead>
<tr>
<th>Level of Advice Sought</th>
<th>What Can You Expect</th>
<th>Charge: Minor Proposals</th>
<th>Charge: Major Proposals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Advice Only</td>
<td>• Written confirmation of the County Council’s views, based solely on a ‘desktop’ assessment and the information you submit.</td>
<td>£200</td>
<td>£500</td>
</tr>
</tbody>
</table>
| Meeting at County Hall | • A meeting with you (and your representative(s)) at County Hall for up to 2 hours.  
• Written advice based on a ‘desktop’ assessment.                                                                                                         | £300                   | £650                                                                                                                                                                                                                  |
| Meeting on Site        | • A meeting with you (and your representative(s)) at the site, for up to 2 hours (excluding travelling)  
• Written advice.                                                                                                                                                                                                          | £350                   | £850                                                                                                                                                                                                                  |
| Follow-up Meetings     | • Additional advice provided with respect to any further information or alterations to the proposals.                                                                                                                    | £100                   | £250                                                                                                                                                                                                                  |

**Payment**

All requests for pre-application advice must be accompanied by the relevant fee by cheque made payable to West Sussex County Council.
Process Summary

STAGE 1: INITIAL ENQUIRY

Complete and submit a ‘Pre-Application Request’ form, which can be obtained from:
- Our website (https://www.westsussex.gov.uk/planning/planning-pre-application-advice/);
- By emailing planning.applications@westsussex.gov.uk;
- By calling 0330 2225 777; or
- In person at West Sussex County Council, County Hall, Chichester PO19 1RH.

STAGE 2: RESPONSE FROM WSCC:

We will respond within 7 days by letter and confirm:
- whether sufficient information has been received to proceed;
- whether we consider your proposal can be dealt with by the method requested;
- the name of planning officer who will be handling the enquiry;
- indicative dates for a meeting (if required);
- confirmation that the fee is correct;
- whether there is a need for any specialist advice.

STAGE 3: MEETING/ SITE VISIT

We will arrange for the pre-application meeting to be held within seven days from the date of the letter (subject to the appropriate officer’s availability to attend a meeting). Alternatively, we will offer a written response within 14 days if a meeting is not requested or considered necessary.

STAGE 4: OUR RESPONSE

We will follow up the meeting with a ‘Pre-Application Advice Form’ setting out our considered opinions on the development, within 14 days of the meeting.
Please Note:

All advice given by Council officers is on the basis of the information before them, without prejudice to the formal consideration of any planning application. It does not constitute formal advice or a planning decision which is only given as part of the planning application process. Officers cannot therefore give guarantees about the final, formal decision that will be made on your planning application.

Little or no weight will be given to the content of the Council’s pre-application advice for schemes submitted more than 3 years after the date of the advice being used.

Other Advice

Highways Advice : Free written response to initial enquiry but chargeable for ongoing involvement (e.g. attendance at meetings)

Website:  https://www.westsussex.gov.uk/roads-and-travel/information-for-developers/pre-application-advice-for-roads-and-transport/
Phone:  0330 2224 777
Email:  planninghighways@westsussex.gov.uk

Environment and Heritage : County Ecologists / Archaeologists / Landscape and Tree Officers

Please contact us to discuss:
Phone:  01243 642 119
Email:  environment.heritage@westsussex.gov.uk

South Downs National Park:

Website:
General:  http://southdowns.gov.uk/planning/
Pre-App:  http://southdowns.gov.uk/planning/making-an-application/pre-application/
Phone:  01730 814 810
Email:  planning@southdowns.gov.uk

Planning Team Contact Details

Email:  Planning.applications@westsussex.gov.uk
Phone:  0330 2225 777
Website:  https://www.westsussex.gov.uk/planning/planning-pre-application-advice/
Visit:  County Hall, Tower Street, Chichester PO19 1RH