

Pre-Application Advice for Roads and Transport

This document sets out the benefits of seeking advice in advance, the levels of advice available, and how to apply.

Supporting documents, the application form and contact details are available on our website: www.westsussex.gov.uk/preapphighways.

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What Are the Benefits of Pre-Application Advice?

Local planning authorities consult us for advice on any road and transport issues that affect proposals submitted for planning permission. They then take our recommendations into account when making a decision on a planning application. However, before you submit a planning application, we can provide advice on road and transport issues associated with the proposed development.

By providing this service, we aim to encourage structured pre-application discussions, improve the quality of planning applications, and provide an improved customer experience.

The benefits for seeking advice in advance include:

- potentially reducing the time and cost involved in working up proposals;
- reducing the subsequent cost of abortive applications;
- comprehensive information on what you need to provide with your application;
- helping to speed up the decision-making process once an application has been submitted.

If you submit an application without seeking our advice first – or have not used the advice given – we will base our response to the local planning authority on the information submitted with the application. At this stage, it is unlikely that you will be invited to discuss and revise the proposal.

What Advice Can I Expect?

Our advice can include:

- relevant policies and guidance;
- the required level of detail and supporting information necessary to provide a valid assessment of highways and transport issues;
- whether a contribution towards highways and/or transport improvements is likely to be required;
- Transport Assessment scoping – determining the content, preparation and presentation of a transport assessment likely to satisfy our requirements;
- our comments made about previous applications at the proposed site;
- suitability of access arrangements; and

- review of your Road Safety Audit and Designer Response.

Levels of Advice and Charges

We provide a substantive written response for free but charge for further discussions, meetings, additional written responses.

Substantive Written Response

We provide a substantive written response **free of charge** to your first request for advice. That response will:

- state that we have no comment to make; **or**
- state that based on information provided, we are satisfied with the proposal; **or**
- refer you to national and local policies and guidance that should be taken into account; **or**
- provide advice on the development proposal.

For larger development proposals, we cannot provide a full response to transport assessments or other technical proposals as part of our free service, but may be able to advise on scoping for these documents.

Our written-response service:

- is suitable for small to medium developments where the proposals are straightforward;
- is sent within 21 days of receipt of your request;
- includes advice that will reflect the level of detail that you have provided;
- does not include a meeting.

If you require further correspondence with us, the charge shown in the table below will apply per letter or email.

Single Meeting with Written Advice

This service:

- is suitable for small to medium developments where the proposals are not straightforward and might require discussion to resolve;
- includes a single meeting at our offices or on site – we will contact you within five working days of receiving your request to arrange this;
- includes written confirmation of advice, sent within 21 days of the meeting;
- includes advice that will reflect the level of detail that you have provided;
- incurs a cost – see table below.

If you require further correspondence with us, the charge shown in the table below will apply per letter or email.

Development Team

This service is suitable for larger developments that will require our longer term involvement. It includes scoping, meetings, site visits and ongoing correspondence.

We will agree specific timescales, the nature of the advice required, and costs with you. Contact us for further information.

Table of Charges

After receiving your request for pre-application advice, we will send you an email to pay online if providing one of our chargeable services. We now have an online payments system which is our preferred way. Although we can still issue invoices and accept BACS and cheque payments, if this is the way you would prefer to pay please indicate this on your application.

No. of Dwellings	Commercial and Retail Area	Additional Written Response Only	Single Meeting and Written Response
Up to 10	Up to 100m ²	£100 plus VAT	£250 plus VAT
11 to 24	101m ² to 500m ²	£400 plus VAT	£600 plus VAT
25 to 49	501m ² to 1,000m ²	£600 plus VAT	£850 plus VAT
50 to 79	1,001m ² to 2,000m ²	£1,100 plus VAT	£1,250 plus VAT
80 to 199	2,001m ² to 5,000m ²	£2,000 plus VAT	£2,000 plus VAT
200+	5,001m ² +	£2,200 plus VAT	£2,200 plus VAT

How Do I Get Advice?

To request advice, complete the application form online under the Request Advice section at: www.westsussex.gov.uk/preapphighways.

So that we provide effective advice, you should include the following information with your request as a minimum. Not providing this information will restrict the level of detail that can be included in our response.

- Site location plan (scale 1:1,250) with the site boundary shown.
- Schedule of existing uses, including planning history with reference numbers.
- Description, including site layout plans, of the proposed development and schedule of uses.
- Summary of reasons supporting site access/highway works proposals, including plan (scale 1:200 or similar) with achievable visibility splays indicated.
- Design Audit of proposed highway works, including identified departures from standards.
- Final Stage 1 Road Safety Audit of proposed highway works and designers response, including amended plans as necessary. (Our Safety Audit Policy is available online.)
- Location plan of key services indicating locations of education, employment, food retail, non-food retail, and healthcare facilities.
- Reference to supporting national, regional and local planning documents and policies.
- Parking Strategy, including provision of parking for all modes of transport.
- Relevant data collected to date.
- Proposed trip rates supported with TRICS outputs and site selection methodology.
- Junction assessment, where appropriate, with supporting outputs.
- An agenda outlining points of discussion for any meeting.

Important Notes

Please note the following.

- A substantive response can say that we have no comment to make, are happy with the proposed development, refer to current standing advice, provide general advice, and include justification for our views;
- Requesting pre-application advice from us is not mandatory but we will no longer enter into discussion over the scope or content of any specialist highways and transport proposals outside this service.
- Any advice given does not constitute a formal response or decision.
- Any views or opinions are given in good faith and on 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 local planning authority.
- Little or no weight will be given to the content of our pre-application advice for schemes submitted more than three years after the date of the advice being used.
- Any advice given in relation to the planning history of the site, planning constraints or statutory designations does not constitute a formal response under the provisions of the Local Land Charges Act 1975.

Further Information

Supporting documents (such as guidance notes, policies, and manuals) and links to other resources are available on our website.

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