

Pre Application Charging: East Sussex County Council as Highway Authority

ESCC Charging Schedule for Highways and Transport Advice on development proposals:

The County Council welcomes and encourages discussions with a developer before submission of a planning application to a District or Borough Council or a County Matter application to the County Council. The benefits of seeking pre-application advice from the Highway Authority include:

- the potential for reducing the time and associated costs that professional teams spend working up the proposals
- an indication of those proposals that may be completely unacceptable from the transport/highways point of view
- detailed information on what you may need to provide for your application to be determined by us as the Highway Authority; and
- written confirmation of the advice that can be submitted formally as part of any subsequent application which will help to speed up the decision making process.

The County Council's objectives for providing this service are to encourage and facilitate structured and productive pre-application discussions, which help guide the customer through the planning process. The pre-application service will result in better quality applications being submitted which, from a highways and transport perspective, stand a better chance of a successful outcome.

An initial free response summarising the main issues and applicable policy/guidance documents will be given however, should further discussions, meetings and / or additional written responses be required charges will apply, as detailed in the table below:

Number of dwellings:	Commercial and retail area:	Meeting and/or site visit plus written response:	Additional written response only:
Up to 10	Up to 250m ²	£200 plus VAT	£150 plus VAT
11 – 30	251m ² – 1000m ²	£420 plus VAT	£300 plus VAT
31 – 50	1001m ² – 2000m ²	£840 plus VAT	£600 plus VAT
51 – 80	2001m ² – 5000m ²	£1280 plus VAT	£950 plus VAT
80 -199	5001m ² or more	£2100 plus VAT	£1500 plus VAT
200+		£3000 plus VAT	£2500 plus VAT

For mixed-use development or if your proposal does not fit into the categories listed above, please contact the Highway Authority to discuss charge rates. VAT will be charged at the current rate.

Levels of Advice:

1 - Statutory written response – Free of Charge

We will provide a response **free of charge** to the first submission of a pre-application enquiry providing the following information has been provided:

- Site Plans
- Site Address
- Description of proposed development

Applicants will also be advised of relevant national and ESCC policy and guidance documents.

Most are available on our website:

<https://new.eastsussex.gov.uk/environment/planning/applications/developmentcontrol/tdc-planning-apps>

This service:

- is suitable for small to medium developments where proposals are straight forward;
- will include advice that reflects the level of detail provided;
- will be provided within 21 days of receipt of the proposal;
- does not include a meeting

Any further correspondence with the Highway Authority regarding the proposal would be subject to the charge shown in the above table per additional written response, either by letter or e-mail.

Please note that the County Council is not usually consulted on minor applications by the Planning Authorities (District and Borough Councils and South Downs National Park) who deal with those applications themselves. Therefore any advice sought on minor development proposals should take that into account;

2 – Additional advice (Single Meeting or Site Visit with written advice) – Subject to a charge

This service is considered suitable for developments where the proposals are not straight forward and may require discussions to resolve. In addition to the information provided above, we would expect to be provided with:

- details of the existing use of the site, including planning permission history, if appropriate

- description of the proposed development accompanied by plans showing the proposal
- scoping for a Transport Statement / Assessment or a draft of these documents
- any further information considered critical to the proposal at pre-application stage
- a letter confirming that the pre-application charge will be paid within 14 days of receipt of an invoice.

The pre-application charge will cover the following:

- a single site visit / meeting or a meeting at the Council offices
- an indication of the appropriate policies, standards and guidance against which the proposal will be assessed
- whether a financial contribution towards highways and / or transport infrastructure improvements is likely to be required;
- our comments made about previous applications at the proposed site;
- suitability of access arrangements; and review of your Road Safety Audit and Designer Response
- a written response within 21 days of receipt of payment of the charge
- a single re-check of the scheme following any necessary revisions
- meeting details will be arranged within 10 days of receipt of payment

Any further correspondence with the Highway Authority regarding the proposal would be subject to the charge shown in the above table per additional written response, either by letter or e-mail.

3 – Large Scale Development Proposals

Large scale developments will require a longer term involvement. Our advice is likely to include scoping for Transport Assessments, input regarding transport modeling, meetings, site visits and ongoing correspondence with a variety of specialist teams within the Highway Authority / East Sussex County Council.

Pre-application charges for large scale development proposals should be discussed with the Highway Authority on a case by case basis and are subject to additional charges (minimum of £2000 plus VAT) for a period of 6 months, particularly if the proposals require increased officer time.

Exemptions

East Sussex County Council reserves the right to adjust (or waive) charges in exceptional circumstances. Please be aware that no advice, subject to a pre-application charge, will be given out over the telephone.

How to pay

Payment of the application fee should be made on submission of the request for pre-application advice and can either be:

- taken over the phone by credit or debit card, Monday to Friday (9am to 4pm) or
- made by cheque, posted to

Transport Development Control,
East Sussex County Council
County Hall,
St Anne's Crescent,
Lewes,
East Sussex
BN7 1UE

If you require an invoice, please send a valid Purchase Order with your completed application form.

Please Note

A pre-planning response shall not prejudice the Highway Authority's formal response on any future planning application, but will set out the highway and transport requirements that would need to be satisfactorily met as part of any formal proposal.

The Highway Authority's formal response to any planning application is made taking account of revisions to the proposals, any changed circumstances and the results of public consultation. The final decision on any planning application is taken by the Local Planning Authority. The Highway Authority is only a consultee on planning applications.

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