



Lewes District Council

www.lewes.gov.uk

Thinking about a large, or complex, development proposal?

We can offer a

ONE-STOP SHOP FOR DEVELOPMENT CONSENTS

.....to provide you with co-ordinated advice from project inception through detailed planning to construction and completion

REVISED DRAFT: HOUSING REVIEW GROUP
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1 What is a “One Stop Shop”?

If you are considering a large, or complex, development proposal, it will probably need a number of development consents, or licences, from Lewes District Council and also possibly from other public agencies.

These consents can include planning permission; listed building or conservation area consent; approval under the building regulations; and licenses for alcohol sales, public entertainment and other matters. All this can be daunting for those wanting to carry out development, particularly small businesses, faced with meeting complicated, and sometimes contradictory, legal requirements.

Lewes District Council is now offering a “one stop shop” service, so that you can get co-ordinated advice on all the necessary approvals from the local authority. This will provide a better service for our customers and reduce the risk of wasted time and effort in obtaining consents which are not compatible with each other.

This approach is strongly endorsed by Government and the Audit Commission, its efficiency watchdog. Further information on it can be found on the web at www.communities.gov.uk/planning.

Our “one stop shop” service offers:-

- A single “one stop” point for initial advice.
- Arrangements for co-ordinated pre-application discussions.
- Setting up of a “development team” to co-ordinate a response and nomination of a case officer to act as single point of contact with the Council and with relevant external approval-giving bodies.

- Co-ordination of any necessary enforcement visits.
- Arrangements to publicise the “one stop shop” services and obtain user feedback on it.

2 WHAT ARE THE ADVANTAGES OF A ONE STOP SHOP APPROACH?

- Potential cost savings for both developers and the Council through:-
 - Identification of issues and problems at an early stage.
 - Quicker identification of mutually acceptable solutions.
 - Better quality of submitted applications.
 - Avoiding spending time and effort on unrealistic “non starter” proposals.
 - Early engagement of registered social landlords for the provision of affordable housing.
- Improved communication between, and co-ordination of, different regulatory functions resulting in:-
 - Less bureaucracy
 - A focus on finding solutions to problems rather than “passing around” proposals between different regulatory groups.
- More effective enforcement of legislation and regulations relating to development.
- A better service to our customers.
- Above all, delivery of sustainable development which meets local needs, has suitable supporting infrastructure and adds positively to the local environment

3 HOW DOES IT WORK?

(a) What sort of development proposals would benefit from the “one stop shop” approach?

Normally, it will be large, or complex, proposals such as a large housing or commercial development with a significant impact on its surroundings. However, the approach can also be very useful on smaller, but still complex, schemes such as works to listed buildings or small developments on contaminated land where regulatory requirements can pull in different directions.

If you think your scheme may benefit from the “one stop shop approach”, please contact the Council. Sometimes, council officers may suggest the approach to developers.

If your proposed development falls into one of more of the following categories, you might want to think about using this approach:-

- More than 10 dwellings or 1000 sq metres commercial floorspace

- | | | | |
|-------------------------------------|-----------------------------|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Large mixed use development | <input checked="" type="checkbox"/> | In a conservation area |
| <input checked="" type="checkbox"/> | Listed Building | <input checked="" type="checkbox"/> | Situated on contaminated or unstable land, or on a floodplain |

(b) What range of skills can the District Council bring together in a one stop shop?

We can offer the following in-house professional skills:

- Planners
- Building Surveyors
- Specialists in design and conservation
- Environmental Health Officers covering noise, pollution, land contamination and various licensing issues
- Housing Officers, covering the provision of affordable housing in new development
- Sustainability (energy efficiency, water conservation, sourcing of materials)
- Lawyers
- Access Officer (on issues relating to access and the Disability Discrimination Act)
- Waste Officers (Sustainable Waste Management in new development)
- Tree & Landscape Officer

Externally, we can bring in advice from a number of other public agencies including:

- East Sussex County Council (Highway access and road safety; archaeological interest)
- Environment Agency (Flood risk management)
- Sussex Police (Crime prevention)
- East Sussex Fire and Rescue Service (Fire safety)
- Sussex Downs & Weald PCT (Health impact of development)
- Locate East Sussex (Business location issues)
- Southern Water (Water supply and drainage)
- Registered Social Landlords (delivery of affordable housing)

If we set up a Development Team to advise on the scheme, the Council contact will normally be the Planning Case Officer

(c) What are the range of approvals on which the District Council can provide co-ordinated advice?

- Planning permission including any necessary developer contributions to supporting infrastructure and provision of affordable housing
- Listed Building Consent
- Conservation Area Consent
- Consent under the T & C P (Control of Advertisement) Regulations
- Tree Preservation Order

- The Building Regulations
- Environmental Impact Assessment – screening opinion
- Caravan Site Licensing
- Alcohol Licensing
- Public Entertainment Licensing
- Contaminated Land Regulations
- Integrated Pollution Prevention & Control (IPPC) consent

(d) How will the one stop shop approach work at different stages of the development process?

Stage	Team Members Involved	Outcome
Initial enquiry	Reception staff Planning, Building Control, Environmental Health, Estates, Housing, Legal, etc.	Issue guidance booklets, leaflets and web links to key information. Inform of all relevant legislation involved consents required. Initial advice on affordable housing provision. Express initial view on proposal and identify contact officer.
Pre-application meeting	Planning (policy, development control, conservation), Building Control, Environmental Health, Housing and dependent on scheme any external agencies (EA, Highways, Fire Brigade, etc) applicant and agent and registered social landlord partners	<ul style="list-style-type: none"> • Identify any problem areas. • Agree any target dates. Agree contact officer and the development team members. • Consider whether any special sub group (e.g. affordable housing) is justified. • Consider whether Planning Performance Agreement would be appropriate.
Development Appraisal (if necessary)	Planning, Housing, external financial assessors.	<ul style="list-style-type: none"> • Assessment of financial viability of scheme and ability to find necessary supporting infrastructure and affordable housing. • Consider heads of terms for S.106 agreements, including delivery mechanisms, e.g. for affordable housing.
Receipt of planning application	Planning staff (including Building Control) Highways, Environment Agency.	Confirm contact officer. Check application is valid and notify applicant. Confirm team members and amend as needed.
Receipt of building regulation application	Building control staff and planning staff	Check application is valid and notify applicant. Check whether planning consent is required and application submitted. Identify any problem areas.

Progress meeting on applications	As for pre-application meeting plus legal and any relevant external body	Review progress, particularly on any problem areas and on response to public consultation. Review target dates. Agree scope of any necessary planning agreements.
Decision on application	All departments involved	Liaise on committee reports. Check progress on planning agreements. Attend committee. Conclusion of legal agreements
Pre-commencement meeting on site	Building control, planning and others as necessary.	Agree contact officer. Agree monitoring procedure
Commencement on site	Building control, planning and others as necessary	Liaise on commencement notice, compliance with conditions, planning agreements.
Progress on site	Building control, planning and others as necessary	Review progress. Check compliance with approved plans.
Completion of scheme	All involved	Carry out feedback with all involved including applicant and developer. Check compliance with conditions and possible need for enforcement action.

(e) What information will be required from the developer?

It is difficult for the Council's officers to give useful advice if developers' proposals are vague and speculative. Prior to any initial meeting, the following information will usually be required:

- Location plan
- Site plan showing existing development on the site
- Photographs
- Brief description of proposed scheme
- Sketch scheme, including elevations and internal layout, if possible
- Any Registered Social Landlord partnering the scheme and providing affordable housing

(f) Is there a charge for this service?

We will normally set up a "Development Team" for large or complex applications in response to a pre-application discussion enquiry.

As from 1 April 2006, we are introducing charges for pre-application discussions involving "major applications", for example:-

- 10 or more dwellings
- More than 1000 sq. metres commercial floorspace
- Sites over 0.4 hectares (1 acre)

The charge for such advice is a flat rate of £550 for an initial meeting and follow up written advice. Subsequent pre-application advice is charged at hourly rates based on the staff involved.

There is no charge for a Development Team after formal submission of a planning application.

4 CONTACTS

Director of Planning & Environmental Services
Lewes District Council
P O Box 166
Lewes, East Sussex
BN7 9EY

Tel: 01273 471600

Fax: 01273 484452

E-mail: planning@lewes.gov.uk

Web: www.lewes.gov.uk

Office hours: 0845 – 1700 Mon – Thur
0845 – 1600 Friday