Pre-application advice

A guide for anyone who wants to know if they are likely to get planning permission before they submit a formal planning application.

What is pre-application advice?
It is a way of finding out whether you are likely to get planning permission, before the submission of a formal planning application.

Why do we offer pre-application advice?
We are committed to providing a quality planning service, both in terms of the outcome of new developments and the timescales in which we make our decisions. Good quality decisions made within the strict timescales set by Central Government require commitment and input from both the Council and those submitting the applications. In order to achieve this, we encourage you to discuss your proposals with us before submitting your applications. This will help to reduce the time taken to determine your application and improve the quality of the application you submit, as well as giving peace of mind that you are on the right lines before paying a planning application fee.

Who will respond to my pre-application?
Pre-application advice will be given by a Planning Officer. All advice is given without prejudice to any decision the Council may take on a subsequent application. Whilst every effort will be made to give comprehensive advice, not all the issues may be known to the Planning Officers at this stage.

How much does my pre-application cost?
We now charge for pre-application advice for Major Applications. Pre-application advice for all other applications is free.

Costs for Major Applications are as follow:
• Small-scale (up to 49 dwellings or 1000 to 2999 sq.m): £1000.
• Medium-scale (50 to 199 dwellings or 3000 to 9999 sq.m): £2000.
• Large-scale (200+ dwellings or 10,000+ sq.m): £5000.

For further details, including fee guarantee please visit our online page.

How long will it take for a response?
All pre-application requests will be acknowledged within 3 working days of receipt. This will confirm that the request has been registered and has been forwarded onto the relevant team. Within 10 working days we will contact you if we require further information eg. additional plans, the need for a meeting or if we need to carry out a site visit. From receipt of your request we will aim to provide a full response within 6 weeks for major category pre-applications and within 4 weeks for all other pre-applications.
How should I submit my pre-application advice?

All requests for pre-application advice must be submitted to us using the relevant form. This can be submitted electronically or on paper. The form can be found by visiting: birmingham.gov.uk/preappadvice

In addition to the form you will be required to submit any relevant supporting information. This is explained in full on the pre-application form and also in this leaflet.

**IMPORTANT**

Pre-application advice cannot be given in person.

What we will do?

We will contact you within 10 working days if we require any further information.

We will provide advice based on the information you give us so the more information you provide, the more detailed the response will be.

The advice we provide will be formally recorded so it can be referred to in any subsequent pre-application discussions or when considering any subsequent planning application. If, following pre-application discussions, the submitted scheme complies with the pre-application advice given, we reserve the right not to undertake further negotiations/discussions whilst we determine the application.

What if I require advice from other Council departments?

It is important that you talk to other departments such as Transportation, Regulatory Services or Housing, before submitting an application. We will not consult them as part of the pre-application process, only when a formal application has been submitted that effects them.

What if I just want to know if I require planning permission?

You must not use the pre-application process for this. To find out if you require planning permission please visit: birmingham.gov.uk/plannningpermissionguide

or contact us at: planningandregenerationenquiries@birmingham.gov.uk

Confidentiality

Information provided to us as part of this pre-application advice service will be publicly available unless otherwise stated by you. This information will not however be shared online.

Any information submitted as part of any subsequent planning application will be available for public inspection, and published on our website to help you track its progress and others to see your plans and make comments.

Visit birmingham.gov.uk/plannningonline for more details.
How the process works

What supporting information is required?

**Essential information**
- Location Plan - scale annotated on the plan, site outlined in red, showing the direction of North.

And/or:
- Site Plan - scale annotated on the plan, show the direction of North and show the adjoining properties and roads in relation to proposed development.

**Optional requirements**
The more information you give us, the more comprehensive the response will be.
- Sketch plans showing details of the proposed development - please ensure the scale of the drawings is annotated on the plans.
- Tree Survey Plan showing details of all trees affected by the development.
- Parking layout showing details of any proposed alterations to existing parking arrangements.
Getting in touch

The quickest and easiest way of getting in touch:

**Web**
Submitting a Pre-application:
birmingham.gov.uk/preappadvice

Do I need Planning Permission:
planningportal.gov.uk

**Your views**
Let us have your comments, compliments or complaints:
birmingham.gov.uk/yourviews

For a copy of this leaflet in large print, alternative format or another language, please contact us.

If you have a speech impairment, are deaf or hard of hearing you can contact Birmingham City Council by Next Generation Text (also known as Text Relay and TypeTalk), Dial 18001 before the full national phone number.

Minicom: (0121) 303 1119 or (0121) 675 8221

You can call the council’s Contact Centre using your own advocate to translate for you without written notice. If you need to arrange for this service, go to Brasshouse Translation and Interpreting.