



PRE-APPLICATION ADVICE

Getting the most out of the Planning System

GREATERLONDONAUTHORITY

Email: pre-applications@london.gov.uk

Referable schemes that have not been through the pre-application process are more often delayed and refused.

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Why Apply for Pre-application Advice?

Applicants for referable schemes are strongly advised to seek pre-application advice. This will ensure: -

1. An earlier understanding of what will be expected of you in the planning process;
2. Schemes are policy compliant and broader understanding of development issues are achieved; and
3. It speeds up the planning process.

Which Service is Right for You?

Level 1 - In-Principle Advice

High level 'in-principle' advice based on limited information and generic assumptions.

This service offers you an opportunity to discuss your scheme at the very earliest opportunity with our senior officers before you waste money on costly design work.

These meetings should not be seen as an alternative to (Level 2) pre-application advice meetings, where detailed GLA and TfL officer advice on the full range of matters any subsequent planning application would need to address is offered.

Level 2 - Initial and follow-up meetings

More detailed advice based on plans submitted. We will review the schemes compliance with relevant planning policy, and how the scheme could be developed to achieve compliance. After the initial meeting you can request a follow-up meeting if you wish to discuss your development further.

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How much do the meetings cost?

Type	Cost
Level 1 In-Principle Meeting	£4,166.67 + VAT (£5,000 inc. VAT)
Level 2 Initial Meeting	£10,000 + VAT (£12,000 inc. VAT)
Level 2 Follow-up Meeting	£4,166.67 + VAT (£5,000 inc. VAT)

How to pay for a meeting?

We have an online payment tool, which allows you to pay for your meetings online via our system. We will require payment to be made before a request is validated.

When you have paid, you will receive an acknowledgement of payment on email instantly. Our Finance team will also use the details you provide to issue a VAT paid invoice.

The forms for submitting a request will guide you through the process and the information you need to provide.

If you need a client to pay for the meeting, they will need to register an account: <https://planning.london.gov.uk/business2/s/login/SelfRegister>. Once they have registered, or if they are already registered, please email pre-applications@london.gov.uk and we can link their account to the relevant application. They can then go their activity history and click on 'pay by card' to pay for the meeting.

If you are not able to pay via online payments, you can make payment to our bank account: https://www.london.gov.uk/sites/default/files/gla_bank_details.pdf. You should use the GLA application number as the reference on the payment. You will then need to send us proof that money has been made to pre-applications@london.gov.uk. Until we have confirmed with our finance department that moneys has been received, we will not be able to validate your request. As this can take up to at least 2-3 working days, the fastest way to ensure that payment is made is by paying online, as we are able to know the transaction was successful instantly.

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Refund policy

If for any reason you need to cancel your request, a charge of £250 will be applicable for the administrative costs incurred. Please email your cancellation request to pre-applications@london.gov.uk with confirmation of the bank details and name of account on headed paper.

Online payments - terms and conditions

When submitting the request, you will be agreeing to these terms and conditions for using Online Payments.

You are required to provide us with the details of the person paying for the meeting along with the Company details before submitting the application. From these details, we will issue a VAT paid invoice. Once the application has been submitted, you will not be able to change these details. You need to ensure that these details are correct before submitting the request.

How do you request a meeting?

You will need to register to use our online system. You can do this by clicking on the link below.

Once you have registered, you can apply for meetings using the system.

What information do you need to submit?

We require some essential documents that you must submit with your request. If we don't receive these, we will ask you to send them before we accept the request.

We will also require payment and payer's details before a request is validated.

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See the 'How to pay for a meeting?' section for more detail.

Document type	In-Principle	Initial meeting	Follow-up
Site plan (red line site boundary)	Y	Y	
Outline of proposed development	Y but doesn't need to be extensive	Y	
Outline of key planning issues		Y	
Indicative scheme concept/images		Y	

We also have some desirable documents. We will tell you if we need them, and when we will need them by.

London Review Panel

The London Review Panel provides independent expert advice to support the Mayor and GLA Group to achieve high standards of design and to secure the wider benefits of place making. At the heart of design review is a discussion of a given project by expert panellists acting as critical friends. The Panel will review planning cases where alternative design review processes aren't in place at borough level, where sites fall across borough boundaries, or where sites are of exceptional social or cultural significance to Londoners. The cost of an initial London Review Panel is £6,000 (excluding VAT). For more information please visit the [London Review Panel](#) page. A design review will be triggered at the discretion of the GLA Planning Officer at a suitable time in the Pre-application stage and informed by whether;

- there is no local design review panel, or it does not have enough capacity
- the planning case spans two or more boroughs
- the planning case is on an internationally significant site with exceptional cultural, social, or economic value (e.g., proximity to the Thames, heritage sites or world class facilities and venues). An example being 20 Bury Street (The Tulip).
- the planning case includes a residential component that exceeds 350 units per hectare (London Plan Policy D4 D)
- the planning case proposes a building defined as a tall building by the borough (see Policy D9 Tall Buildings), or that is more than 30m in height

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where there is no local definition of a tall building (London plan policy D4 D).

How long will it take to get a meeting?

You'll hear from us with a proposed meeting date and time within 5 working days of receiving your request.

We aim to get meeting slots to you as soon as we can but this can be dependent on case officer availability. You should submit your request as early as possible to ensure you get a meeting that works with your timescales.

What do you get at the meeting and who attends?

Level 1 - In-principle

The meeting will last for 1 hour and be attended by at least one senior manager from the GLA's Planning Team. TfL and GLA energy, viability or design officers will not attend or provide comments on submitted material. The LPA officer will also not be in attendance.

No more than 3 people should attend from your side to allow the discussion to focus on the key planning principles the proposals would raise.

No models should be presented.

An electronic copy of the scheme should be submitted with the meeting request; and an electronic copy of any additional material presented at the meeting must be left.

Level 2 - Initial

For an initial meeting the following people will attend:

- GLA Case officer
- GLA Principal officer
- GLA Design officer
- GLA Energy officer

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- TfL representative

Depending on what your scheme is we may also have the following people attending:

GLA Viability officer - this will depend on whether your scheme is fast-track compliant. More details here: <https://www.london.gov.uk/what-we-do/planning/implementing-london-plan/supplementary-planning-guidance/affordable-housing-and>

- GLA Housing and Land officer
- GLA Regeneration officer
- GLA Culture officer

Level 2 - Follow-up

For all follow-up meetings a GLA Case and Principal officer will attend. We may have other officers attending but it depends on the topic you wish to discuss e.g. if it's design we will have a GLA Design officer in attendance.

For our level 2 services we will send you an agenda 2 days before the meeting confirming the attendees.

LPA attendance

When you request a meeting with us, you can tell us if you wish for the LPA to be notified. If you say yes, we'll contact the LPA for you. We can't guarantee their attendance but we will invite them for you.

Please note that the LPA may have separate charges that apply if they attend the meeting

Where are the meetings held?

All of our meetings are currently held virtually on Microsoft Teams.

What do you get after the meeting?

Level 1 - In-principle

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You'll receive a short record of the meeting, produced by the GLA manager that attended the meeting. This will confirm attendees, a description of the scheme that was discussed and the key strategic planning matters and principles the meeting covered. The meeting and its outcome will also be referenced in any subsequent Mayoral planning application reports.

Level 2 - Initial and Follow-up

You'll receive an advice report from us within 20 working days of the meeting. This will outline our officers' comments on the scheme following the meeting you held with them¹.

Further guidance for you

The London Plan

<https://www.london.gov.uk/what-we-do/planning/london-plan/new-london-plan/london-plan-2021>

Affordable Housing & Viability Supplementary Planning Guidance

<https://www.london.gov.uk/what-we-do/planning/implementing-london-plan/supplementary-planning-guidance/affordable-housing-and>

Other Supplementary Planning Guidance

<https://www.london.gov.uk/what-we-do/planning/implementing-london-plan/supplementary-planning-guidance>

Opportunity Areas

<https://www.london.gov.uk/what-we-do/planning/implementing-london-plan/opportunity-areas/opportunity-areas>

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Energy assessments guidance

<https://www.london.gov.uk/what-we-do/planning/planning-applications-and-decisions/pre-planning-application-meeting-service-0>

What happens if we get a Freedom of Information request about your scheme?

The public are able to request information from us under the Freedom of Information Act 2000. Any information we hold is subject to the Act and pre-application advice and documentation is not automatically exempt from disclosure. Part or all of the advice and documentation may meet one or more of the exemptions set out in the Act/Regulations. We will consider all requests for information in accordance with our published guidance:

<https://www.london.gov.uk/about-us/governance-and-spending/sharing-our-information/freedom-information>.

What happens when it goes wrong?

We aim to provide you with the best possible service. If you feel that you have not received the service that you have paid for, please tell us so that we can review the case and where possible put it right. Please do this by contacting our Planning Support Manager, Joe Wilkinson

E: joe.wilkinson@london.gov.uk

¹ The advice you receive from us does not constitute a formal response or decision by the Mayor with regards to future planning applications. Any views or opinions expressed are without prejudice to the Mayor's final consideration of the application.