

Development Pre-Application Advice Service Guidance Note

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Introduction

The Council has an ambitious agenda of regeneration and growth. The Swindon Borough Local Plan (2026) is planning for the delivery of a network of urban extensions to accommodate this growth and sets a framework for delivering the regeneration of Central Swindon. The new development being planned for includes 22,000 new homes and 77.5 hectares of additional employment land.

The pre-application advice stage provides an opportunity for developers to work together to positively shape and help drive forward growth and regeneration schemes. Entering into pre application discussions is a proactive activity. Pre application discussions can help de-risk inward investment schemes and enhance the quality of schemes coming forward. We want to guide you through this process to help you to submit policy compliant planning applications to minimise delays and unnecessary cost.

The planning department works closely with the Building Control Team to enable a smooth passage through both the planning application and building regulations processes so that your development can be delivered in accordance with both these requirements.

This document sets out the approach and costs for pre application activity including the schedule of costs and timeframes associated with the process. The planning team consists of the following Teams

Development Management Team – This team deals with all development management matters (planning applications including lawful development certificates, prior approval applications, discharge of condition applications) within the Borough, excluding developments within Tadpole Garden Village, Wichelstowe, Commonhead and the New Eastern Villages Development

Masterplanning and Design Team – This team deals with matters relating to Tadpole Garden Village, Wichelstowe and Commonhead

New Eastern Villages Team – This team deals with matters relating to New Eastern Villages Development

Why Submit a Pre-app?

Increases certainty – The submission of a pre-application enquiry enables you to obtain clear, impartial advice at an early stage before proposals are firmly set and will highlight issues that need consideration prior to submission of a planning application. It will help you to minimise the impact of any constraints on your proposal before the application stage.

More effective collaborative working - Opportunity for the Council to set out its expectations and adopt a partnership approach, with the provision of a tailored service to answer the questions you have raised to mutually agreed timescales.

Reduces delays (right first time) and costs – The service can help prevent unacceptable schemes from entering the planning system. This will help to save time and money in employing your professional advisors. The clear and pro-active advice will assist in turning an unacceptable development to an acceptable development, where possible.

Speeds up planning application process – Addressing issues at pre-application stage can reduce the time it takes to determine the planning application and assists in the determination of the planning application within statutory time frames and improves the quality of the development proposal.

Validation requirements made clear – Part of the response will identify the information to be submitted at the planning application stage so that your application can be validated without delay.

Obtain pre-application Building Regulations Advice – The Council's Building Control Service can provide comments on pre-application schemes helping you to identify and design out potential building control issues saving you time and money at later stages of the development process. Due to aspects of Building Regulation compliance potentially affecting design from a planning perspective it is always best to resolve these at the early pre application stage, as a later resolution can have an impact on the planning decision and conditions. This type of development team approach involving Building Control, Planning, the Developer and relevant consultee stakeholders from the outset can reduce project risk and can identify cost savings through value engineered solutions at an early stage. It can also enhance success within the whole scheme leading to a smooth transition from conception to site delivery. The following link provides additional information in relation to Building Regulations. [Helpful advice in relation to Building Regulations](#)

Able to tap into expert technical advice – This can help in the quality of your planning application submission enabling technical consultees to input into the scheme at an early stage. This can reduce potential delays and can avoid the need to provide additional information after submission of the planning application.

Early notification of likely planning restrictions – The service will enable you to gain an early understanding of the type of restrictions that could be applied to any consent to enable you to address them in your submission and save you time post decision.

What to consider prior to submitting your pre application enquiry

- Undertake some initial research about the planning history of your site from the Council's public access system [Swindon Public Access](#). You can also search a map for planning applications nearby.
- The Council encourages you to approach the occupants of adjacent properties, Ward Members and Parish Councils in order to help them understand your scheme and to help you understand their concerns. Such

discussions can help you to design a scheme which is more likely to receive community support.

- It is advised you contact us at the earliest stage of your project. You do not necessarily need professional representation to do this initially. It is for you to decide when to employ the services of a professional to assist in your project.
- You may, after initial views have been obtained from Officers, wish to employ your own private professional help to advise you – our service is not intended to be an alternative to employing professional consultants.

The more information you can provide in relation to your project, the better we are able to provide an effective and helpful advice. The quality of your submission will influence the level of detail the Council is able to provide in relation to your project.

Engagement with local communities, Parish and Ward Councillors and other stakeholders

Swindon Borough Council recommends that applicants carry out pre-application consultation with the local residents and other sections of the community. Early engagement with interested parties should result in better quality development which is more likely to be supported by the community and less likely to be delayed by objections.

This is in line with guidance from national government in the NPPF which states that 'early engagement has significant potential to improve the efficiency and effectiveness of the planning application system for all parties. Good quality pre-application discussion enables better coordination between public and private resources and improved outcomes for the community'.

The NPPF also encourages 'applicants to work closely with those directly affected by their proposals to evolve designs that take account of the views of the community. Proposals that can demonstrate this in developing the design of the new development should be looked on more favourably'.

The Council can advise applicants on the extent of public engagement that would be appropriate for the proposal. Please refer to **Appendix A (Public Engagement)** for further advice.

Free advice provided by the Council

- Advice on Building Regulations. Please email buildingcontrol@swindon.gov.uk 01793 466138
- Advice on proposed facilities solely for adaptations for the disabled

- Applications for Listed Building Consent where planning permission would not be required. If planning permission is also required, the usual fees set out in this document will apply.

Reduced Fees

A reduced fee (50%) will be charged by the Council if the proposal relates to facilities for:

- A registered charity
- Parish Council
- School
- NHS facility
- Self-build homes
- Development within the Town Centre.
- Developments consisting of 100% affordable housing.

PART 1 – HOUSEHOLDER AND MINOR DEVELOPMENT PRE-APPLICATION SUBMISSIONS

Householder Development

This service is not designed to advise that planning permission is required. For advice regarding development that does not require planning permission please see the advice contained on the Planning Portal - [Permitted Development Rights](#). If you seeking confirmation as to whether your development proposal requires planning permission, you can submit a Lawful Development Certificate Application. Further guidance on how to do this can be found at [Lawful Development Certificates](#).

Householder Development is defined, for the purposes of this document as:

“the enlargement, improvement or other alteration of an existing residential property (e.g. house, bungalow, flat, sheltered accommodation) and erection of buildings, structures, boundary fences/walls with the garden of a residential property, for the purposes ancillary to the enjoyment of the main residential property”.

This will include sheds, swimming pools and other structures at your home. However, it should be noted that a self-contained dwellings are excluded from this definition. A family annex would be included in the definition of householder development as long as it would be occupied by a member of the family and there remains a functional link to the occupation of the main dwelling on the site (use of shared facilities such as bathroom and/kitchen).

If you wish to provide self-contained accommodation to allow for separate occupation without any use of the main dwelling (for example used by a party, unrelated to the occupiers of the main dwelling, who does not need to enter the main house for their day to day needs) this is not considered to be ancillary to the main dwelling and would need to be considered as a change of use application.

Householder Development Fees		
Application Type	Service Provided	Charge
Householder Development within the curtilage of a residential property (including listed dwellings) and is <u>not</u> a change of use or provision	Written advice consisting of the following: <ul style="list-style-type: none">- advice on the acceptability of the proposal including reference to relevant design guidance;- advice from the Council's Highways Team if required;- Suggested changes to the proposal to make it acceptable where this is possible;- A list of relevant information to be submitted with the application.	£100 (plus VAT)

<p>of an additional dwelling.</p> <p>This includes, extensions to a property, including annexes (see above), construction of sheds, provision of a dropped kerb (when planning permission is required)</p>	<p>This service also includes an opportunity for a follow up telephone discussion with the Case Officer to clarify aspects of the written advice.</p> <p>Please note: A site visit will not be undertaken as part of this process.</p>	
<p>Householder pre-application advice will be provided within 15 working days of receipt of the fee, unless a mutually agreed extension to that deadline is agreed between the relevant parties.</p>		

Minor Developments

Minor developments for the purposes of this document is defined as:

- The provision of 1-9 dwellings
- Provision of works that do not create floorspace, including changes of use
- Provision of less than 1000 sq metres of gross internal floorspace

If your development proposal includes a mixture of additional dwellings and non-residential floorspace, the fee would be the highest of the relevant fees.

Minor Development Proposals Scale of Fees		
Application Type	Service Provided	Charge
<ul style="list-style-type: none"> • Provision of 1 additional dwelling through subdivision or new construction • Change of use 	<p>Written advice consisting of a summary of key issues including consultation responses, suggested amendments required and a list of validation requirements.</p> <p>If you require a meeting or further advice after the initial response, additional fees will be charged.</p>	<p>£250 (plus VAT)</p> <p>Additional Meeting</p>

<p>of land and building, including HMOs (not including the provision of new dwellings)</p> <ul style="list-style-type: none"> • Minor non-residential extensions of less than 500 square metres of floor area (including shopfronts) • Advertisement consent • Use of land measuring less than 15 Hectare for waste disposal or extraction of minerals • Telecommunication development • Renewable energy proposals • Minor operations such as the provision of car parks, roads, sports 	<p>A meeting or additional written advice can be provided at an additional cost of £100 per meeting/written response.</p>	<p>£100 (plus VAT) Additional written advice £100 (plus VAT)</p>
<ul style="list-style-type: none"> • Provision of 2-9 dwellings • Non-residential extensions up to 999 square metres 	<p>One meeting with the Case Officer after receipt of consultation responses to discuss the main issues of the proposal.</p> <p>One piece of written advice consisting of a summary of key issues including consultation responses, suggested amendments, where possible, required and a list of validation requirements</p> <p>An additional meeting with additional written advice (a summary of key issues) can be provided at a cost of £200 (plus VAT) if required.</p>	<p>£500 (plus VAT)</p> <p>Additional meeting with written</p>

		advice £200 (plus VAT)
<p>For schemes where a meeting is not included, we aim to provide the written response within <u>20 working days</u>.</p> <p>If a meeting is included in the request, you will be contacted by the Case Officer with potential meeting dates to be scheduled after the consultation period has expired (approximately <u>20 working days</u> after receipt of the correct fee together with the application documents) and we aim to provide a written summary within <u>5 working days</u> after the meeting date.</p>		

General matters

If any reduction of fees is sought (other than those stipulated in this document) this will be at the discretion of the Planning Manager based on the circumstances put forward.

Please note that other external statutory consultees may charge for their own services separately. If this is the case then these charges will be in addition to the charges outlined above. You are advised to speak to the relevant statutory consultee who will be able to advise in advance if charges are likely to apply to their services.

What do you need to do to begin the pre-application process?

1. Complete the relevant forms available on the Council's website at <https://www.swindon.gov.uk/planning>
2. Pay the relevant fee. This can be paid:
 - Online using the allocated reference number and going to the Council's website https://www.swindon.gov.uk/info/20030/planning_and_regeneration/492/apply_for_planning_permission
 - By cheque payable to Swindon Borough Council submitted with your form
 - By calling 01793 466340
3. Provide appropriate supporting information.

Information to be submitted with your Householder or Minor pre-application submission

The quality and certainty of advice provided from the Council is dependent on the quality and accuracy of the information you submit. We therefore suggest that you include the following:

- 1:1250 Location plan
- 1:500 Site Plan showing the boundaries of the site and any neighbouring structures, trees, and other constraints (all developments except for Householder developments)
- Notional floor plans and elevation drawings of the proposal at least in sketch form
- Photographs of site and surroundings
- A covering letter detailing your proposal and your understanding of the constraints of the site (all applications other than Householder developments)

What will we do?

- Acknowledge your application.
- We will contact you if we believe we do not have sufficient information to answer your query.
- We will contact you after the initial receipt of the pre application once the fee has been received, to arrange a meeting (if applicable).
- We will aim to provide a written summary of advice regarding the proposal in accordance with the timeframes stipulated in this document.

What matters could be included in the assessment of Householder and Minor Pre-application Advice proposal?

- Any relevant planning history for the site
- Statutory and Local designations applying to the site, such as Conservation Areas, Area of Outstanding Natural Beauty, protected trees.

- Relevant policies and other guidance relevant to the proposal such as parking standards
- A validation checklist, including the timeframe for determination of the application and the relevant fee
- Any likely on site requirements, expectations and restrictions and/or financial contributions associated with the proposal such as contributions to Community Infrastructure Levy
- A discussion in relation to the planning considerations (either by telephone conversation for householder applications or face to face meeting if applicable).
- A summary of the key issues relevant to the proposal with a without prejudice view as to the likely success of a planning application, suggested amendments to make the scheme acceptable if appropriate (if applicable).
- The relevant details of local community/Parish and Ward Councillors/other stakeholders (for all developments other than householder extensions applications).

We aim to work with you to provide you with the appropriate level of advice in a timely manner. However, this will be dependent on the complexity of the scheme and the amount of work required prior to that initial meeting or written response, including obtaining views from internal consultees. The meeting will not include attendance of the Council's specialist advisors.

In order to ensure certainty for all parties, if we do not hear from you within 3 months of the provision of the initial advice, we will assume the pre-application process has concluded and the file will be closed and a further meeting will not be scheduled as part of the initial fee.

All meetings will normally take place at Swindon Council Offices.

Please note.....

Each project or separate site referred to in an enquiry will be charged at the appropriate rate.

Any advice given by Council officers following pre-application enquiries does not constitute a formal response or decision of the Council in respect of any future planning applications.

Any views or opinions expressed are given in good faith, and to the best of ability, based on existing planning policies and standards, without prejudice to the formal consideration of any future planning application. The final recommendation on any application can only be taken after the Council has consulted local people, statutory consultees and other interested parties. The final decision on an application will then be made by senior planning officers or by the Council's Planning Committee and will be based on all of the information available at the time.

It follows that officers cannot give any guarantees about the final formal decision that will be made on any future planning application. However, any pre-application advice

that has been provided will be carefully considered in reaching a decision or recommendation on an application. (The weight given to pre-application advice notes will inevitably decline over time).

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.

Pre-application requests for advice will not be subject to any external publicity but we may be obliged to release documents if we receive a Freedom of Information (FOI) request. Our file notes will form part of the public file if an application follows.

We cannot therefore guarantee confidentiality. If the information you provide includes sensitive or confidential information this should be clearly stated at the head of the submission. We can then take this into account should an FOI request be received.

Do you need further information?

You can find further information by visiting our website www.swindon.gov.uk/planning

There is also further help provided on the planning portal, including ways to purchase plans of the development site if you require them. Please visit <https://www.planningportal.co.uk/>

We welcome your feedback

If you have any comments or suggestions to help improve the service please email us at planningenquiries@swindon.gov.uk entitled "Pre application feedback FAO David Dewart"

Contact Details

Building Control Team

Principal Building Control Surveyor- Building Control Department 4th Floor Wat Tyler House West , Beckhampton Street, Swindon, SN1 2JH email: buildingcontrol@swindon.gov.uk Tel 01793 466138

Development Management Team

Please email us at planningenquiries@swindon.gov.uk and entitle you email "Pre-application Service enquiry"

PART 2 – MAJOR DEVELOPMENT PROPOSALS PRE-APPLICATION SUBMISSION

Major Development Proposals

The following schedule relates to major development proposals. This category of development includes the following development:

- The provision of more than 10 dwellings
- The provision of more than 1000 square metres of gross internal floor area of non-residential floor space.
- Other development proposals on a site area of more than 15 Hectares.

If you consider the service does not meet your needs, you can contact the team to negotiate a bespoke service programme and enter into a Planning Performance Agreement (please see the relevant contact details at the end of this document). In addition, if when we receive your pre application and the development is complex or highly time constrained it may be recommended that a Planning Performance Agreement is more appropriate to assess the development in full.

Design Review Panel

Securing design quality is a core planning principle of the National Planning Policy Framework and essential to the delivery of sustainable development. It is also a strategic objective of the Swindon Borough Local Plan (2026). New development needs to positively contribute to Swindon's natural and built environment and support its communities over the long term. As recognised in the NPPF good design has social, environmental and economic value and is the collective responsibility of all those involved from planning through implementation and for the life of the development

Major Development Proposals

The following fee schedule can be utilised for major development proposals. However, if you consider the service outlined does not meet your needs, you can contact the team to negotiate a bespoke service programme and enter into a Planning Performance Agreement (please see the relevant contact details at the end of this document). In addition, if when we receive your pre application and the development is complex or highly time constrained it may be recommended that a Planning Performance Agreement is more appropriate to assess the development in full.

Application Type (applies to both outline applications and reserved matters)	Service Provided	Charge

applications)		
<p>Small Majors</p> <ul style="list-style-type: none"> • Provision of 10- 30 dwellings • Non-residential extensions 1,000 – 5,000 square metres • Use of land with an area greater than 15 Hectares for disposal of waste or extraction of minerals. 	<p>One meeting with the Case Officer.</p> <p>The fee also includes the provision of one piece of written advice, provided after the meeting. The advice will consist of a summary of key issues including consultation responses, suggested amendments if possible and a list of validation requirements.</p> <p>An additional meeting (including any additional written summary) will be charged £500 (plus VAT) per meeting.</p> <p><u>Design Review Panel</u></p> <p>The design of development proposals is important to the Council and therefore, it is likely that Officers will recommend the proposal is taken to a Design Review Panel. This is a cost to be met by applicants in addition to the pre-application fees in this document. Additional information regarding the process can be found in Appendix B.</p> <p>There is an additional cost to be administered directly to the operators of the Panel. Further advice can be provided at the initial pre-application meeting.</p>	<p>£1500 (plus VAT)</p> <p>Additional meetings including subsequent written advice £500 (plus VAT)</p>
<p>Medium Majors</p> <ul style="list-style-type: none"> • Provision of 31 – 100 dwellings • Provision of 5,001 – 10,000 square metres of non-residential floor space. 	<p>Two meetings with the Case Officer.</p> <p>Provision of two pieces of written advice (consisting of a summary of key issues, suggested revisions if possible and a validation check list) provided within 10 working days after each meeting.</p> <p>An additional meeting including written advice will be charged £500 (plus VAT)</p> <p><u>Design Review Panel</u></p> <p>The design of development proposals is important to the Council and therefore, it is likely that Officers will recommend the proposal is taken to a Design Review Panel. This is a cost to be met by applicants in addition to the pre-application fees in this document. Additional information regarding the process can be found in Appendix B.</p> <p>There is an additional cost to be administered directly</p>	<p>£2500 (plus VAT)</p> <p>Additional meeting together with written advice £500 (plus VAT)</p>

	to the operators of the Panel. Further advice can be provided at the initial pre-application meeting.	
<p>Large Majors</p> <ul style="list-style-type: none"> • Provision of 101 - 200 dwellings • 10,001 – 20,000 square metres of non-residential floor space 	<p>Two meetings with the Case Officer and relevant consultees.</p> <p>Provision of two pieces of written advice consisting of a summary of key issues including consultation responses, suggested amendments and a list of validation requirements</p> <p>An additional meeting including written advice will be charged £500 (plus VAT)</p> <p><u>Design Review Panel</u></p> <p>The design of development proposals is important to the Council and therefore, it is likely that Officers will recommend the proposal is taken to a Design Review Panel. This is a cost to be met by applicants in addition to the pre-application fees in this document. Additional information regarding the process can be found in Appendix B.</p> <p>There is an additional cost to be administered directly to the operators of the Panel. Further advice can be provided at the initial pre-application meeting.</p>	<p>£4000 (plus VAT)</p> <p>Additional meeting together with written advice</p> <p>£500 (plus VAT)</p>
<p>Super Majors</p> <ul style="list-style-type: none"> • Provision of 201 – 300 dwellings • Provision of more 20,001 – 30,000 sq metres of non-residential floor area. 	<p>Two meetings with the Case Officer and relevant consultees.</p> <p>Provision of two pieces of written advice consisting of a summary of key issues including consultation responses, suggested amendments and a list of validation requirements.</p> <p>An additional meeting including written advice will be charged £500.</p> <p><u>Design Review Panel</u></p> <p>The design of development proposals is important to the Council and therefore, it is likely that Officers will recommend the proposal is taken to a Design Review Panel. This is a cost to be met by applicants in addition to the pre-application fees in this document. Additional information regarding the process can be found in Appendix B.</p>	<p>£5,500 (plus VAT)</p> <p>An additional meeting including written advice will be charged at £500 (plus VAT)</p>

	There is an additional cost to be administered directly to the operators of the Panel. Further advice can be provided at the initial pre-application meeting.	
Strategic Majors <ul style="list-style-type: none"> Provision of more than 300 dwellings Provision of more than 30,000 sq m of non-residential floorspace 	<p>An agreed programme of meetings with the Case Officer and relevant consultees</p> <p>Provision of three pieces of written advice consisting of a summary of key issues including consultation responses, suggested amendments where possible and a list of validation requirements</p> <p><u>Design Review Panel</u></p> <p>The design of development proposals is important to the Council and therefore, it is likely that Officers will recommend the proposal is taken to a Design Review Panel. This is a cost to be met by applicants in addition to the pre-application fees in this document. Additional information regarding the process can be found in Appendix B.</p> <p>There is an additional cost to be administered directly to the operators of the Panel. Further advice can be provided at the initial pre-application meeting.</p>	£10% of the application fee (plus VAT)
<p>Once the application has been received with the relevant fee, you will be contacted by the Case Officer with potential meeting dates. We aim to schedule the meeting after the consultation period has expired. This is likely to take place approximately <u>25 working days</u> after receipt of the correct fee and required supporting documents. We aim to provide a written summary within <u>10 working days</u> after any meeting date.</p> <p>Subsequent meetings will be scheduled by mutual agreement between the applicant and the Case Officer.</p>		

Additional fees		
Design Review Panel	In addition to the pre-application fees above (unless negotiated as part of the Planning Performance Agreement), applicants are encouraged to refer proposals to the Design Review Panel. Further advice can be found in Appendix B	See Appendix B for charges
Scoping Meetings	A one-off scoping meeting for any Major development proposal to primarily consider the	£500 (plus VAT)

	principle of the proposal only in the context of the Swindon Borough Local Plan 2026. The discussion of detailed matters regarding development proposals will be required to enter detailed pre-application discussions as detailed above.	
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General matters

If any reduction of fees is sought (other than those stipulated in this document) this will be at the discretion of the Planning Manager based on the circumstances put forward.

Please note that other external statutory consultees may charge for their own services separately. If this is the case then these charges will be in addition to the charges outlined above. You are advised to speak to the relevant statutory consultee who will be able to advise in advance if charges are likely to apply to their services.

What do you need to do to begin the pre-application process?

1. Complete the relevant forms available at <https://www.swindon.gov.uk/planning>
2. Pay the relevant fee. This can be paid by:
 - Online via the Council's website, at https://www.swindon.gov.uk/info/20030/planning_and_regeneration/492/apply_for_planning_permission
 - cheque payable to Swindon Borough Council submitted with your form
 - by calling 01793 466340
3. Provide appropriate supporting information.

Information to be submitted with your pre-application submission

The certainty of advice provided from the Council offers is in part dependent on the quality and accuracy of the information you submit. We therefore suggest that you include the following:

- 1:1250 Location plan
- 1:500 Site Plan showing the boundaries of the site and any neighbouring structures, trees, and other constraints
- A covering letter detailing your proposal and your understanding of the constraints of the site
- Indicative site layout including existing site constraints
- Indicative scale and massing information in sketch or written form
- Any supplementary information relating to the mitigation of environmental effects such as Ecological Reports, flood risk, highway safety measures etc.
- Photographs of site and surroundings

What will we do?

- We will contact you if we believe we do not have sufficient information to answer your query
- We will contact you after the initial receipt of the pre application once the fee has been received, to arrange a meeting (if applicable) and discuss your timeframes.
- Arrange the relevant meetings to enable discussion of the key issues
- Provide a summary of any meetings regarding the main issues and actions required.

The Case Officer will make every effort to meet your timeframes. However, this will be dependent on the complexity of the scheme and the amount of work required prior to that initial meeting, including obtaining views from internal consultees. The meeting may not include attendance of the Council's specialist advisors.

All meetings will normally take place at Swindon Council Offices.

Please note.....

Each project or separate site referred to in an enquiry will be charged at the appropriate rate.

Any advice given by Council officers following pre-application enquiries does not constitute a formal response or decision of the Council in respect of any future planning applications.

Any views or opinions expressed are given in good faith, and to the best of ability, based on existing planning policies and standards, without prejudice to the formal consideration of any future planning application. The final recommendation on any application can only be taken after the Council has consulted local people, statutory consultees and other interested parties. The final decision on an application will then be made by senior planning officers or by the Council's Planning Committee and will be based on all of the information available at the time.

It follows that officers cannot give any guarantees about the final formal decision that will be made on any future planning application. However, any pre-application advice that has been provided will be carefully considered in reaching a decision or recommendation on an application, subject to the proviso that circumstances and information may change, and alter that position. (The weight given to pre-application advice notes will inevitably decline over time and little or no weight may be given to the Council's pre-application advice for schemes which are submitted more than two years after the advice being issued)

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.

Pre-application requests for advice will not be subject to any publicity but we may be obliged to release documents if we receive a Freedom of Information (FOI) request. Our file notes will form part of the public file if an application follows.

We cannot therefore guarantee confidentiality. If the information you provide includes sensitive or confidential information this should be clearly stated at the head of the submission. We can then take this into account should an FOI request be received.

Do you need further information?

You can find further information by visiting our website www.swindon.gov.uk/planning

There is also further help provided on the planning portal, including ways to purchase plans of the development site if you require them. Please visit <https://www.planningportal.co.uk/>

We welcome your feedback

If you have any comments or suggestions to help improve the service please e mail us at [sbcdc@swindon.gov.uk](mailto:sbcd@swindon.gov.uk) entitled "Pre application feedback FAO David Dewart"

Contact Details

Building Control

Principal Building Control Surveyor- Building Control Department 4th Floor Wat Tyler House West , Beckhampton Street, Swindon,SN1 2JH email: buildingcontrol@swindon.gov.uk Tel 01793 466138

Development Management

planningenquiries@swindon.gov.uk

Masterplanning, Design & Conservation Team

designmasterplanning@swindon.gov.uk

New Eastern Village Development

nev@swindon.gov.uk

APPENDIX A – PUBLIC ENGAGEMENT

Whilst pre application discussions are treated as confidential, the Swindon Borough Council encourages applicants to carry out pre-application consultation with the local residents and other sections of the community. Early engagement with interested parties should result in better quality development which is more likely to be supported by the community and less likely to be delayed by objections.

Single householder applications

- Approach immediate neighbours and other nearby occupiers/owners of properties/land at the earliest stage in order to view sketch plans and discuss proposals.

Major development proposals or those below the major threshold but which are likely to have a significant impact due to the type of proposal or sensitivity of the site or its surroundings

We strongly encourage some or all of the following should be carried out when the proposal is still at an 'early ideas' stage of the process:

1. Approach immediate neighbours and other nearby occupiers/owners of properties/land at the earliest stage in order to view sketch plans and discuss proposals
2. Engage with Local Ward Councillors. Contact details can be obtained via the Council's website.
3. Contact the relevant Parish Council. You can obtain information on the Parish Councils via the Council's website (see link below). Parish Councils are consulted about the majority of applications in their area. Their role is to make representations on behalf of their parishioners. Most Parish Councils meet monthly but some of the larger councils have separate planning committees which may meet more regularly. Time is allocated in each meeting for attendees to raise issues with councillors and to gain feedback. Parish Councils can:
 - Give feedback as to whether a proposal is likely to be acceptable or not to the local community
 - Suggest improvements or mitigations to make a proposal more acceptable
 - Provide contact details for local community groups and other stakeholders
 - Provide additional useful local information eg about land ownership/flooding/community aspirations
 - Help with arranging public information events to publicise proposals
4. Make arrangements to meet representatives of local stakeholder groups either separately or at a wider exhibition/event in order to present sketch plans and ideas. Attendees should be requested to provide written feedback, either by a form/questionnaire available at the event or by email/post within 2 weeks.

5. Prepare a proposed Statement of Community Involvement detailing the planned engagement.

Useful links:

To find out which Parish Council to approach go to: [Parish Council postcode checker](#) and use the postcode checker and then view the contact details for the relevant Parish [Contact Details for Parishes](#)

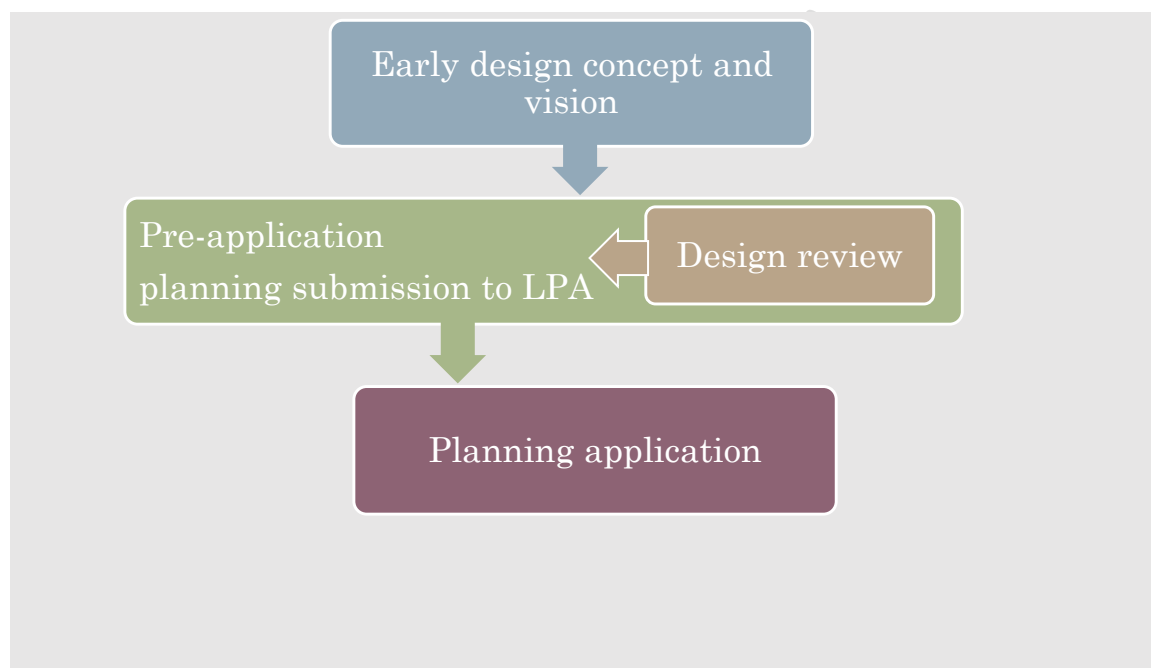
To find out which Ward Members to engage with see the SBC website at: [Your Councillors](#)

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APPENDIX B

Swindon Borough Council's Design Review Requirements

Design Review in Swindon – most development proposals include a dialogue between planning and design officers to achieve the Council's strategic objective of achieving high quality design. In addition, and in line with the NPPF (Para. 62), Swindon aims to strengthen the capacity for independent expert design review as part of our design process, through a Design Review Panel.



Purpose & Timing

The use of a Design Review Panel is not to duplicate or replace our existing in-house design service. Instead it provides independent advice from a multi-disciplinary expert panel to support scheme progression and offer support to both the developers and Swindon BC in securing high quality development.

Achieving high quality design requires early dialogue. A design review supports dialogue most effectively when given concurrently with key consultee feedback, and that avoids the need for major changes and costly revisions. Design Review is therefore best held at the pre-application stages.

Benefits of Design Review

Design Review¹

- can bring a breadth and depth of experience that is sometimes not available within the project team or planning authority.
- offers expert views that take account of a wide range of complex issues, and so helps to achieve sustainable development.
- looks at schemes in context, and can challenge the design brief or the assumptions that lie behind the project.
- gives planners, developers and their design teams confidence that they have had the best possible independent advice on design quality.
- supports and encourages good design and innovative proposals.
- identifies weak and inappropriate schemes at an early stage, when radical changes can be made with a minimum of wasted time and effort.
- offers opportunities for continued learning, particularly about how to assess design quality, to the people observing the review process.

Design Review in the Pre-App Planning Process

1. Early design concept and vision

2. Pre-application planning submission to LPA

[if required]

- a. Proposal invited (or requests) to partake in design review
- b. Applicants booked onto next available Panel Date. Meeting booked and preparation underway by applicant to present to panel.
- c. Design review session:
 - i. **Site visit** (not required for follow-up reviews) – attended by client, agent / or architect, panel members incl. design review chair, administrator, LPA planning officer and design officer.
 - ii. **Meeting** - undertaken at the Council's offices (unless otherwise agreed).
- d. Design Review Letter (2 weeks later)
- e. Debrief meeting/s following on from letter to establish next steps in design evolution. Considering design options to address design review and officer's comments / concerns.

3. Prepare planning submission

4. Submit planning application

5. Application assessment and consultations – LPA to decide whether scheme

¹

https://www.designcouncil.org.uk/sites/default/files/asset/document/DC%20Cabe%20Design%20Review%2013_W_0.pdf

should be referred for post-planning design review. (This could be a smaller design review with fewer panel members, or even a Desk-Top Review. Each of these result in a formal written letter by the Design Review Panel with their advice).

6. Case officer's report, including design review report/s along with all other reports and inputs.
7. Planning committee / or delegated report.

The Design Review Panel

Creating Excellence South West Design Review Panel* (CE SWDRP) provides independent design review services to Swindon Borough Council.

The CE SWDRP Panel provides multi-disciplinary expertise in architecture, landscape architecture, heritage design, urban design, hydrology, town planning, highways and transport planning, engineering, environmental sustainability, energy, development delivery and viability. The composition of the Panel for each design review session is tailor-made to meet the needs of the particular proposal under consideration.

The Panel follows the [Ten Principles of Design Review](#) as set out by the RIBA, RTPI, Landscape Institute and Design Council CABI. As to their work, CE provide some [case study examples](#).

The CE SWDRP Panel is managed and administered by Creating Excellence (CE) a not-for-profit organisation that has been delivering design support in the South West since 2005. There is more information on the [Creating Excellence South West Design Review Panel](#) website.

Contact

Administration and advice on design review requirements is provided by CE SWDRP's Panel Manager Julie Tanner (MRTPI) julie.tanner@creatingexcellence.org.uk 07970 514480.

Which schemes should come to Design Review?

- Development proposals of a significant scale and/or impact
 - Masterplanning of major sites;
 - Design Codes, Design Guidance;
 - Large buildings, tall buildings or groups of buildings;
 - Regeneration projects;
 - Large public realm projects;
- Significance in relation to site
 - New building/s within the town centre
 - Proposals impacting on sensitive views or areas
 - Proposals impacting on the historic environment.
- Other development proposals:
 - Proposals likely to establish a precedent for future development;
 - Proposals that "challenge the existing context" (Swindon Residential Design Guide);

- Proposals that require 'outstanding or innovative' design (including NPPF para 55);
- Proposals outside the settlement boundary

How to arrange a design review session?

On submitting your pre-application or application, Swindon BC will recommend whether a Design Review is needed. Please contact Creating Excellence who will agree design review requirements and a convenient date and time with you. The Design Review meeting will be held at Swindon Borough Council Offices and will be preceded by a site visit.

Swindon BC will provide the Council's policy position in relation to the proposals before the meeting.

Confidentiality

In line with the Council's normal pre-application process, design review advice provided to the applicant before an application is confidential at that time. Applicants should feel free to share their proposals openly and honestly with the Panel in order to receive the most useful advice. After an application is submitted, Design Review letters, including those produced at a pre-application stage will be published on the Council's website - in line with maintaining transparency in the Council's planning process.

In order to ensure the process is streamlined and consistent, both the case officer and an urban design officer will be present at each design review session.

Design Review Letter

CE will produce a formal letter on behalf of the Panel Chair following the design review that will be provided to the LPA and Applicant simultaneously 10-14 days from the review session. This will carry the CE SWDRP logo and the contents will be taken into account and reflected in the Planning Officers report to fulfil the requirements of NPPF paragraph 62.

Cost

CE is a not-for profit organisation, run independently from the Council. Fees for Design Review are paid directly to CE. The range of Design Review services offered by CE can be tailored to the scheme and agreed with the applicant first. A list of typical charges is available to view at this [link](#).