

Advice prior to making a planning application

At the Planning and Environment Department we offer two different advice services to customers thinking about submitting a planning application:

1. a drop-in advice service for smaller developments
2. a pre-application meeting and advice service for larger developments

We will endeavour to provide customers who use these services with the best possible advice based on the information we have. We cannot guarantee however that any subsequent application will be approved as it will need to be subject to a full planning application assessment process. This includes scrutiny by the public, the Minister for Planning and Environment and other interested parties¹.

1. Small development advice

A free drop-in planning advice service is available at our South Hill office from 8.30am to 4.30pm, Monday to Friday (excluding bank holidays).

Advice is provided by a duty planning officer on a first come, first served basis. It is aimed at smaller applications, for example:

- house extensions and loft conversions
- conservatories, garages, sheds
- windows and doors
- fences and decking
- parking and driveways
- removal of boundary walls and structures
- advertisement and signage
- solar panels, wind turbines

This service is intended to provide a first point of contact for householders or other individuals wishing to undertake smaller scale alterations or developments. An alternative service is offered for larger development projects (see below).

It is useful if customers can bring information which illustrates what they want to do, for example:

- address details
- photographs of the building or site they want to alter or develop
- photographs showing the location of the building or site in relation to neighbouring buildings
- catalogues or images showing the materials or products they want to use (e.g. a conservatory manufacturer's catalogue)
- basic sketches showing the proposed alternations or development.

It is not necessary to bring additional information if you are just seeking general guidance or clarification about the planning application process.

2. Larger development advice

We provide a free² pre-application advice service for customers who are seeking advice about larger developments, for example a single new house or a larger proposal.

The service will provide an opportunity to discuss a proposed development and its potential acceptability prior to an application being submitted. It is hoped that the provision of pre-application advice will help minimise delays and the submission of inappropriate schemes.

Advice might be provided after a one-off meeting or, for more complex proposals, could form part of an ongoing process over a number of months.

Step 1

If you want pre-application advice for a larger development please contact the Department's Planning Technicians and request a meeting. You will need to provide the following information:

- the site address
- a description of what is proposed.

It is also very helpful if, at this early stage, you can provide any other additional information you have, for example:

- is the building or site protected or listed in any way (e.g. a Site of Special Interest)?
- have you previously been in contact with the Department about the site and, if so, who did you speak to?

Step 2

We will determine whether the request falls within the criteria for a pre-planning meeting or whether the query can be dealt with via our drop-in advice service, by telephone or by exchange of correspondence.

If a pre-application advice meeting is to be set up we will:

- appoint a case officer. Wherever possible this case officer will also deal with any subsequent application
- determine whether the Department Architect or Historic Environment Officer need to be involved (in exceptional circumstances we might ask other consultees to get involved at the pre-application stage, for example traffic engineers or environment officers. In these cases we might contact you and request additional information)

Step 3

We will set up a meeting. We will aim to ensure that the meeting is within three weeks of the request being received, but it could be longer depending on the availability of staff and the volume of requests received. We will let you know if this is the case.

Step 4

You must submit, at least one week before the meeting, sufficient information to allow us to understand what is being proposed. This should include:

- site and location maps showing existing buildings and features, for example trees
- information on existing and proposed uses, floor spaces and occupation
- written summary of the proposed development or an outline design statement
- photographs of the proposed site, any existing buildings and the surrounding area
- outline drawings showing elevations, floor plans, access, parking arrangements, architectural treatment and materials

This information will allow us to undertake some initial assessment and establish if there are any constraints or restrictions associated with the proposed site. If appropriate we will review historic planning files.

The extent of the advice we can provide will be limited by the quality of information provided in advance. If the information is inadequate or late we might cancel the meeting.

Step 5

During the meeting we will consider and discuss issues affecting the proposed development. Officers will determine whether a site visit or on-going advice is required. Site visits are not available on request.

In addition, consideration will be given as to whether you might wish to request that Jersey's newly established Architecture Commission review your proposed design.

Step 6

After the meeting the Officer will provide written advice. This advice, which will be approved by a more senior Officer, will constitute the view of the Planning Service. It will form part of any subsequent planning application assessment process.

We will endeavour to uphold that advice although it could be affected by:

- issues raised by third parties during the assessment process
- any changes in policy that occur after the advice is issued but before an application is received
- in-depth scrutiny and assessment of the proposal.

The advice will indicate whether you need to supply additional information, change your proposals or consult other groups or organisations prior to submitting a full application.

Notes taken by the customer during the meeting will not form part of any subsequent planning application assessment process.

Notes:

1. Any advice we give will not be binding and will not prejudice any future recommendation or decision of the Department, the Minister for Planning and Environment or the Planning Applications Panel.
2. This service will initially be provided free of charge. If, however demand is high and additional resources are required, fees might be introduced in order to ensure additional costs are not borne by the public.

About Supplementary Planning Guidance

The Minister may publish guidelines and policies (supplementary planning guidance) in respect of; development generally; any class of development; the development of any area of land; or the development of a specified site.

Supplementary planning guidance is intended to assist in dealing with development control considerations, ranging from the Minister's approach to policy considerations under the Island Plan, to guidance on how to make planning applications. Supplementary planning guidance is issued in three different forms.

1. **Policy Notes:** Policy notes build on the provisions of the Planning and Building (Jersey) Law 2002 and the policies in the Island Plan 2002.

Policy notes do not replace the law and do not have the same status as the policies in the Island Plan, which remains the first consideration when making decisions on development proposals. They will, however, be a material consideration in the determination of planning applications and can be given substantial weight.

2. **Advice Notes:** Advice notes provide detailed advice about the ways in which the provisions of the law and Island Plan policies are likely to be interpreted and applied by the Minister.
3. **Practice Notes:** Practice notes aim to provide information about how the planning system's protocols and procedures operate.

The current supplementary planning guidance is listed and can be viewed on the States of Jersey website www.gov.je/PlanningBuilding/Pages/default.aspx.

Documents which pre-date electronic production will be added to the website for viewing or downloading following review, as appropriate.

Hard copies of all supplementary planning guidance can be obtained from Planning and Building Services, Planning and Environment Department, South Hill, St Helier, JE2 4US. Telephone: 01534 445508 email: planning@gov.je