

Pre-application Advice

Introduction

We recognise the value of early involvement in the planning process and the importance of clear advice to customers. We are pleased to engage with those who wish to discuss an emerging project and we do this by offering a free pre-application service.

We will provide pre-application advice based on the planning circumstances at the time which, of course, has its limitations. For example, the process does not involve public consultation, may not include advice from other technical disciplines and will not have input from those who make the final decision. As such, the advice cannot be binding on the final decision of a formal planning application. Advice is given with the best intentions, but situations do change, schemes evolve, issues emerge, and proposals cannot be 'pre-determined' outside the formal application process.

Pre-application advice from the Department is not the only source of feedback on an emerging proposal. Input from the applicant's own professional team will also assist. For major schemes, these may include planning consultancy input, architectural and design services or other specialist technical disciplines to achieve the best results. Customers can also review the guidance available via the Department's website.

The service

We offer customers thinking about submitting a planning application the following services:

1. a drop-in advice service at our reception, South Hill; and
2. a written pre-application advice service

We will endeavour to provide customers who use these services with the best possible advice based on the information we have. **The more information that is submitted with the request, the better will be our understanding of the scheme.**

When we give pre-application advice, the following pre-condition will apply:

Pre-application advice is given in good faith by the department and will be considered as part of the assessment of any future planning application. All department advice is without prejudice to any future decision, which involves a formal application process and statutory public consultation.

1. Drop-In Service

A free drop-in planning advice service is available at our South Hill office from 8.30am to 5.00pm, Monday to Friday (excluding bank holidays).

Advice is provided by a duty planning officer on a first come, first served basis. This service is intended to provide a first point of contact for householders or other individuals wishing to undertake smaller scale alterations or development. It is aimed at minor proposals, 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

Customers seeking to use this service should bring along 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 alterations or development.

2. Written Request Form

You may also request written pre-application advice by email to PECTSO@gov.je or by post. We have provided a form to assist you in providing the minimum level of information we need to enable us to advise you on the proposal.

This will normally include:

- site and location maps showing existing buildings and features
- information on existing and proposed uses, floor spaces and occupation
- photographs of the proposed site, any existing buildings and the surrounding area
- sketch drawings showing elevations, floor plans, access, parking arrangements, architectural treatment and materials

The more information that is submitted with the request, the better will be our understanding of the scheme.

Following the submission of the request, we will appoint a case officer to review the proposal. If you would like to meet with the case officer, we will arrange a meeting to discuss the scheme before we provide our written advice.

Within 6 weeks of the submission, the officer will provide written advice in the form of a Pre-application Statement. This will be checked and endorsed by a senior officer and will constitute the view of the department on the proposal.

We will endeavour to hold to that advice but as noted above, the advice is given without prejudice.

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

About supplementary planning guidance

The Minister for the Environment 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 site¹.

Supplementary planning guidance may cover a range of issues, both thematic and site specific, and can provide further detail about either, policies and proposals in the Island Plan, or other issues relevant to the planning process. It can also be used to provide information about how the planning system operates.

Where relevant, supplementary planning guidance will be taken into account, as a material consideration, in making decisions.

Supplementary planning guidance is issued in a number of different forms including:

- **Advice notes**, which offer more detailed information and guidance about the ways in which Island Plan policies are likely to be operated, interpreted and applied in decision making;
- **Policy notes**, which can be issued by the Minister, following consultation with key stakeholders, in-between reviews of the Island Plan, to supplement and complement the existing planning policy framework;
- **Masterplans, development frameworks and planning briefs** provide more detailed information and guidance about the development of specific sites and areas of the Island; and
- **Practice notes**, which 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 at www.gov.je/planningguidance.

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