

GUIDANCE FOR APPLICANTS

PRE-APPLICATION MEETINGS WITH HULL CITY COUNCIL PLANNING COMMITTEE

1. Making the request

Committee pre-application meetings take place once a month on the same day as the Planning Committee held on a Tuesday in the second half of the month. Dates of those meetings can be obtained by calling the Planning Section on 01482 612345, emailing development.control@hullcc.gov.uk.

2.

Requests should be made by submitting the form available on the Council's website. Upon receipt we will be able to advise you about availability of meeting slots. To enable us to manage that the form needs to be received at least 21 days before your intended meeting date. Once we have confirmed availability the supporting information referred to below together with the relevant fee should be received at least 14 days before the meeting to confirm the place.

The meeting must take place before a planning application is submitted and when there is no outstanding application for a similar proposal on the site. An exception to this rule may be accepted if there is an outstanding appeal to the Secretary of State for a similar proposal.

3. Information / Plan Requirements

Plans and information to illustrate your proposal should be provided. Copies of electronic presentations should be sent to the Development Management section and case officer at least 7 days before the meeting, and a minimum of 16 hard copies for distribution to Members on the day should be provided.

4. How presented and what to bring

Meetings will normally be held at the Guildhall. The form of each presentation is at the discretion of the developer. Forty five minutes is allowed for each presentation which normally consists of no more than a twenty minute presentation, followed by a question and answer session with Members, conducted through the Chair of the Planning Committee.

5. Suggestions on what to include / not to include

- Presentation material should be clear with coloured diagrams/plans. Ensure the printed versions have good colour definition and try to avoid small type which is difficult to read. Samples of proposed materials can help to explain a proposal.
- During the presentation try to avoid long descriptions about the merits of a company and focus on the planning proposal and how it can be designed to mitigate any issues already identified. It can be helpful to state the purpose of the pre-application meeting ie. on which issues the developer would like to gauge the opinion of the Committee.

- There are a number of issues frequently raised by Members listed below. Whilst questions cannot be anticipated and other queries may arise, it may be beneficial to cover these matters where appropriate to the proposal:-

- Carbon reduction / energy efficiency / sustainability
- Car parking provision (inc. electric vehicle charging)
- Surface water drainage and SUDS
- Health and safety (inc. fire safety)
- Accessibility

5. Protocol requirements

There is a protocol in place which is reviewed annually. This sets out the roles and expectations of Members and applicants. The role of applicants is set out within this document. A copy of the protocol can be provided upon request.