



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.

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.

Visit our website to find out if your scheme is Referable.

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 (Stage 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.

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

How much do the meetings cost?

Type	Cost
Level 1 In-Principle Meeting	£2,500 + VAT (£3,000 inc. VAT)
Level 2 Initial Meeting	£10,000 + VAT (£12,000 inc. VAT)
Level 2 Follow-up Meeting	£2,000 + VAT (£2,400 inc. VAT)

Charges apply to all pre-planning application advice sought.

From the 1 January 2022, the pre-application fees will be changing. The changes will apply from all applications received on or after this date and the fees are set out below. Only pre-application requests made that are valid and made before 1 January will be subject to the previous fees.

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?

From 1 April 2021, we have operated an online payment tool, allowing you to pay for your meetings online via our system. We will require payment to be made before a request is validated. This replaces the previous process that required you to complete a payment form

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.

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

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 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 money 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.

Refund policy

If for any reason you need to cancel your request, a charge of £250 will be applicable for the administrative costs incurred. Our team will send you a refund request form that you will need to complete so that our finance team can process the refund for you.

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 [going to our portal and clicking on register here](#).

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

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

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 for you to send them before we accept the request.

We will also require payment before a request is validated. 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.

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.

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

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 about 45 minutes 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 and a projector will not be provided.

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
- 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->

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

[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

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

You'll receive a short record of the meeting will be 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 report.

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>

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

Energy assessments guidance

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

What's our cancellation policy?

We require you to send us some correct information before we can confirm the meeting date with you. If we don't receive this within 72 hours of the proposed meeting date, we will postpone the meeting. You'll receive all of the information we require when we contact you about the request.

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

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

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.