



**South Hams  
District Council**

# Planning - D A S

## Development Advisory Service

### Formal request for pre-application planning advice

Please insert the following details in full:

<b>Contact Name</b>	<b>Address</b>
<b>Tel Number:</b> <b>Mobile:</b>	<b>Fax Number</b>
<b>Email address:</b>	
<b>Full address of site:</b>	
<b>Full details of proposal:</b>	

Please indicate which of the following you have included (these may also form headings in a draft planning statement). *NB: the more information you provide the more comprehensive our advice will be.*

<b>Plans and drawings</b>	
1:1250 Ordnance Survey map outlining the site in red	
Indicative site layout plans (including access arrangements)	
Indicative elevations (these should be to scale showing existing and proposed building heights and depths, and should be illustrated in context to all surrounding buildings)	
<b>Design and Access</b>	
Draft design and access statement. (This should also consider impact on neighbouring premises in relation to privacy and overlooking and on site cycle storage)	
Draft sunlight/daylight assessment	
Draft listed building appraisal and conservation area appraisal	
Draft historical, archaeological features and Scheduled Ancient Monuments	
Draft demolition strategy	
Photographs/Photomontages/models	
<b>Environmental</b>	
Draft landscape statement/tree survey/arboricultural statement/open space statement	
Draft air quality assessment	
Draft ventilation/extraction details	

Draft noise impact/sound insulation assessment	
Draft energy statement (including waste recycling and refuse storage and disposal)	
Draft flood risk assessment/drainage strategy	
Draft land contamination assessment	
Draft nature conservation/ecological assessment/natural beauty	
<b>Traffic and Transport</b>	
Draft transport assessment	
Draft green travel plan	
<b>Other</b>	
Draft affordable housing statement	
Draft sustainability appraisal	
Draft planning obligations (possible heads of terms)	
Draft retail impact assessments	

## South Hams District Council DAS Service Level Agreement

### A. On receipt of your pre-application enquiry we will:

- i. Agree a project timetable document to the satisfaction of both the DAS applicant and the South Hams District Council Planning Department in advance of a SLA/contract being signed. (This will allow site/project sensitivity to be applied to both size and complexity of the scheme.)
- ii. Meet timescale project plan or agree with you, the DAS client, any amended timescale
- iii. Deliver the formal advice of the South Hams DAS in writing.
- iv. If requested in writing, keep the advice confidential. The LPA will in some cases needs to share information with other statutory and government agencies.
- v. Make all reasonable efforts to attend meetings at the agreed times and dates by both parties.
- vi. Agree that the advice given cannot bind the council officers or members who will determine the formal application, but that the advice will be taken into account in determining any subsequent application.

### B. You the applicant agree to:

- i. Submit all relevant information requested and ensure it is full, clear and accurate.
- ii. Supply plans, photomontages/models to agreed form and scale and in metric measurements
- iii. Meet the timescale of the project plan or agree with South Hams DAS, any amended timescale
- iv. Pay the necessary fee (see separate form for fees)
- v. Make all reasonable efforts to attend meetings at the agreed times and dates by both parties
- vi. Agree that the advice given cannot bind the Council officers or members who will determine any form application, but that the advice will be taken into account in determining any application

<b>Signed</b>	<b>Signed</b>
<b>Name:</b>	<b>Name:</b>
<b>for South Hams District Council DAS</b>	<b>By or for the DAS client</b>
<b>Date:</b>	<b>Date:</b>

## DAS Project plan:

Stage	DAS Process	Agreed Date:
1	DAS Client pay/agree to pay relevant fee and agree to enter into DAS -  DAS client completes a 'Request for DAS' form and sends to Planning (with/without fee)	
2	<b>Meeting 1</b> DAS client and LPA : - Meet and review DAS process and further necessary meetings Negotiate timetable; Negotiate what further information may be required for pre-application assessment. Discuss need for pre-application consultation DAS client pays relevant fee to SHDC (if not already paid)	
3	DAS client submits any further agreed pre-application information. LPA circulate pre-application information as necessary within SHDC and other external consultations Internal local authority meeting to review pre-application documentation, provide written comment	
4	LPA and DAS client to agree any "critical" information	
5	DAS client submit any necessary agreed 'critical' information/studies  Local authority meeting to review above and send DAS client written comments	
6	DAS client present draft scheme to SHDC's Design Panel (where necessary/relevant)  Information exchange	
7	Local Authority review of submitted documentation against planning policy, environmental health and other necessary guidelines – prepare report for DAS client  DAS client comments on report  Local authority submits final report to DAS client	
8	DAS client considers final written comments  Opportunity to seek final revisions  DAS service complete	

Start date:

Final date:

Case Officer Name