



April 2023 Version 3.0

# Information for Developers

## Pre-Application Highways Advice

## Staffordshire County Council's Pre-Application Advice Services

As the Highway Authority, Lead Local Flood Authority, Minerals & Waste Planning Authority, Local Education Authority and because we manage information about Staffordshire's natural and historic environment, our specialists can provide a wide range of pre-application advice to assist Developers preparing to submit planning applications to Staffordshire Borough/District Councils or the County Council.

This document provides guidance concerning the Highways Pre-Application Advice Service and its charging arrangements, in accordance with Section 93 of the Local Government Act 2003. Further details on the other services we offer can be found in Appendix A.

### The benefits of the Pre-application Advice service

Staffordshire County Council welcomes and encourages discussions before a Developer submits a planning application. Past experience has shown the discussions result in an improved application that is more likely to be successfully approved. Developers have found the Pre-Application process can reduce overall costs by cutting down on further work and time at the application stage.

The service has the following benefits:

- Potentially reducing the time and cost involved in working up proposals including that of your professional advisers
- Reducing the subsequent cost of abortive applications
- Information on what you need to provide with your application
- Help speed up the decision-making process once an application has been submitted

### The advice can include:

- Relevant policies and guidance
- The relevant level of detail and supporting information necessary to provide a valid assessment of highways and transport issues
- Whether a contribution towards highways and/or transport improvements is likely to be required
- Where a Transport Statement/Assessment is required, determine the content, preparation and presentation that is likely to satisfy our requirements
- Appropriate access arrangements\*
- Identification of work required concerning highway improvements as a result of your proposal

The level of response we provide is based on the quality and quantity of information provided at the time of submission.

*\*The fees quoted below do not include specialist engineering design checks.*

### How to apply

Staffordshire County Council requires a certain level of information to be provided before Pre-Application Advice or any discussion is conducted. This will enable us to provide relevant and timely advice to you. We only accept on-line applications and payment.

**Online** – Complete the application, upload your required documents and pay online via <https://apps2.staffordshire.gov.uk/web/onlineorder> (select Developer Advice). You can also register with us which allows you to recall previous applications and auto-fill your contact details if you are making regular applications.

Complete the application form and upload your required documents, which need to include:

- Site location plan (scale 1:1,250) with the site boundary indicated in **red**
- Description (including scale site layout plans) of the proposed development and use classes

In addition, depending upon the nature of the enquiry, the following information may also be required. If this is needed, we will let you know.

- Schedule of existing uses, including planning history with reference numbers
- Summary of reasons supporting site access/highway work proposals, including a plan (scale 1:500 or similar) with achievable visibility splays indicated
- Parking strategy for all modes of transport
- Where a Transport Assessment is required, either scoping or information relating to the proposed methodology
- Location plan of all key services indicating locations of education, employment, food retail, non-food retail, health care facilities, etc
- Road Safety Audit Stage 1
- Other relevant data collected to date

You can email us at: [highwayspreapp@staffordshire.gov.uk](mailto:highwayspreapp@staffordshire.gov.uk)

## Making Payment

For online applications you can pay via <https://apps2.staffordshire.gov.uk/web/onlineorder> when you complete your application and upload any required documents. This is the only method and allows you to receive immediate payment confirmation.

## Types and charges of Highways Advice Services

Staffordshire County Council offers a number of services which are geared around the type and size of your proposed development as follows. We will aim to provide written responses within 15 working days of payment being made and we have all the necessary information for your application. Any costs incurred as a result of abortive work will not be refunded. VAT will be charged at current rate.

Application Type & Threshold	Fee (incl. VAT)
<p><b>Attending Borough/District Development Team Meetings or equivalent per scheme</b></p> <p>This includes a round-table discussion only</p>	<p><b>£144</b> (£120+VAT)</p>
<p><b>Category A</b></p> <ul style="list-style-type: none"> <li>- 2 or fewer dwellings</li> <li>- Up to 100m<sup>2</sup> Commercial floorspace</li> </ul> <p>This includes:</p> <ul style="list-style-type: none"> <li>- A site visit</li> <li>- A written response within 15 working days which reflects the level of detail that you have provided</li> </ul>	<p><b>£264</b> (£220+VAT)</p>
<p><b>Category B</b></p> <ul style="list-style-type: none"> <li>- 3 to 9 dwellings</li> <li>- 100 – 500m<sup>2</sup> Commercial floorspace</li> <li>- Change of Use of up to 500m<sup>2</sup> floorspace</li> </ul> <p>This includes:</p> <ul style="list-style-type: none"> <li>- A site visit</li> <li>- A written response within 15 working days which reflects the level of detail that you have provided</li> </ul>	<p><b>£420</b> (£350+VAT)</p>

<p><b>Category C</b></p> <ul style="list-style-type: none"> <li>- 10 to 49 dwellings (Outline / Full application)</li> <li>- 500 to 1000m<sup>2</sup> Commercial floorspace (Outline / Full application)</li> <li>- Change of Use of up to 500 and 1,000m<sup>2</sup></li> <li>- Solar/wind farms</li> <li>- Temporary construction access</li> </ul> <p>This includes:</p> <ul style="list-style-type: none"> <li>- A site visit</li> <li>- A written response within 15 working days which reflects the level of detail that you have provided</li> <li>- If necessary, a review of the scoping and methodology required for the Transport Statement</li> <li>- If necessary, attendance a Borough/District Development Team Meeting or equivalent</li> <li>- An additional Highways-specific meeting</li> </ul>	<p><b>£1,122</b> (£935+VAT)</p>
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<p><b>Category D</b></p> <ul style="list-style-type: none"> <li>- 50 to 79 dwellings (Outline / Full application)</li> <li>- 1,000 to 2,000m<sup>2</sup> Commercial floorspace (Outline / Full application)</li> <li>- Reserved matter applications related to Outline schemes</li> <li>- Other developments requiring Transport Statements and/or Travel Plan Statements</li> <li>- Amendments to previously agreed schemes</li> <li>- Change of Use between 1,000 and 2,000m<sup>2</sup></li> </ul> <p>This provides:</p> <ul style="list-style-type: none"> <li>- A site visit</li> <li>- A written response within 15 working days which reflects the level of detail that you have provided</li> <li>- If necessary, a review of the scoping and methodology required for the Transport Statement/Assessment</li> <li>- Where necessary, review in principle of site layout</li> <li>- If necessary, attendance at a development team meeting or equivalent and an additional single separate meeting</li> </ul>	<p><b>£1,782</b> (£1,485+VAT)</p>
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<p><b>Category E</b></p> <ul style="list-style-type: none"> <li>- 80 to 200 dwellings (Outline / Full application)</li> <li>- 2,000 to 5,000m<sup>2</sup> Commercial floorspace (Outline / Full application)</li> <li>- Other developments requiring Transport Assessments and/or Travel Plan Statements</li> <li>- Change of Use between 2,000 and 5,000m<sup>2</sup></li> </ul> <p>This provides:</p> <ul style="list-style-type: none"> <li>- A site visit</li> <li>- A written response within 15 working days which reflects the level of detail that you have provided</li> <li>- If necessary, a review of the scoping and methodology required for the Transport Assessment</li> <li>- If necessary, attendance at a development team meeting or equivalent and an additional single separate meeting</li> </ul>	<p><b>£3,300</b> (£2,750+VAT)</p>
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<p><b>Category F1</b></p> <ul style="list-style-type: none"> <li>- 201 - 350 dwellings (Outline / Full application)</li> <li>- 5,001 - 6,500m<sup>2</sup> Commercial floorspace (Outline / Full application)</li> <li>- Change of Use between 5,001 - 6,500m<sup>2</sup> floorspace</li> </ul> <p><b>Category F2</b></p> <ul style="list-style-type: none"> <li>- 351 - 600 dwellings (Outline / Full application)</li> <li>- 6,501 - 8,000m<sup>2</sup> Commercial floorspace (Outline / Full application)</li> <li>- Change of Use between 6,501 - 8,000m<sup>2</sup> floorspace</li> </ul> <p><b>Category F3</b></p> <ul style="list-style-type: none"> <li>- 601 - 800 dwellings (Outline / Full application)</li> <li>- 8,001 - 11,000m<sup>2</sup> Commercial floorspace (Outline / Full application)</li> <li>- Change of Use between 8,001 – 11,000m<sup>2</sup> floorspace</li> </ul> <p><b>Category F4</b></p> <ul style="list-style-type: none"> <li>- Over 800 dwellings (Outline / Full application)</li> <li>- Over 11,000m<sup>2</sup> Commercial floorspace (Outline / Full application)</li> <li>- Change of Use over 11,000m<sup>2</sup> floorspace</li> </ul> <p>This provides:</p> <ul style="list-style-type: none"> <li>- Site visits</li> <li>- A written response as soon as practicable which reflects the level of detail that you have provided</li> <li>- If necessary, a review of the scoping and methodology required for the Transport Assessment</li> <li>- Meetings as necessary</li> <li>- Access to relevant Highway disciplines as required, e.g. traffic signals, etc.</li> </ul>	<p style="text-align: center;"><b>£5,610</b> (£4,675+VAT)</p> <p style="text-align: center;"><b>£7,212</b> (£6,010+VAT)</p> <p style="text-align: center;"><b>£10,500</b> (£8,750+VAT)</p> <p style="text-align: center;"><b>£15,000</b> (£12,500+VAT)</p>
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## Additional charges

Where additional meetings are required, or minor changes are necessary to the current proposal, the following charges will apply. You will be advised of the costs at the appropriate point.

Additional meeting	£144 (£120+VAT)
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Additional site visit	£198 (£165+VAT)
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Review of additional information resulting from significant amendments to the original submission (e.g. changing the development land use type) will result in a new submission with appropriate charges as above. If this is likely to occur, we will let you know.

For mixed-use development or if your proposal does not fit into the categories listed above, please contact us for further advice at [highwayspreapp@staffordshire.gov.uk](mailto:highwayspreapp@staffordshire.gov.uk)

## Extent of Pre-Application Highways Advice

Requesting the County Council's Pre-Application Advice is not mandatory. However, if not taken, we will no longer enter into discussion over in-depth scope or content of any specialist highways or transport advice outside of the Pre-Application Advice scheme.

Any advice given by officers does not constitute a formal response or decision by the County Council. Save for cases of negligence, the County Council will not be liable for any loss or damage suffered arising from or in connection with the use of the advice.

Any views or opinions expressed in responses are made at officer level in good faith and to the best of ability, without prejudice to the formal consideration of any planning application, which will be subject to public consultation and ultimately determined by the relevant Planning Authority.

The Pre-Application Advice given may not necessarily be exhaustive, but will be intended to highlight the main issues that need to be addressed/considered as part of the application process on the basis of the discussions that have taken place and the information that is available at the time.

In providing written advice, officers will not draft planning statements or other reports to accompany an application as that is the responsibility of the applicant. In this respect, the applicant should appoint its own professional advisers as necessary, particularly on more complex proposals.

Should the detail or the nature of the proposal change, further advice should be sought. Similarly, once the detail of any proposal has been worked up if not previously available, it may be helpful to seek further advice prior to the submission of an application.

The advice and any attachments to it are solely for the use of the individual to whom it is addressed. If you are not the intended recipient of the advice, you must not take any action based on its contents, nor disclose the communication to a third party.

The County Council has the right to decline a request for Pre-Application Advice where it is not considered appropriate.

Any advice given in relation to the planning history of the site, planning constraints or statutory designations does not constitute a formal response under the provisions of the Local Land Charges Act 1975.

## Appendix A – Further Information

Last Revised: 04 April 2021

- Email address for enquiries:  
[highwayspreapp@staffordshire.gov.uk](mailto:highwayspreapp@staffordshire.gov.uk)
- Staffordshire County Council 'Information for Developers'  
[www.staffordshire.gov.uk/developers](http://www.staffordshire.gov.uk/developers)
- Staffordshire County Council Highway Works Application Pack:  
<https://www.staffordshire.gov.uk/Highways/highwayscontrol/HighwaysWorkAgreements.aspx>
- Staffordshire County Council Transport Planning information, including policy guidance on integrated transport strategies:  
<https://www.staffordshire.gov.uk/transport/transportplanning/home.aspx>
- Staffordshire County Council Transport Assessment information:  
<https://www.staffordshire.gov.uk/Highways/highwayscontrol/TransportAssessments.aspx>
- Staffordshire County Council's Residential Design Guide:  
<https://www.staffordshire.gov.uk/Highways/highwayscontrol/ResidentialDesignGuide.aspx>
- Manual for Streets:  
<https://www.gov.uk/government/publications/manual-for-streets>
- National guidance on preparing Transport Assessments and Travel Plans:  
<https://www.gov.uk/guidance/travel-plans-transport-assessments-and-statements>
- National Planning Policy Framework (NPPF):  
<https://www.gov.uk/government/publications/national-planning-policy-framework--2>
- Local Planning Authority (Borough/District) Local Plans in Staffordshire:  
<https://www.staffordshire.gov.uk/environment/planning/localplanningauthorities/morehelp/pas.aspx>
- Staffordshire County Council Flood Risk Management (inc. Pre-application Advice):  
<https://www.staffordshire.gov.uk/environment/Flood-Risk-Management/Local-Flood-Risk-Management-Strategy.aspx>
- Staffordshire County Council Planning, Policy & Development Control (inc. Pre-application Advice):  
<https://www.staffordshire.gov.uk/environment/planning/homepage.aspx>
- Staffordshire County Council Environmental Team (inc. Pre-application Advice):  
<https://www.staffordshire.gov.uk/environment/planning/policy/home.aspx>
- Staffordshire County Council Schools Organisation Team (inc. Pre-application Advice):  
<https://www.staffordshire.gov.uk/education/schoolsandcolleges/PlanningSchoolPlaces/home.aspx>