

# Enfield Council

**DRAFT Pre-application Planning Guidance**  
**29<sup>th</sup> July 2024**

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## **OUR PRE-APPLICATION SERVICE - AN OPPORTUNITY TO DISCUSS YOUR PROPOSED SCHEME**

Welcome to Enfield's Pre-Application Planning Guide.

We are here to assist you in navigating the planning process but also explore development opportunities within our vibrant community.

This document serves as your comprehensive resource to understand the pre-application process offered by Enfield. Whether your project is large or small, residential or commercial, we aim to provide you with the information and tools necessary to prepare a successful proposal that aligns with our community's vision.

Enfield has a rich history and a bright future, and our commitment to responsible and sustainable development is at the forefront of our vision.

We believe that through effective collaboration and informed decision-making, we can collectively enhance the quality of life for our residents and contribute to the growth and prosperity of Enfield.

The purpose of this guide is to detail the process and expected benefits for applicants who wish to take advantage of the Enfield pre-application planning process.

The guide explains each of the pre-application products as well as the level of service the user and stakeholders can expect.

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## **BENEFITS OF OUR PRE-APPLICATION SERVICE:**

Early engagement has the potential to improve the efficiency and effectiveness of the planning process. The more issues that can be resolved at pre-application stage, the more certainty the Enfield Council can issue timely decisions, helping to ensure that applicants do not experience unnecessary delays and costs and improved outcomes for the community.

The primary purpose for pre-application advice is to give you an early idea of whether your application is likely to succeed. We can identify aspects of your proposal that might need to be changed before you submit your application and inform you of any consultation or publicity you may need to do before applying. This can improve your chances of success while reducing the time and costs associated with the application process.

The key benefits of the pre-application process include:

- Saving time and resources
- Reducing the number of unsuccessful planning applications
- Speed up the determination of planning applications
- Enhancing the quality of developments
- Identify and address any issues at an early stage
- Reduce the likelihood of submitting invalid applications
- Gaining community recognition through engagement
- Reduce the number of conditions needed

To reduce wait times and ensure a more efficient and transparent process for all applicants, the planning service **no longer negotiate necessary amendments for planning applications**, only in instances where pre-application advice has first been sought on a scheme. This provides further incentive to engage in the pre-application processes, to seek to resolve matters prior to planning application submission.

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## WHAT YOU CAN EXPECT FROM US

We provide a responsive pre-application service focused on exploring development opportunities. Our approach is clear, collaborative and timely, aimed at assisting you through the planning process.

Our bespoke service, combined with site optimisation, ensures your project receives thorough attention.

Key aspects include:

- **Dedicated Planning Officer:** Upon request for pre-application advice on a single proposal, you'll be assigned a dedicated planning officer for communication and guidance throughout the process.
- **Consultation and Consideration:** Your planning officer will thoroughly review all submitted information and consult relevant parties before the meeting. Feedback will be based solely on the provided information. We will not visit the site, therefore photographs of your property and neighbouring properties must be provided by the applicant and we will use satellite imagery, planning history, as well as our detailed knowledge and understanding of the borough to offer our written advice
- **Optioneering and Recommendations:** During the meeting, you'll discuss your proposal's rationale and context. The planning officer will advise on policy application, potential improvements, and alternatives to optimise your application. To ensure a prompt respect, there won't be an opportunity to review new revised documents or changes to your scheme following the meeting.
- **Decision:** Following the meeting, you'll receive written advice based on the initially submitted documents, incorporating policy considerations and consultee feedback and therefore could differ from that discussed in the meeting. The advice will outline the proposal's acceptability and suggest improvements or alternatives.

After our advice has been issued, we can continue working with you:

- **Follow-ups:** The planning officer can review revised documents or changes to your single proposal, providing further commentary on acceptability. Follow-ups can only be made **within three months** of the initial pre-application response.

Overall, our service ensures a predictable but flexible approach, aiming to optimise development potential while maintaining accountability and momentum throughout the planning process.

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## HOW TO GET THE BEST FROM OUR SERVICE

- Undertake some initial research about the planning history of your site from the Council's [online planning register](#). You can also search the [map](#) for planning applications nearby.
- The Council encourages you to approach the occupants of adjacent properties, in order to help them understand your scheme and to help you understand their concerns. Such discussions can help you to design a scheme which is more likely to receive community support. For larger scale proposals, you could also approach Ward Councillors or Member of Parliament.
- It is advised you contact us at the earliest stage of your project. You do not necessarily need professional representation to do this initially. It is for you to decide when to employ the services of a professional to assist in your project.
- You may, after initial views have been issued by planning officers, wish to employ your own private professional help to advise you. Our service is not intended to be an alternative to employing professional consultants.
- The more information you can provide in relation to your project, the better we are able to provide an effective and helpful advice. The quality of your submission will influence the level of detail and certainty in decision the Council is able to provide in relation to your project. The more comprehensive the information provided the more comprehensive the advice in the response will be. You are strongly encouraged to provide sufficient information including photographs and other supporting information to inform the collaborative discussions when you submit your pre-application request.
- Consider using our **follow-up service** to discuss any amendments to the initially submitted pre-application. The follow-up service provides the opportunity to receive feedback on changes to your project, raising the quality of development and reducing the likelihood of unsuccessful planning applications.

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### **Does using the advisory service mean you will get an approval?**

We cannot guarantee the outcome of any planning application, but by signing up to a PPA, an EDRP or seeking specialist advice, you will be ensuring that you have the best possible chances of a positive conclusion.

All pre-application advice constitutes an informal opinion based upon the information you have provided.

It should be noted that subsequent alterations to legislation or local, regional and national policies might affect the advice given. Caution should be exercised in respect of pre-application advice for schemes that are not submitted within a short time of the Council's advice letter.

This advice will not prejudice any decisions that Enfield Council may make on any future formal planning applications.

As planning applications are publicised and consulted on there may be other matters which only come to light during a formal application, and which may influence how it is determined.

### **What if I disagree with the advice received?**

We cannot guarantee that you will agree with the advice you receive. Where differences of opinion occur, these should be resolved through the follow-up process, rather than the formal planning process.

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 review the case and where possible put it right.

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## PRE-APPLICATION ADVICE SERVICES

We provide positive advice to improve schemes, not just whether planning permission is required or is likely to be supported. In our responses, we will also advise you about the information needed for a subsequent planning application.

If you want informal general advice about the planning process, we encourage you to use our [Live Chat](#) to communicate with our team.

If you want more in depth advice, we tailor our service on the size of the project, from a small-scale home improvement to a large-scale commercial project, to provide a faster response:

- **Householder** - Residential extensions or alterations to individual residential units.
- **Small scale** - Residential extensions or alterations to 1-3 residential units / Commercial extensions or alterations no more than 499m<sup>2</sup>. This also includes conversions, site subdivisions and changes of use.
- **Medium scale** - Residential extensions or alterations to 4-9 residential units / Commercial extensions or alterations of 500m<sup>2</sup>- 999m<sup>2</sup>. This also includes conversions, site subdivisions and changes of use.
- **Major scale** - Residential extensions or alterations on 10 or more residential units / Commercial extensions or alterations above 1000m<sup>2</sup>. This also includes conversions, site subdivisions and changes of use.
- **Specialist service** - For complex major developments it is strongly recommended that applicants receive additional bespoke advice services including **Planning Performance Agreements (PPAs)**, **Post Approval Agreements (PAAs)**, **Enfield Design Review Panel (EDRP)** and consultations through Community Briefings, Council Member Briefings and Strategic Panel Briefings.

These services are all subject to fees and charges (See Appendix A). In all cases we will not be in a position to provide the service until an up-front payment(s) has been received by the Council, in accordance with the charges and protocols outlined in this guidance note.



For **Householder**, **Small** and **Medium** scale pre-applications, we provide different levels of advice depending on how much detail and support you want:

Type of advice	Nature of advice
<b>Advice in principle</b>	<p>This is the fastest pre-application enquiry available based on the principle of the development only. It comprises a desktop study only, with no visit to the site, no consultations with any internal or external consultees and no meeting.</p> <p>A response is provided purely on the principle of the development, covering land use, location and amount of development, based on the policies in the development plan. The response will not cover matters of detail or design, flooding, transport or trees for example. Follow-up advice is not applicable for this service.</p>
<b>Category A</b>	<p><b>Detailed written advice only.</b> It comprises a desktop study only with no visit to the site. Relevant internal consultations will take place. The response will provide feedback on the principle of development, the detailed design and any technical considerations raised by internal consultees.</p>
<b>Category B</b>	<p><b>Meeting with follow up detailed written advice.</b> Having a meeting is an effective way to resolve any potential issues or mitigate any possible impacts, to maximise schemes. This meeting will be online unless otherwise requested and will take place before the written response. Advice provided during the meeting may differ from the detailed written advice issued later due to further consultations or additional information.</p>
<b>Follow-Up Advice</b>	<p>After receiving advice, you might adjust your proposals and seek updated guidance. The fee for this service is lower than the initial advice, and is usually only a written response, however, it can sometimes include a 30-minute online meeting that will incur other charges in addition to the below service fees and charges (See Appendix A).</p>

### Site Visits

A site visit will only be requested where it is considered necessary and appropriate by your planning officer. A site visit requested by the applicant will incur other charges in addition to the below service fees and charges (See Appendix A).

## HOUSEHOLDER SERVICE

This service is directed towards residential construction, extensions or alterations to individual residential units (flats and houses), including lofts, windows, porches, garages and outbuildings, rear, side and roof extensions, walls and fences, hard standings and access for vehicles.

Type of advice	Nature of advice	Response	Fee
<b>Advice in principle</b>	Examples include whether an additional storey, extension or outbuilding could be acceptable. The response will not cover matters of detail or design.	<b>14 working days</b> after validation	<b>£TBC</b>
<b>Category A</b>	This will provide you with much more detailed written advice than <b>Advice in principle</b> on the following: <ul style="list-style-type: none"> <li>• whether planning permission is required or not</li> <li>• whether or not your proposal is likely to be acceptable or what can be done to make your application acceptable - exploring improvements and alternatives with you</li> </ul>	<b>14 working days</b> after validation	<b>£TBC</b>
<b>Category B</b>	Meeting with follow up detailed written advice. Having a meeting is an effective way to resolve any potential issues or mitigate any possible impacts, to maximise schemes.	<b>14 working days</b> after meeting	<b>£TBC</b>
<b>Follow-Up Advice</b>	After receiving advice, you might adjust your proposals and seek updated guidance to maximise schemes.	<b>14 working days</b> after validation or meeting	<b>£TBC</b>

You cannot use this service for listed buildings (see small scale service), works in a conservation area, changes of use, flat conversions, or advice around Houses in Multiple Occupation (HMO).

## SMALL SCALE SERVICE

This service is directed towards 1-3 residential units\* (flats and houses) and businesses no more than 499m<sup>2</sup>, including:

- Up to three new residential units, such as conversions and subdivisions (\*Units include HMOs, co-living and student accommodation)
- Changes of use for up to 499 sqm or up to 499 sqm of new non-residential floor space.
- External works to multiple residential properties or non-residential buildings (e.g., shopfronts, air-con, equipment).
- Approval of details/discharge of conditions.
- Listed building, conservation, and heritage advice.

Type of advice	Nature of advice	Response	Fee
<b>Advice in principle</b>	<p>This will provide advice on land use, location and amount of development only. The response will not cover matters of detail or design, flooding, transport or trees for example.</p> <p>Examples include:</p> <ul style="list-style-type: none"> <li>• whether an additional building, storey, alteration/extension or outbuilding could be acceptable.</li> <li>• A change from one use to another</li> </ul>	<b>21 working days</b> after validation	<b>£TBC</b>
<b>Category A</b>	<p>This will provide you with much more detailed written advice than <b>Advice in principle</b> on the following:</p> <ul style="list-style-type: none"> <li>• whether planning permission is required or not</li> <li>• whether or not your proposal is likely to be acceptable or what can be done to make your application acceptable - exploring improvements and alternatives with you</li> </ul>	<b>21 working days</b> after validation	<b>£TBC</b>
<b>Category B</b>	<p>Meeting with follow up detailed written advice. Having a meeting is an effective way to resolve any potential issues or mitigate any possible impacts, to maximise schemes.</p>	<b>21 working days</b> after meeting	<b>£TBC</b>
<b>Follow-Up Advice</b>	<p>After receiving advice, you might adjust your proposals and seek updated guidance to maximise schemes.</p>	<b>21 working days</b> after validation or meeting	<b>£TBC</b>

## MEDIUM SCALE SERVICE

This service is directed towards 4-9 residential units\* (flats and houses) and businesses of 500m<sup>2</sup>- 999m<sup>2</sup>, including:

- Between 4-9 new residential units such as conversions and subdivisions (\*Units include HMOs, co-living and student accommodation)
- Changes of use between 500m<sup>2</sup> - 999m<sup>2</sup> or 500m<sup>2</sup> - 999m<sup>2</sup> of new non-residential floor space.
- External works to more than 4 residential or non-residential buildings (e.g., shopfronts, air-con, equipment).
- Approval of details/discharge of conditions.
- Listed building, conservation, and heritage advice.

Type of advice	Nature of advice	Response	Fee
<b>Advice in principle</b>	<p>This will provide advice on land use, location and amount of development only. The response will not cover matters of detail or design.</p> <p>Examples include:</p> <ul style="list-style-type: none"> <li>• whether an additional building, storey, alteration/extension or outbuilding could be acceptable.</li> <li>• A change from one use to another</li> </ul>	<b>28 working days</b> after validation	<b>£TBC</b>
<b>Category A</b>	<p>This will provide you with much more detailed written advice than <b>Advice in principle</b> on the following:</p> <ul style="list-style-type: none"> <li>• whether planning permission is required or not</li> <li>• whether or not your proposal is likely to be acceptable or what can be done to make your application acceptable - exploring improvements and alternatives with you</li> </ul>	<b>28 working days</b> after validation	<b>£TBC</b>
<b>Category B</b>	<p>Meeting with follow up detailed written advice. Having a meeting is an effective way to resolve any potential issues or mitigate any possible impacts, to maximise schemes.</p>	<b>28 working days</b> after meeting	<b>£TBC</b>
<b>Follow-Up Advice</b>	<p>After receiving advice, you might adjust your proposals and seek updated guidance to maximise schemes.</p>	<b>28 working days</b> after validation	<b>£TBC</b>

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## MAJOR SCALE SERVICE

This service is directed towards residential construction, extensions or alterations on 10 or more residential units\* (includes HMOs, co-living and student accommodation) and businesses who may want to construct, extend or alter premises above 1000m<sup>2</sup>.

It is also appropriate for conversions, changes of use, the discharge or variation (s73) of conditions, developments under prior approval and developments requiring an Environmental Impact Assessment (EIA) or significant infrastructure proposals.

This is designed for larger and more complex proposals where ongoing advice is required from a range of officers, possibly over many months or years.

For complex major developments we can offer an additional bespoke advice service through a **Planning Performance agreement (PPA)** with you, to manage the process, following an initial scoping meeting to agree the objectives of the agreement including timescales, key milestones and scheduled meetings.

This will provide you with an opportunity to agree up to two meetings on the detail of your proposal, with written advice issued, subject to complexity, within **35 working days** of your request.

Having meetings is an effective way to resolve any potential issues or mitigate any possible impacts, utilising planning officers detailed knowledge and understanding of the borough to maximise schemes.

We will be able to advise you:

- whether or not your proposal is likely to be acceptable
- what can be done to make your application acceptable - exploring improvements and alternatives with you during the meetings
- how we will apply our policies to your proposal
- which type of application form you will need and the related or supporting information you will need to submit.

A site visit will be requested where it is considered necessary and appropriate by your planning officer.

You are still encouraged to provide sufficient information including photographs and other supporting information to inform the collaborative discussions when you submit your pre-application request.

To provide the suitable level of support for complex developments, we have different levels of advice depending on scale:

Type of advice	Nature of advice	Response	Fee
Level 1	<ul style="list-style-type: none"> <li>Residential construction, extensions or alterations between to <b>10-24 residential units</b> (flats and houses)</li> <li>Businesses who may want to change the use of, construct, extend or alter premises of <b>1000m<sup>2</sup> - 1999m<sup>2</sup></b>.</li> <li>Also appropriate for a site of 0.5 hectares.</li> </ul>	<b>35 working days</b> after final meeting	<b>£TBC</b>
Level 2	<ul style="list-style-type: none"> <li>Residential construction, extensions or alterations between to <b>25-49 residential units</b> (flats and houses)</li> <li>Businesses who may want to change the use of, construct, extend or alter premises of <b>2000m<sup>2</sup> - 4999m<sup>2</sup></b>.</li> <li>This service is also directed towards developments requiring an Environmental Impact Assessment (EIA) or significant infrastructure proposals</li> </ul>	<b>35 working days</b> after final meeting	<b>£TBC</b>
Level 3	<ul style="list-style-type: none"> <li>Residential construction, extensions or alterations between to <b>50-100 residential units</b> (flats and houses)</li> <li>Businesses who may want to change the use of, construct, extend or alter premises of <b>5000m<sup>2</sup> - 10000m<sup>2</sup></b>.</li> <li>This service is also directed towards developments requiring an Environmental Impact Assessment (EIA) or significant infrastructure proposals</li> </ul>	<b>35 working days</b> after final meeting	<b>£TBC</b>
Level 4	<ul style="list-style-type: none"> <li>Residential construction, extensions or alterations to <b>100+ residential units</b> (flats and houses)</li> <li>Businesses who may want to change the use of, construct, extend or alter premises of <b>10000m<sup>2</sup>+</b>.</li> <li>This service is also directed towards developments requiring an Environmental Impact Assessment (EIA) or significant infrastructure proposals</li> </ul>	<b>35 working days</b> after final meeting	<b>£TBC</b>
<b>Follow-Up Advice</b>	Complex schemes may need an extended timeframe, particularly if responses from internal consultees are required to inform a reply. This will however be agreed with the Applicant beforehand.	<b>35 working days</b> after validation or final meeting	<b>£TBC</b>

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## SPECIALIST SERVICES

For complex major developments it is strongly recommended that applicants receive the following additional bespoke advice services:

- Planning Performance agreements (PPAs) & Post Approval Agreements (PAAs)
- Enfield Design Review Panel (EDRP)
- Community Briefings
- Council Member Briefings
- Strategic Panel Briefings.

### Planning Performance Agreements (PPAs).

PPAs set out an approach that takes a development proposal from conception to delivery. They are voluntary agreements between applicants and local planning authorities which help to:

- bring together the developer, the Local Planning Authority and key stakeholders, to work in partnership throughout the planning process
- ensure complex proposals progress to mutually agreed timescales
- ensure appropriate resources and expertise are provided to advise on complex proposals
- ensure fast track validation
- provide greater opportunity for dialogue through the planning process
- provide quality and timely advice which helps shape projects, giving developers the best chance of gaining approval

This approach works best when applicants come forward to share their vision and engage as early as possible in the process. This allows us to work alongside you to shape a programme and identify resources which will deliver on a shared vision for high quality development and agreed outcomes. Entering into a PPA is optional but can be beneficial to schemes where there is a tight timeframe for undertaking works or for more complex proposals. The Enfield Design Review panel, an independent and impartial panel of built environment professionals, can, at our request, offer additional expert design advice to applicants.

This gives applicants a responsive bespoke advisory service that covers the development proposal from the pre-application stage to the determination and issuing of the planning decision. Where appropriate, it may also include the implementation phase with the discharge of planning conditions and planning obligations. They are designed to provide quality and timely advice which helps shape projects, giving developers the best chance of gaining approval.

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At the initial 30-minute online inception meeting, you can discuss the applicability and scope of a PPA.

You'll need to pay an upfront fee for your inception meeting. After this, you'll need to pay the agreed fee before PPA meetings take place.

We encourage PPAs for the following proposals:

- Strategic
- Require Environmental Impact Assessment
- On larger sites that include a variety of land uses
- Have impact on strategic areas of environmental sensitivity
- On sites with many constraints to be resolved
- Involve significant non-standard planning obligations
- Referable to Greater London Authority (GLA) or Secretary of State
- Significant impact on existing communities which require wide consultation/ involvement with stakeholders
- Unique to Enfield's experience.
- Applicants who submit a number of applications and enquiries each year

We recommend that you undertake an early meeting with us to assess the nature of the scheme and whether a PPA would be an appropriate format for your pre-application. While each PPA is bespoke in design, we are guided by a set of principles which ensure that all developers are offered a high quality, value for money service.

We will need a broad level of information to start. Once we have the information, we will set out a project management framework for handling the proposed development, which will form the basis of the PPA. The PPA commits both parties to an agreed timetable, which contains milestones that make clear what level of resources are needed. This includes the likely number of necessary meetings and the officers required to take forward the relevant issues and ensure that all key planning issues are properly considered. It will also ensure that priority is given for review of the proposal by our Design Review Panel and Planning Committee, and any other necessary Council bodies.

### **Post Approval Agreements (PAAs)**

Post approval agreements follow the same approach as PPAs however they cover all post-approval matters, like the discharge of conditions. We will also work closely with the LPA's legal team and other departments to ensure section 106 agreements are progressed as efficiently as possible.



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## Charges

Please note the [PPA fees](#) cover the cost of the agreement **only** and that additional fees service fees and charges (See Appendix A) will apply based on the scale of the development.

The cost of the time we take to provide advice is not covered by the statutory fee for making a planning application. The charge covers our costs for providing the advice and so it is not met by council taxpayers generally.

The scale of fees is based on the size of the proposal and the level of detail that is sought.

The fee will need to be negotiated and agreed before the first PPA meeting. Applicants should make a single payment up front for all of the tasks that have been agreed and notify us when confirmed. This helps us to identify that the application is subject to a PPA so we can register and validate it urgently.

Please note, any additional meetings or key milestones outside of the agreed Forward Programme will require a further fee to be agreed and paid before taking place.

If your proposal includes more than one category of development, the fee payable is the highest of those that apply, but they are not added together.

The fee includes VAT at 20% and will not be refunded if you decide advice is no longer required even if we have not yet provided it. Where multiple scheme options are being proposed, we may charge more than one fee to ensure we cover the costs of providing advice.

Where the proposal involves significant works to a listed building, we may charge an individual site-specific fee to ensure we cover the costs of providing advice.

Where advice is required to resolve a breach of planning control, we may charge an individual site-specific fee to ensure we cover the costs of providing advice.

If you require fire safety advice (either London Plan Policy D12 or Planning Gateway One), please note there will be a surcharge incurred to your planning advice fee. This fee will be paid separately and calculated using the Building Control hourly rate. Please include this request when you submit your request for planning advice and a fee quote will be provided for fire safety advice.

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## How to enter into a PPA with us

For an applicant interested in entering into a PPA, the process comprises four key stages:

1. **Complete our online PPA form** - this will outline your project vision, key timescales and milestones.
2. **Submit the PPA form** - to [planningsupport@enfield.gov.uk](mailto:planningsupport@enfield.gov.uk)
3. **Await our response** - we will arrange an inception meeting with you to develop the structure and content of the PPA. You'll need to pay an upfront fee for your inception meeting. A PPA will not be entered into with an Applicant without an inception meeting being held.
4. **The inception meeting** - we will discuss the timescales, milestones and fee required. You'll need to pay the agreed fee before the first PPA meeting takes place.
5. **LPA issue agreed Forward Programme** – following the inception meeting, the Forward Programme will be agreed prior to the first PPA meeting.

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## Enfield Design Review Panel (EDRP)

Enfield Council's ambition for transformational growth will only be successfully realised through a commitment to delivering well-designed places throughout the borough, including strategic regeneration areas. The design review panel is an independent, expert design and place advisory service which will:

- Assist applicants and design teams in realising successful design outcomes Reduce the risk of delay at planning application stage
- Support decision-making by the Planning Committee, allowing Council reports to include the Panel's assessment of applications as a material consideration
- Support Enfield Council with regeneration and public realm schemes to work more effectively with partners and design teams, to develop schemes that maximise public benefit
- Embed good design at a strategic level in policies, project briefs, and masterplans.
- The design panel's advice will help Enfield staff ensure that they go beyond generic design policies and standards, setting out a clear vision and narrative for change.

Design Review is essential for major, complex and strategic developments with the advice from the Panel becoming a material consideration within the planning process. Applicants with schemes that are for 10 residential units or above, or larger than 2500sqm should expect to be invited to undergo a review. Applicants will also be advised to undertake this review at as early stage as possible. Where schemes are being considered at preapplication stage, the Panel meetings will be incorporated into the project programme and PPA where this is considered to be required by the Development Management team.

For more information see [Enfield Design Review Panel](#) and view the [panel product guide](#) for full details

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## **Community Briefings**

This service allows applicants to inform proposals to local residents, businesses and organisations in person at a local venue. Before applicants submit formal applications for major developments in Enfield, Community Briefings inform local residents, businesses, and organisations about the proposals. This early engagement allows stakeholders to provide comments and feedback while applicants are still considering their project. This forum complements, rather than replaces, our formal consultation process on applications. Its aim is to raise local awareness early on, enabling more meaningful public involvement and increasing the opportunity to influence scheme changes before the formal consultation stage. If the community can play a role early in the process of decision making it can potentially improve schemes that respond to the local circumstances and increase levels of satisfaction with the planning process. Involvement can also result in a greater understanding of the planning process from the community and councillors.

Generally, the Council will expect schemes of more than 50 residential units, 5000m<sup>2</sup> of commercial/other floorspace or tall buildings to be the subject of such briefings.

Applicants will be expected to arrange for leaflets to be distributed to the local community (as agreed with the Council) and cover costs for a suitable venue, officer preparation, attendance and write up of the meeting.

## **Council Member Briefings**

This service allows applicants to inform elected Members about emerging planning proposals at an early stage in the pre-application process. These briefings, while not formal council meetings, are conducted fairly, transparently, and consistently, adhering to set procedures. The purposes of these briefings include:

- Ensuring Members are aware of significant applications before they are formally considered by the development control committee.
- Making the consideration of plans at a subsequent Planning Committee more informed and effective.
- Identifying issues early in the application process to improve the quality of applications.
- Keeping Members informed when applications raise issues of strategic importance.
- Assisting the pre-application process to avoid potential delays at later stages.

Generally, the Council will expect schemes of more than 50 residential units, 5000m<sup>2</sup> of commercial/other floorspace or tall buildings to be the subject of such briefings.

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## **Strategic Panel Briefings**

This service is directed towards high-level discussions regarding key strategic and planning policy matters. It is for developers of schemes seeking to establish the principle of development and potentially building heights, prior to entering detailed scheme discussions.

To apply you will need provide a site plan and a brief description of the proposal development.

Generally, the Council will expect schemes of more than 50 residential units, 5000m<sup>2</sup> of commercial/other floorspace or tall buildings to be the subject of such briefings.

Written advice, in the form of a brief note, will be provided summarising key discussion points.

If detailed pre-application assessment is required, please request alternative services.

Follow-up advice is not applicable for this service.

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## ADDITIONAL SPECIALIST SERVICES

There will also be projects that relate to specific forms of development which we also have specialists to provide advice on:

- **Telecommunications equipment.**

Ensuring the wide availability of high-speed broadband and mobile connectivity is a central part of the government's [National Infrastructure Strategy](#) and levelling up agenda. Telecoms operators take decisions about where and when to roll-out infrastructure based on commercial considerations. Our planning officers can provide swift advice for site specific or strategic proposals. This service would involve all necessary consultees including Transport and Highways.

- **Advertisements / shopfronts**

Enfield Council seeks to embed an innovative and more commercially aware approach to how we deliver services with partners in a way that will benefit our residents. Our planning officers can provide swift advice whether or not your proposal is likely to be acceptable and what can be done to make your application acceptable - exploring improvements and alternatives with you. This service is directed towards street hubs, shopfront changes and advertising signs. This service would involve all necessary consultees.

- **Building Regulations**

Our dedicated Building Control team is committed to maintaining the highest standards in the design, approval and construction of buildings. Building Control can advise whether a Building Regulations application is likely to be required for your proposal, can give valuable time-saving guidance on how to meet the requirements of The Building Regulations and can suggest possible ways of resolving any notable issues prior to you submitting any formal Planning Permission applications that may be required.

We offer a quick and friendly response with same day site visits, and provide a modern, flexible service for businesses and householders. Our team is uniquely placed to provide expert guidance on any construction project, no matter how big or small, with unrivalled local knowledge of site history and grounds.

You are advised to contact the Council's [Building Control](#) service to enquire about any relevant Building Regulations requirements relating to your proposal.

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## Charges

This will cover a **desktop only** assessment where written advice will be provided within **7 working days** of your request.

A **meeting only** assessment is also available of up to 1 hour with an officer within **7 working days** of your request or meeting. Should you require further advice to support the project then this can be extended on an hourly basis, to meet your needs.

Follow-up advice is not applicable for this service.

<b>Specialist advice</b>	Fee
Community Briefings	<b>£TBC</b>
Council Member Briefings	<b>£TBC</b>
Strategic Panel Briefings	<b>£TBC</b>
Telecommunications Equipment	<b>£TBC</b>
Advertisements / Shopfronts	<b>£TBC</b>
Building Regulations	<b>£TBC</b>

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## VALIDATION CHECKING SERVICE

The Council offers an optional validation checking service, designed to speed up the validation process.

### *Why Provide a Validation Checking Service?*

The Council frequently receives invalid applications, which delays both the applicant and the planning service in processing these applications.

The benefits of the validation checking service include:

- Reducing the number of invalid applications received.
- Assisting applicants with validation requirements.
- Speeding up the validation process.

### *What Does the Validation Check Include and how much will it cost?*

The fee for the validation checking service is additional to the planning fee for processing the application.

Application type	Nature of advice	Response	Fee
Householder	<ul style="list-style-type: none"><li>• check the application and contact the applicant/agent to outline any missing information needed to validate the application.</li></ul>	<b>2 working days</b>	<b>£TBC</b>
Small and Medium scale	<ul style="list-style-type: none"><li>• check the application and contact the applicant/agent to outline any missing information needed to validate the application.</li></ul>	<b>3 working days</b>	<b>£TBC</b>

How to Request the Service: Contact [planningsupport@enfield.gov.uk](mailto:planningsupport@enfield.gov.uk) to request the service. An officer will then contact you to arrange payment.



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## HOW TO ACCESS THE PRE-APPLICATION ADVICE SERVICE

We need supporting information from you so we can provide you with pre-application advice. The amount we require depends on the category of your request. The more you can provide, the more detailed advice we will be able to provide.

Required information:

- Written description of the existing use on the site
- Written details of the proposal (brief description of works), including breakdown of existing and proposed floorspace
- 1:1250 site location plan

Additional material that will help:

- An initial design assessment (phase one of a Design and Access Statement)
- Photographs and plans describing the site, buildings, topography and landscape features, and its context
- Proposed floor plans (preferably 1:200)
- 1:500 site plan
- Proposed elevation plans (preferably 1:100)
- Proposals for community consultation
- Heritage Impact Assessment

Next steps:

1. Complete the online form
2. Provide details of your proposal and supporting information
3. Pay the fee

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## ALTERNATIVE ONLINE PLANNING GUIDANCE

### **Planning Portal**

[Planning Portal](#) provides simple-to-use interactive guidance for householders about a wide range of planning related matters.

### **Planning Aid**

[Planning Aid](#) is a network of planning volunteers providing free and independent advice to community groups and individuals who can't afford a consultant.

### **The Environment Agency**

[The Environment Agency](#) provides [pre-application planning advice](#) on issues such as flood risk, [assessing flood risk](#), groundwater protection and contaminated land.

### **Natural England**

[Natural England](#) provides pre-application advice through their [Discretionary Advice Service](#) and [standing advice](#).

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## **FREEDOM OF INFORMATION**

Under the Freedom of Information Act 2000 or Environmental Information Regulations 2004 we may receive a request to disclose pre-application advice requests and the advice we have provided.

The advice we provide under this service is generally confidential until a related application is submitted and development proposals are publicly available. We intend to automatically publish any advice we have provided once the related application is submitted. At that point there is normally no reason under any legislation to insist the advice is confidential.

We may continue to receive requests for advice to be disclosed at earlier stages, which will need to be assessed individually under the legislation. If you think there are sufficient reasons under the legislation that your request and advice should remain confidential at those earlier stages please advise us in writing of the reasons at the time of your request. We will not respond at the time of your request but will take it into account when deciding whether to release information earlier than usual.

More information about Freedom of Information can be found at [www.foi.gov.uk](http://www.foi.gov.uk)

## APPENDIX A – SCHEDULE OF PRE-APPLICATION FEES

In accordance with the Local Government Act 2003, the Council charges for providing pre-application planning advice on the developments listed below. The charges set out are reviewed and updated annually.

**The fee is payable at the time the pre-application is made and no action will be taken until it has been received.**

We are unable to offer refunds on our pre-application service once we have validated your request.

**Article 4 Directives:** If your development is restricted by virtue of an Article 4 Direction, advice is provided to you for no charge as part of a telephone meeting or limited email exchange.

More information about Enfield's Article 4 Directions can be found at <https://www.enfield.gov.uk/services/planning/article-4-directions>

HOUSEHOLDER SERVICE	Nature of advice	Response	Fee
<b>Advice in principle</b>	Examples include whether an additional storey, extension or outbuilding could be acceptable. The response will not cover matters of detail or design.	<b>14 working days</b> after validation	<b>£TBC</b>
<b>Category A</b>	This will provide you with much more detailed written advice than <b>Advice in principle</b> on the following: <ul style="list-style-type: none"> <li>• whether planning permission is required or not</li> <li>• whether or not your proposal is likely to be acceptable or what can be done to make your application acceptable - exploring improvements and alternatives with you</li> </ul>	<b>14 working days</b> after validation	<b>£TBC</b>
<b>Category B</b>	Meeting with follow up detailed written advice. Having a meeting is an effective way to resolve any potential issues or mitigate any possible impacts, to maximise schemes.	<b>14 working days</b> after meeting	<b>£TBC</b>
<b>Follow-Up Advice</b>	After receiving advice, you might adjust your proposals and seek updated guidance to maximise schemes.	<b>14 working days</b> after validation or meeting	<b>£TBC</b>

<b>SMALL SCALE SERVICE</b>	<b>Nature of advice</b>	Response	Fee
<b>Advice in principle</b>	<p>This will provide advice on land use, location and amount of development only. The response will not cover matters of detail or design, flooding, transport or trees for example.</p> <p>Examples include:</p> <ul style="list-style-type: none"> <li>• whether an additional building, storey, alteration/extension or outbuilding could be acceptable.</li> <li>• A change from one use to another</li> </ul>	<b>21 working days</b> after validation	<b>£TBC</b>
<b>Category A</b>	<p>This will provide you with much more detailed written advice than <b>Advice in principle</b> on the following:</p> <ul style="list-style-type: none"> <li>• whether planning permission is required or not</li> <li>• whether or not your proposal is likely to be acceptable or what can be done to make your application acceptable - exploring improvements and alternatives with you</li> </ul>	<b>21 working days</b> after validation	<b>£TBC</b>
<b>Category B</b>	<p>Meeting with follow up detailed written advice. Having a meeting is an effective way to resolve any potential issues or mitigate any possible impacts, to maximise schemes.</p>	<b>21 working days</b> after meeting	<b>£TBC</b>
<b>Follow-Up Advice</b>	<p>After receiving advice, you might adjust your proposals and seek updated guidance to maximise schemes.</p>	<b>21 working days</b> after validation or meeting	<b>£TBC</b>

<b>MEDIUM SCALE SERVICE</b>	<b>Nature of advice</b>	Response	Fee
<b>Advice in principle</b>	<p>This will provide advice on land use, location and amount of development only. The response will not cover matters of detail or design.</p> <p>Examples include:</p> <ul style="list-style-type: none"> <li>• whether an additional building, storey, alteration/extension or outbuilding could be acceptable.</li> <li>• A change from one use to another</li> </ul>	<b>28 working days</b> after validation	<b>£TBC</b>
<b>Category A</b>	<p>This will provide you with much more detailed written advice than <b>Advice in principle</b> on the following:</p> <ul style="list-style-type: none"> <li>• whether planning permission is required or not</li> <li>• whether or not your proposal is likely to be acceptable or what can be done to make your application acceptable - exploring improvements and alternatives with you</li> </ul>	<b>28 working days</b> after validation	<b>£TBC</b>
<b>Category B</b>	<p>Meeting with follow up detailed written advice. Having a meeting is an effective way to resolve any potential issues or mitigate any possible impacts, to maximise schemes.</p>	<b>28 working days</b> after meeting	<b>£TBC</b>
<b>Follow-Up Advice</b>	<p>After receiving advice, you might adjust your proposals and seek updated guidance to maximise schemes.</p>	<b>28 working days</b> after validation	<b>£TBC</b>

MAJOR SCALE SERVICE	Nature of advice	Response	Fee
Level 1	<ul style="list-style-type: none"> <li>• Residential construction, extensions or alterations between to <b>10-24 residential units</b> (flats and houses)</li> <li>• Businesses who may want to construct, extend or alter premises of <b>1000m<sup>2</sup> - 1999m<sup>2</sup></b>.</li> <li>• Also appropriate for a site of 0.5 hectares.</li> </ul>	<b>35 working days</b> after final meeting	<b>£TBC</b>
Level 2	<ul style="list-style-type: none"> <li>• Residential construction, extensions or alterations between to <b>25-49 residential units</b> (flats and houses)</li> <li>• Businesses who may want to construct, extend or alter sites of <b>2000m<sup>2</sup> - 4999m<sup>2</sup></b>.</li> <li>• This service is also directed towards developments requiring an Environmental Impact Assessment (EIA) or significant infrastructure proposals</li> </ul>	<b>35 working days</b> after final meeting	<b>£TBC</b>
Level 3	<ul style="list-style-type: none"> <li>• Residential construction, extensions or alterations between to <b>50-100 residential units</b> (flats and houses)</li> <li>• Businesses who may want to construct, extend or alter premises of <b>5000m<sup>2</sup> - 10000m<sup>2</sup></b>.</li> <li>• This service is also directed towards developments requiring an Environmental Impact Assessment (EIA) or significant infrastructure proposals</li> </ul>	<b>35 working days</b> after final meeting	<b>£TBC</b>
Level 4	<ul style="list-style-type: none"> <li>• Residential construction, extensions or alterations to <b>100+ residential units</b> (flats and houses)</li> <li>• Businesses who may want to construct, extend or alter sites <b>of 10000m<sup>2</sup>+</b>.</li> <li>• This service is also directed towards developments requiring an Environmental Impact Assessment (EIA) or significant infrastructure proposals</li> </ul>	<b>35 working days</b> after final meeting	<b>£TBC</b>
<b>Follow-Up Advice</b>	Complex schemes may need an extended timeframe, particularly if responses from internal consultees are required to inform a reply. This will however be agreed with the Applicant beforehand.	<b>35 working days</b> after validation or final meeting	<b>£TBC</b>

<b>SPECIALIST ADVICE</b>		Fee
Community Briefings		£TBC
Council Member Briefings		£TBC
Strategic Panel Briefings		£TBC
Telecommunications Equipment		£TBC
Advertisements / Shopfronts		£TBC
Building Regulations		£TBC

<b>VALIDATION CHECKING SERVICE</b>			
Application type	Nature of advice	Response	Fee
<b>Householder</b>	<ul style="list-style-type: none"> <li>check the application and contact the applicant/agent to outline any missing information needed to validate the application.</li> </ul>	<b>2 working days</b>	<b>£TBC</b>
<b>Small and Medium scale</b>	<ul style="list-style-type: none"> <li>check the application and contact the applicant/agent to outline any missing information needed to validate the application.</li> </ul>	<b>3 working days</b>	<b>£TBC</b>