

Pre-Application Charging Schedule and Information



Pre-Application Advice
Design Review Panel
Planning Performance Agreements
and other services

Guidance Note - London Borough of Islington

September 2019

CONTENTS

- 3 Introduction
- 3 Background
- 3 Our Service Commitment
- 3 Why pre-application discussion
- 4 Particular characteristics within Islington
- 4 What falls outside the scope of the Pre-Application Service

- 5 Householder and Listed Building Consent (Residential dwelling)**
- 5 What will you get from this service
- 6 Information Required
- 6 Charges for Householder and Listed Building Pre-Application advice

- 7 Small Scale Minor Developments and Large Scale Minor Developments**
- 7 What will you get from this service?
- 8 Information Required
- 9 Charges for Minor Schemes Pre-Application advice

- 11 Major Schemes Pre-Application Advice and Planning Performance Agreements (PPA)**
- 11 Role of Councillors
- 11 Advantage of pre-application advice as part of PPA and what information is required
- 12 Information Required
- 13 Charges for Major Pre-Application advice

- 15 Design Review Panel (DRP)**
- 15 Charges for Design Review Panel Pre-Application Advice

- 16 Charges for Other Services**
- 16 Streetbook Surgeries
- 16 Officer research/correspondence per hour
- 16 Express Enforcement Correspondence

- 17 Disclaimer**
- 17 How to submit

Introduction

The London Borough of Islington has a rich built heritage, a diverse community and high land values. It is one of the most densely populated parts of the UK and needs to accommodate growth while providing the best environment for existing and future residents, workers and visitors. Submitting a planning application for a development proposal is not always straight forward and our advice and guidance aims to help you through the process, and to achieve the best development for the site, while minimising delays.

Background

The Council has powers under the Local Government Act 2003 to charge for the discretionary services of pre-application advice. This guidance note provides details on the Islington Pre-application procedure and the associated fee charges.

Our Service Commitment

We welcome and encourage discussions with developers prior to submission of an application. Pre-application advice will generally give more certainty at an earlier stage and help resolve issues, allowing faster decisions on planning applications. By charging for this service, we can fund allocation of resources to this very important early stage of the process, and provide detailed advice from officers. We know from experience that developers and potential applicants generally welcome and benefit from such a service.

Why pre-application discussion?

The [National Planning Policy Guidance](#) (NPPG) actively encourages pre-application engagement. Paragraph: 001 Reference ID: 20-001-20190315 (Revision date: 15/03/2019) states:

'The value of pre-application engagement

How can pre-application engagement improve the efficiency and effectiveness of the planning application system?

Pre-application engagement by prospective applicants offers significant potential to improve both the efficiency and effectiveness of the planning application system and improve the quality of planning applications and their likelihood of success. This can be achieved by:

- providing an understanding of the relevant planning policies and other material considerations associated with a proposed development
- working collaboratively and openly with interested parties at an early stage to identify, understand and seek to resolve issues associated with a proposed development, including, where relevant, the need to deliver improvements in infrastructure and affordable housing
- discussing the possible mitigation of the impact of a proposed development, including any planning conditions
- identifying the information required to accompany a formal planning application, thus reducing the likelihood of delays at the validation stage. The information requested must be reasonable (more information can be found in Making an application).
- putting in place a Planning Performance Agreement where this would help with managing the process and agreeing any dedicated resources for progressing the application

The approach to pre-application engagement needs to be tailored to the nature of the proposed development and the issues to be addressed.'

Particular characteristics within Islington

Islington has 41 conservation areas and over 4000 listed buildings. Islington is also one of the most densely populated boroughs in the country - leading to complexities in terms of balancing the appropriate degree of development against protecting the living conditions of existing residents.

The borough is populated with well-informed residents who are actively engaged with the planning process. Careful assessment against policies and clear and robust justification is required to satisfy the expectations of the borough's elected Members and residents. This is often reflected in the length and complexity of planning reports, particularly if your proposal, by reason of high levels of public interest or the nature of proposals, is required to be presented to a Planning Committee for decision.

Early pre-application discussions with planning officers will provide the opportunity to steer projects in the right form, that will be attractive to the community, and acceptable to the local planning authority. Pre-app discussions can be of great benefit to the applicant by identifying the key planning issues, avoiding abortive work and speeding up the application decision process.

We seek to progress all applications within the nationally prescribed period. However, decisions on Major projects will take longer than the prescribed 13 week period, and we actively encourage the use of Planning Performance Agreements (PPAs) for these schemes. Fees for PPAs are set out towards the end of this document. For Major projects, discussion and project evolution work at the pre-application stage will help to minimise unnecessary delays in delivering a decision on these applications.

Utilising the pre-application service will provide the necessary guidance to reduce the chance of your planning application being deemed invalid when we receive it. The service should also reduce the number of planning applications that are refused or withdrawn because the development is unacceptable. If comprehensive pre-application discussions have taken place, this should avoid the need for significant revisions to a scheme during the formal application process. This should remove the major factors that can often cause uncertainty and significant delays in the application decision process.

What falls outside the scope of the Pre-Application Service?

For informal general enquires about whether planning permission is required, you should apply online for a paid Duty Planner appointment:

<https://www.islington.gov.uk/planning/applications/permission-check/need-planning-advice/duty-planning-officer-service>

Please Note: If you need advice on the acceptability of a proposal or the likelihood of planning permission being granted - you will need to apply for Pre-application advice.

If formal written confirmation is needed to confirm that planning permission is not required, then you must submit a Certificate of Lawfulness application. You can submit this online at www.planningportal.co.uk

In respect to live planning applications, free advice to local residents affected by development proposals is offered by the case officer. If you are an affected neighbouring occupier, please email comments and questions to planning@islington.gov.uk

Householder and Listed Building Consent (Residential dwelling)

What will you get from this service?

We will endeavour, within 5 working days of receiving your request, to email you an invoice setting out the fees to be paid and how you can pay online.

Written Advice (only) Service

Within 30 working days (6 weeks) of receiving payment, the case officer will undertake a desk based study and provide you with written advice on your proposal.

If requested, we will advise which documents and information you would need to submit with any future planning application for this proposal, and provide confirmation of the application fee, based on the information submitted.

Written Advice and Site Visit Service

The case officer will contact you, within 10 working of receiving payment, to arrange a suitable day for a site visit. We will endeavour to arrange the site visit within 20 working days of receiving payment.

The site visit will allow assessment of:

- detailed site conditions;
- the likely impact of the development;
- whether the development is in accordance with planning policy; and
- any other material planning considerations.

The site visit will usually last for up to 30 minutes and during this time you can discuss the main issues with the case officer. The case officer will not give a definitive view on the acceptability of the proposal during the site visit.

Dependant on the site visit arrangements, we will endeavour to provide you with written advice on your proposal within 30 working days (6 weeks) of receipt of payment.

Follow-up Advice Service

This service is open for further discussion of the original pre-application proposal, or amendments to the original proposal, in line with the previous pre-application guidance that has been provided. This is not for wholly new schemes or proposals, and is not appropriate where the amendments suggested would require a whole new assessment.

All follow-requests must be made within one year of the previous pre-application response.

The Follow-up Advice Service usually consists of only a written response providing advice. However, at the case officer's discretion, it can include a 30-minute meeting at the Council offices.

Please Note: It is entirely up to the applicant how much information is submitted for review. However, the more comprehensive the information provided the more comprehensive the advice in the response will be. Provision of advice can be delayed as a result of missing essential information in the pre-application submission.

Information Required

The Council will require a basic level of information to ensure that proper advice can be given. The following is not exhaustive, but is a useful guide as to what you will need to provide so that you can receive the advice and guidance you need. The more information you provide the more comprehensive our advice will be.

For Householder pre-applications we suggest the minimum information you submit should be:

- A plan identifying your property;
- Sketches of your proposals with dimensions indicated; and
- Photographs of the property, in particular covering the aspect of the property which you wish to change/extend, and details of any windows to neighbouring properties that may be affected by the proposal.
- Ideally you should be providing details of ground levels on your property and on those of immediately adjoining properties for relevant applications (e.g. rear extensions).

For Listed Building Pre-application (advice for Householder developments at Statutory Listed Buildings) we suggest the minimum information you submit should be:

- A plan identifying your property;
- A description of the proposed works and how these may affect the historic fabric and design of the building;
- Initial plans/sketches of your proposals with dimensions indicated; and
- Photographs of the property in particular covering the aspects of the property which you wish to change.

Charges for Householder and Listed Building Pre-Application advice

1	Householder Developments - a single house or flat
	Charge for Written Advice (only): £286.00 + VAT = £343.20
	Charge for Written Advice with Site Visit £465.00 + VAT = £558.00
	Charge for Follow-up Advice: £185.00 + VAT = £222.00
2	Listed Buildings - householder development for Statutory Listed Buildings
	Charge for Written Advice (only): £425.00 + VAT = £510.00
	Charge for Written Advice with Site Visit: £611.00 + VAT = £733.20
	Charge for Follow-up Advice: £212.00 + VAT = £254.40

Small Scale Minor Developments and Large Scale Minor Developments

What will you get from this service?

We will endeavour, within 5 working days of receiving your request, to email you an invoice setting out the fees to be paid and how you can pay online.

Written Advice (only) Service

Within 35 working days (7 weeks) of receiving payment, the case officer will undertake a desk based study and provide you with written advice on your proposal.

If requested, we will advise which documents and information you would need to submit with any future planning application for this proposal, this may include:

- confirmation of the application fee, based on the submitted information;
- advice on whether a s106 legal agreement would be required and, having regard to the relevant planning policies, an indication of the likely general heads of terms;
- checklist of documents and information required for submission of a valid application;
- details of the likely consultations to be undertaken.

Written Advice and Site Visit Service

The case officer will contact you within 10 working days of receiving payment, to arrange a suitable day for the site visit. We will endeavour to arrange the site visit within 20 working days of receiving payment. The site visit will allow assessment of:

- detailed site conditions;
- the likely impact of the development;
- whether the development is in accordance with planning policy; and
- any other material planning considerations.

For Small Scale Minor Developments

The site visit will usually last for up to 30 minutes (dependant on the size and complexity of the development) and during this time you can discuss the main issues with the case officer. The case officer will not give a definitive view on the acceptability of the proposal during the site visit. An office meeting may be offered to discuss the development in more detail if the case officer considers this necessary.

For Large Scale Minor Developments

The case officer will assess and advise whether the best process is: a site visit and subsequent office meeting for discussion; or a single site meeting with discussion.

Dependant on the site visit arrangements we will endeavour to provide you with written advice on your proposal within 35 working days (7 weeks) of the site visit.

Follow-up Advice service

This service is open for further discussion of the original pre-application proposal, or amendments to the original proposal, in line with the previous pre-application guidance that has been provided. This is not for wholly new schemes or proposals, and is not appropriate where the amendments suggested would require a whole new assessment.

All follow-up requests must be made within one year of the previous pre-application response.

The Follow-up Advice Service usually consists of only a written response providing advice. However, at the case officer's discretion, it can include a 30-minute meeting at the Council offices.

Please Note: It is at the applicant's discretion how much information is submitted for review. However, the more comprehensive the information provided the more comprehensive the advice in the response will be. Provision of advice can be delayed as a result of missing essential information in the pre-application submission. Equally, the more comprehensive submissions may need an agreed bespoke extended timeframe, particularly if responses from internal consultees are required to inform a reply.

Information Required

The Council require a basic level of information to ensure that appropriate detailed advice can be provided. The following is not exhaustive but provides a useful guide as to what you will need to provide. The more information you provide the more comprehensive our advice will be.

For Small and Large Scale Minor Development Proposals we advise the following information is submitted:

Ownership – clarification of applicant's status, particularly if a legal agreement is required including details of other relevant interests such as tenancies, mortgages etc.

The existing site or building – full site address; and location plan at 1:1250 - with site outlined in red, any adjoining land owned by the applicant outlined in blue.

Site History – existing lawful use of the site and planning history, e.g. applications, appeals, enforcements

Your proposal – full description of the range of proposed development: scale, uses, schedule of floor space, housing details including tenure, mix, size, existing and proposed drawings and sketches that show the proposal in the context of neighbouring sites and buildings.

Urban Design Analysis - depending on the development type and how advanced the scheme is, an urban design analysis/principles of the site and area and definition of the key design characteristics of the scheme may be required.

Small Sites Contributions – For schemes creating new residential units - identify the proposed small sites contributions required and outline how you propose to meet the policy requirements in future applications. <https://www.islington.gov.uk/planning/planning-policy/supplementary-planning-documents/affordable-housing-small-sites-contributions>
Detailed viability arguments and disclosure of viability details should be made within future applications.

Or

Planning Obligations (Large Scale Minor only) – list of identified planning obligations commitments/suggestions, including a commitment to s106 legal agreement and to paying the Council's legal costs involved in negotiating, preparing and completing the agreement.

Photographs of site/surroundings – clearly annotated.

Please Note - All documentation should be received 10 working days before the pre-application site visit/meeting otherwise the site visit/meeting may be rescheduled.

At the Site/Office Meeting (for Large Scale Minor Schemes only)

What will be covered at the pre-application site/office meeting?

Islington’s planners have a unique knowledge of how local and national planning policies would apply to your proposal. At the pre-application meeting the case officer will review and comment on the following issues:

- Land use policies – local and strategic
- Design
- Residential/Housing quality – density, size of units, mix, tenure, amenity space, access
- Impact on neighbouring amenity – daylight/sunlight, privacy, noise
- Impact on Heritage Assets – listed buildings/conservation areas
- Natural environment – open space, ecological diversity
- Sustainability
- Servicing/access/parking/highways works/traffic orders/transport
- Planning obligations / S106
- Any other issues identified as relevant

The more information provided, the more comprehensive and clear the advice in the response will be.

Charges for Minor Schemes Pre-Application advice

3	<p>Small Scale Minors</p> <ul style="list-style-type: none"> • Creation of up to 3 new residential units • Creation of up to 499sqm of non-residential floor space • Change of Use up to 499sqm • External works to more than 1 residential property e.g. 2 or more flats • External works to non-residential buildings e.g. shopfronts, Air con/plant/equipment. • Landscaping works • Amendments to previously approved non-major schemes • Approval of details/discharge of conditions • Listed building/conservation/heritage advice - for a property which is not a single dwelling house or residential flat • Advertisements • Telecommunications equipment 	<p>Charge for Written Advice (only): £810.00 + VAT = £972.00 units</p> <p>Charge for Written Advice with Site Visit: £1,184.00 + VAT = £1,420.80</p> <p>Charge for Follow-up Advice: £680.00 + VAT = £816.00</p>
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4a	<p>Large Scale Minors</p> <ul style="list-style-type: none"> • Creation of 4 – 6 residential units • Creation of 500 – 699sqm non-residential floorspace • Change of use 500-699sqm 	<p>Charge for Site Visit/Meeting and Written Advice: £1,888.00 + VAT = £2,265.60</p> <p>Charge for Follow-up Meeting and Written Advice: £1,173.00 + VAT = £1,407.60</p>
4b	<p>Large Scale Minors</p> <ul style="list-style-type: none"> • Creation of 7–9 residential units • Creation of 700 – 999sqm non-residential floorspace • Change of use 700 – 999sqm 	<p>Charge for Site visit/Meeting and Written Advice: £2,264.00 + VAT = £2,716.80</p> <p>Charge for Follow-up meeting and Written Advice: £1,410.00 + VAT = £1692.00</p>
	<p>Extension of Time for Applications</p> <p>This applies where, during the life of an application, it is agreed between the applicant and the Council that an extension to the statutory decision period is required.</p> <p>Agreement must be in writing and set out the timescale within which a decision is expected.</p>	<p>Small Scale Minor 3 £510 + VAT = £612.00</p> <p>Large Scale Minor 4a £1,230 + VAT= £1,476.00</p> <p>Large Scale Minor 4b £1,643 + VAT = £ 1,971.60</p>

Major Schemes Pre-Application Advice and Planning Performance Agreements (PPA)

Role of Councillors

In respect of the more significant major schemes the views of elected Members of the Council will be sought.

Islington has set up an internal Member/officer meeting called Members' Pre-application Forum which meets monthly. This is not a public meeting, but where appropriate, developers are invited to present their scheme at the pre-application stage. The Members' Forum receives reports on major and strategic developments within the borough and provides a forum for Member discussion. No meeting minutes are taken of these meetings, but verbal feedback is often given.

The advantage of obtaining pre-application advice as part of a Planning Performance Agreement (PPA) and what information is required

For major developments, it is strongly recommended that applicants sign up to a PPA with the Council from the outset. This enables applicants to receive a responsive bespoke service, which covers the development proposal from the pre-application stage right through to the determination and issuing of the planning decision, and where appropriate at the implementation phase with the discharge of planning conditions and planning obligations.

It is recommended that an early liaison is undertaken with the Council to assess the nature of the scheme and whether a PPA would be an appropriate format for your pre-application. The Council will require a basic level of information to start things moving, this is the same as what we would require for regular pre-application advice and is detailed below in this guidance note.

On receipt of this 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 required. This includes the likely number of meetings necessary, 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 the Council's Design Review Panel. Members' Pre-Application Forum and Planning Committee and any other necessary Council bodies.

Information Required

The Council will require a basic level of information to ensure that proper advice can be given. The following is not exhaustive but provides a useful guide to what you will need to provide, so that you receive the advice and guidance you need. The more information provided the more comprehensive our advice in response will be.

For Major Scheme proposals we advise the following information is submitted:

Ownership – clarification of applicant's status, particularly if a legal agreement is required including details of other relevant interests such as tenancies, mortgages etc.

The existing site or building – full site address; and location plan at 1:1250 - with site outlined in red, any adjoining land owned by the applicant outlined in blue.

Site History – existing lawful use of site and planning history, e.g. applications, appeals, enforcements

Your proposal – full description of the range of proposed development: scale, uses, schedule of floor space, housing details including tenure, mix, size, existing and proposed drawings and sketches that show the proposal in the context of neighbouring sites and buildings.

Urban Design Analysis - depending on how advanced the scheme is, an urban design analysis/principles of the site and area and definition of the key design characteristics of the scheme may be required.

Planning obligations – list of identified planning obligations commitments/suggestions, including a commitment to s106 legal agreement and to paying the Council's legal costs involved in negotiating, preparing and completing the agreement.

Photographs of site/surroundings – clearly annotated.

Please Note - All documentation should be received 10 working days before the pre-application meeting otherwise the pre-application meeting may be rescheduled.

At the meeting (for Major Schemes)

What will be covered at the pre-application meeting?

Islington's planners have a unique knowledge of how local and national planning policies would apply to your proposal. At the pre-application meeting the case officer will review and comment on the following issues:

- Land use policies – local and strategic
- Design
- Residential/Housing quality – density, size of units, mix, tenure, amenity space
- Impact of neighbouring amenity – daylight/sunlight, privacy, noise
- Historical impact – listed buildings/conservation areas
- Natural environment – open space, ecological diversity
- Sustainability
- Servicing/access/parking/highways works/traffic orders/transport
- Planning obligations/S106
- Any other issues identified as relevant

The more information that you provide, the more comprehensive and clear the advice will be.

Charges for Major Pre-Application advice

<p>5a</p>	<p>Major Schemes</p> <ul style="list-style-type: none"> • Creation of 10 to 20 residential units • Creation of 1,000 to 1,999sqm commercial floor space • Change of use $\geq 1,000$sqm 	<p>Charge for site visit/meeting and written advice: £8,171.00 + VAT = £9,805.20</p> <p>Charge for Follow up meeting and written advice: £2,431.00 + VAT = £2,917.20</p>
<p>5b</p>	<p>Major Schemes</p> <ul style="list-style-type: none"> • Creation of ≥ 21 residential units • Creation of $\geq 2,000$sqm commercial floor space 	<p>Charge for site visit/meeting and written advice: £10,720.00 + VAT = £12,864.00</p> <p>Charge for follow up meeting and written advice: £5,360.00 + VAT = £6,432.00</p>
<p>6a</p>	<p>Planning Performance Agreement</p> <p>For a scheme involving a 5a Major Development scheme</p>	<p>£8,130.00 + VAT = £9,756.00</p>
<p>6b</p>	<p>Planning Performance Agreement</p> <p>For a scheme involving a 5b Major Development scheme</p>	<p>£9,240.00 + VAT = £11,088.00</p>
<p>6c</p>	<p>Major - Planning Performance Agreement Package:</p> <p>Includes: initial meeting, follow up meeting, one Design Review Panel and agreement to take forward bespoke determination period into application stage.</p>	<p>£29,670.00 + VAT = 35,604.00</p>
<p>6d</p>	<p>PPA Bespoke:</p> <p>To be agreed for any application proposing >150 residential units and/or $>20,000$sqm commercial floorspace</p>	<p>To be negotiated</p>
<p>6e</p>	<p>Conditions: Planning Performance Agreement</p> <p>Initial set up fee and then a charge of £510 per condition forming part of the agreement (to reflect likely hourly input). Meetings to be charged for in addition</p>	<p>£2,465 +VAT = 2,958.00 (set up fee)</p> <p>£510.00 + VAT = £612.00 per condition</p>

6f	Planning Performance Agreement (s73) For Major 5a Development Type. Additional charges for meetings and unforeseen/extra costs to the LPA	£2,465.00 + VAT = £2,958.00
6g	Planning Performance Agreement (s73) For Major 5b development type. Additional charges for meetings and unforeseen/extra costs to the LPA	£5,135.00 + VAT = £6,162.00
6h	Planning Performance Agreement (s73) Relating to a development of >150 residential units or >20,000sqm of commercial floorspace	To be negotiated
7	Extension of Time - Majors 5a Extension of Time - Majors 5b	£8,171.00 + VAT = £9,805.20 £10,720.00 + VAT = £12,864.00

Design Review Panel (DRP)

It should be noted that the above services do not include the pre-application being reviewed by the Islington Design Review Panel. There is a separate fee to cover this aspect of the service (although the package PPA fee does include presentation to one DRP session).

The Islington Design Review Panel provides professional design advice on pre-application proposals for key developments in the borough. The Panel consists of highly qualified professionals within the built environment, including: architects, landscape architects, public realm specialists and urban designers. The Panel members have been appointed by Islington Council through a competitive application process, and the Panel exists to advise Islington Council, however it offers independent design advice. The Panel does not have decision-making powers, but serves as an advisory body helping the council to achieve high quality urban and architectural design for its residents.

Officers and Members of the Planning Committee expect that all major development proposals are reviewed by the Design Review Panel at pre-application stage, due to the priorities within all levels of policy to improve design quality.

After the DRP meeting?

Following this meeting we will write to you within 21 days confirming the advice given at the meeting. If new information arises during the meeting or further research is required, an extended timescale may be agreed. The letter will also outline the requirements for you to submit a valid application and number of sets of documentation required for identified consultations.

If alterations to the scheme are required or it is felt that the scheme needs to develop before a submission is made, a further round of correspondence and meetings may need to take place. In this instance, a further charge will apply.

On the larger more complex cases a series of meetings may need to occur before an application is submitted. These meetings will consider in more detail issues including inter alia: the design and drawings, transport assessments, travel plans, design and access statements, environmental assessments.

Charges for Design Review Panel Pre-Application advice

8	Design Review Panel
	First Meeting £4,340.00 + VAT = £5,208.00
	Second/Third meeting £3,330.00 + VAT =£3,996.00

Charges for Other Services

9	Streetbook Surgeries	£1,625.00 + VAT = £1,950.00
10	Officer research/correspondence per hour	£141.00 + VAT = £169.20
11	Express Enforcement Correspondence Enforcement Notice compliance confirmation	£645.00 + VAT = £774.00

Disclaimer

Any advice given by Council officers at pre-application stage does not represent a formal planning decision by the Council acting as Local Planning Authority. We will endeavour to provide you the best possible advice based on the information provided and available at the time. This advice will be offered in good faith and to the best of ability, without prejudice to any formal consideration of any planning application following statutory consultation, any issues raised, and the evaluation of all available information.

We cannot guarantee that any subsequent application received, following pre-application discussions, will be made valid or approved. However, pre-application advice should assist in helping applicants ensure that all necessary information, including the correct fee is provided. This will reduce the risk of any subsequent application being declared not valid and it should assist applicants in increasing awareness of the relevant planning issues which will inform any subsequent decision as to whether or not an application will be approved.

How to submit

To request a pre-application meeting please submit a Pre-Application Advice Request Form by email to:

planning@islington.gov.uk

Please ensure you state "Pre-application Advice Request" in the email title; or alternatively your submission and request form can be posted to:

Planning Pre-Application Advice
Development Management Service
Planning and Development
Islington Council
Town Hall, Upper Street, N1 2UD

Please note: If a meeting is cancelled by the developer/applicant then any costs incurred by the Council in preparing for the meeting will be charged. A **minimum** charge of 20% will apply in all cases.