



The Cornwall and West Devon Mining Landscape World Heritage Site Pre-application Advice Service

1.0 Background

- 1.1 The need for a pre-application advice service has arisen in response to increased pressure for comments upon various planning proposals of differing scales and types, which the WHS team are asked to review and then provide technical advice in relation to the impacts upon the Outstanding Universal Value of the WHS.
- 1.2 Due to limitations in the resources available to the WHS to cover all aspects of planning in relation to the WHS it is not possible to provide formal input on all schemes seeking pre-application advice. The WHS formal pre-application service is therefore intended for schemes that are deemed to be major developments as set out below;
 - 10+ dwellings / over half a hectare
 - Office / light industrial - 1000+ m² / 1+ hectare
 - General industrial - 1000+ m² / 1+ hectare
 - Retail - 1000+ m² / 1+ hectare
 - Gypsy/traveller site - 10+ pitches
- 1.3 The formal pre-application advice service is aimed at major developments as the potential impacts upon the WHS are likely to be greater.
- 1.4 Notwithstanding the above, there will be schemes where the scale of development falls below those thresholds but their impacts upon the WHS may be significant due to the nature of the development, the sensitivity of nearby WHS attributes or other factors. In those instances the WHS can be contacted for an initial opinion as to whether the WHS feels it appropriate to provide formal pre-application advice on a scheme falling below the thresholds for major development.
- 1.5 The formalisation of the process will ensure that the costs in officer time can be recouped and that a formal and consistent response mechanism is in place.
- 1.6 This process will provide greater clarity for developers in that it enables the advice of the WHS team to be given prior to a formal application in order to avoid issues being identified at the planning application stage when there are greater time constraints and costs involved in identifying issues that are required to be resolved or those that are not capable of being mitigated.
- 1.7 The process also ensures that there is a consistent approach to applying the policies of the WHS Management Plan (2013-2018) and the further guidance contained within the WHS Supplementary Planning Document in relation to advising on development proposals to ensure that the HIA assessment, site selection, design, layout and landscaping is in keeping with the policies of the WHS Management Plan.
- 1.8 The WHS formal pre-application advice service is to be used when receiving direct queries from developers and mirrors the approach that is to be taken when receiving requests for

response from Cornwall Council or West Devon Borough Council as LPA as part of their formal pre-application process.

2.0 What is required?

2.1 At the initial point of contact the WHS will require sufficient information to ensure that officers can scope the level of work required to provide an informed response and whether this can be desk based or require additional site visits and meetings to clarify certain aspects of a proposed scheme.

2.2 The following should be requested in order for the formal process to be undertaken;

- A location plan of the site, including an outline denoting its extent
- A statement/ letter confirming the proposed development including a full description of all works (proposed buildings, roads, uses and any associated infrastructure such as a sustainable urban drainage system [SUDS], hard and soft landscaping)
- Any initial elevations, layouts and street scenes
- Any Heritage Impact Assessment (HIA) or at least a summary of the identified heritage assets (listed and unlisted) and their settings, that are likely to be affected by the scheme. It should be noted that there is guidance on preparing HIA's in relation to World Heritage Sites published by the International Council on Monuments and Sites (ICOMOS) - *Guidance on Heritage Impact Assessments for Cultural World Heritage Properties* (http://www.icomos.org/world_heritage/HIA_20110201.pdf)
- Any visual analysis work (photographs, LVIA or desk studies in relation to the site and highlighting any intervisibility with other areas within the WHS
- Confirmation of proposed timeline for submission of an application to Cornwall Council and confirmation as to whether pre-application advice has been sought from the LPA and whether this is subject to a Planning Performance Agreement (PPA).

3.0 What action is to be undertaken by WHS?

3.1 The pre-application enquiry will be logged onto the pre-application log.

3.2 The WHS will then review the level of information submitted and acknowledge receipt. If there is insufficient information to begin an initial assessment then the WHS shall request further information from the enquirer.

3.3 The initial assessment will confirm what level of work will be required to provide a response and what timeframe that response will be likely to be provided in. This will then be confirmed to the developer along with the relevant fee to be charged (see 5.0 - Fee schedule).

3.4 Once the written agreement to the fee and level of response has been received from the enquirer the WHS will invoice for the work. The WHS Planning Advice officer shall assess the pre-application consultation submission and provide a response.

4.0 Concluding the process

4.1 At the end of the assessment the WHS Planning Advice Officer will provide their opinion on the proposal via formal letter (this includes email where appropriate).

4.2 The letter shall itemise what information was submitted and reviewed.

4.3 Confirmation of the impacts upon the WHS and any mitigation will be clearly identified within the standard response template and a conclusion of the schemes overall acceptability will be given.

4.4 Given the nature of pre-application advice and that it is based upon information available at the time the pre-application is made the following should be noted;

The advice given in response to a formal pre-application enquiry is provided on the basis of the information submitted and on the basis of existing policy. The advice is officer opinion only and is provided without prejudice to any future consultation response made by the WHS on planning applications for the proposed development or others differing in nature on the site.

5.0 Fee Schedule

Fixed fee of £500 equating to 10 hours of work

Further work is charged at a rate of £50 p/hour*

If a site visit is required then travel is charged at 40p p/mile

* the total amount of work will be scoped by the Planning Advice Officer and agreed with the enquirer and set out in the WHS invoice prior to the work being undertaken.

Cornish Mining World Heritage Site Office

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