



# LEAD LOCAL FLOOD AUTHORITY BESPOKE ADVICE CHARGING SCHEME

Adopted: July 2020  
Reference: LLFA/2020/v4

## Introduction

Coventry City Council operates a scheme of charging for advice for development. The One Stop review service is tailored to reviewing information submitted by the developer that can include specialist advice and the Council also offers a Bespoke Advice service where the developer commissions us to produce the information for submission to Planning and at technical approval stage.

The flood risk and drainage advice is a material consideration for the Planning Authority when determining planning applications. The LLFA welcomes and encourages developers taking our advice before submitting any information whether this is ahead of as a pre-planning submission or planning application. These discussions can result in better quality pre-planning application submission and subsequent planning applications which stand a better chance of a successful outcome and help speed up the decision making process after submission. As a consequence early advice can help to minimise subsequent costs and avoid abortive applications.

Where developers commission us to prepare documents for submission for Planning and technical approval, this note provides guidance on the procedure and charging arrangements for this bespoke advice.

## Development Management approach

The principle of front loading the local planning process is cited within the National Planning Policy Framework (NPPF). The NPPF highlights the benefit of advice discussions being held in order to assist in resolving issues prior to the formal application stages. The bespoke service will at the outset aid in the submission of the right information that is crucial to good decision-taking by the Local Planning Authority and Highway Authority.

## What do we expect of you?

Applicants are expected to be aware of Coventry City Council's planning policies in considering the early stages of a proposal as this provides the most efficient basis for discussion. If the proposals do not accord with our planning policies, the applicant would be expected to provide sound reasons why they are contrary to policy. While we appreciate that some development information may not be available for advice discussions, we expect a minimum level of information to be provided to enable us to provide quality advice and guidance and ensure that time is used effectively.

## The benefits of advice discussions

- Understanding how national, regional and local guidance will be applied to your development;

- Potential for reducing the time your other professional advisors spend in formulating your final proposals;
- Written reports and confirmation of the advice given prior the pre-application stage;
- Indicate any proposals which are completely unacceptable in flood risk and drainage terms, so saving the cost of pursuing a formal application;
- Identify if specialist input will be required;
- Identify the supporting documents that will be required to be submitted with a pre-application or formal application to be considered favourably by the LLFA;
- Advice that is consistent, reliable, up to date and tailored to your needs.
- Post planning application advice to efficiently meet the requirements of conditions.

If an application is submitted which requires significant change, where advice has not been sought or followed or where no explanation has been provided to support a proposal which does not follow published advice, the Consultees will respond to the Planning Authority based upon the information submitted with the application, it is unlikely that, at that stage, an applicant will be invited to discuss the proposal. We therefore anticipate that any developer will seek pre-application advice before committing to make a formal application.

The following table indicates the tiered approach to the Drainage and Flood Risk Management “One Stop Shop” and Bespoke Advice Service available.

Scope	Standing Advice Note	Flood Risk Mapping	Historic Flooding	Detailed Site Information	Policy References	Flood Risk Assessment	Drainage Strategy
<ul style="list-style-type: none"> <li>• Link to summary of key policy requirements.</li> <li>• Links to Online policy.</li> <li>• Link to Gov.UK flood risk mapping.</li> </ul>	<ul style="list-style-type: none"> <li>• Extents of flooding for: <ul style="list-style-type: none"> <li>• Main River.</li> <li>• Reservoirs.</li> </ul> </li> <li>• Extents of flooding including depth, speed and velocity for: <ul style="list-style-type: none"> <li>• Surface Water</li> <li>• Interpretation of flood maps</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Historic flooding to the development site.</li> <li>• Historic flooding to the immediate surrounding area.</li> </ul>	<ul style="list-style-type: none"> <li>• Historic mapping.</li> <li>• Historic development / land use.</li> <li>• Wider drainage catchment.</li> </ul>	<ul style="list-style-type: none"> <li>• Preliminary Flood Risk Assessment.</li> <li>• Surface Water Management Plan.</li> <li>• Local Flood Risk Management Strategy.</li> <li>• Strategic Flood Risk Assessment.</li> <li>• Other SPDs.</li> <li>• National drainage and flood risk design standards.</li> </ul>	<ul style="list-style-type: none"> <li>• Assess impact of development on flood risk.</li> <li>• Mitigation required.</li> </ul>	<ul style="list-style-type: none"> <li>• Strategy to ensure compliance with policy based on flood risk information.</li> <li>• Recommended SuDS options.</li> <li>• Storage estimate or detailed design</li> <li>• Drainage design with site levels calculations</li> <li>• Outfall arrangements</li> </ul>	
<p><b>Tier 1</b>  <b>One Stop Shop</b>  Review.  (Basic Advice - Website Info)</p>	✓						
<p><b>Tier 2</b>  <b>One Stop Shop</b>  Review.  (Written Advice / Meeting)</p>	✓	✓	✓				
<p><b>Tier 3</b>  <b>Bespoke Advice.</b>  (Production of submission information).  Price determined on application</p>	✓	✓	✓	✓	✓	✓	
<p><b>Tier 4</b>  <b>Bespoke Advice.</b>  (Additional Design Services).  Price determined on application</p>	✓	✓	✓	✓	✓	✓	✓

## What are the levels of charging?

For the Bespoke Advice service to the limits of Tier 3 (see above scope of services table) The fee is directly related to the complexity of the proposed development and reflects the amount of time required and the need for possible ongoing update meetings where larger developments are proposed :-

### Category A – Small Scale Development - £120 (£100 + VAT)

- 2 or fewer dwellings
- Up to 100 m<sup>2</sup> Commercial floor space
- Dropped kerbed accesses

### Category B – Small Scale Development - £240 (£200 + VAT)

- 3 to 9 dwellings
- 100 - 500 m<sup>2</sup> Commercial floor space
- Change of Use of up to 500 m<sup>2</sup> floor space
- Telecommunication mast

### Category C – Medium Scale Development - £600 (£500 + VAT)

- 10 to 49 Dwellings
- 500 to 1,000 m<sup>2</sup> Commercial floor space
- Change of Use of up between 500 and 1,000 m<sup>2</sup>
- Minerals and Waste sites below 1ha

### Category D – Large Scale Development - £1200 (£1000 + VAT)

- 50 to 79 Dwellings
- 1,000 to 2,000 m<sup>2</sup> Commercial floor space
- Reserved matter applications for outline schemes with category E
- Other developments requiring;
  - Transport Statements<sup>1</sup>
  - Travel Plan Statements<sup>1</sup>
- Amendments to previously agreed schemes within category E
- Change of use between 1,000 and 2,000 m<sup>2</sup>
- Minerals and Waste sites between 1ha & 15ha

### Category E – Major Scale Development - £1800 (£1500 + VAT)

- 80 to 200 Dwellings
- 2000 to 5,000 m<sup>2</sup> Commercial floor space
- Change of use between 2,000 and 5,000 m<sup>2</sup>
- Minerals and Waste sites between 1ha & 15ha

### Category F – Project/Major Work - £2400 min fee (£2000 + VAT), calculated on request.

- 200 + Dwellings
- 5,000 m<sup>2</sup> or more Commercial Floor space
- Change of use of over 5,000 m<sup>2</sup>

- Minerals and Waste Sites over 15ha

If your development does not clearly fall within an above category please contact the Flood Risk Management and Drainage LLFA for further advice for a site specific lump sum price.

## **Exemptions**

The charging scheme will not apply to enforcement or advice to any local resident affected by a development. Such advice at this time will continue to be provided free of charge.

## **Additional Services**

For the Bespoke Advice service to the limits of Tier 4 (see above scope of services table) The fee is determined on a case by case basis dependent upon the exact scope of service that are required. This Tier includes detailed design for construction and submission for Technical and Statutory Approval by the Planning or Overseeing Authority.

## **Additional Charges**

The charges for development /project work relates to the amount of time taken by the case officer(s), from feasibility and site specific investigation stage, to a meeting with the developer and the subsequent production of reports and written advice.

We reserve the right to advise that the scope for further discussion has been exhausted. Any additional work required to respond to additional queries beyond this point will be charged at an hourly rate. Hourly rates will be charged at cost. Where additional specialist advice is required to be provided by other groups within Coventry City Council, fees will be charged at cost.

Additional meetings will only be attended where all action points agreed at the previous meeting have been addressed to our satisfaction and may require an additional fee.

## **Payment of Charges**

For Tier 3 Bespoke Advice services all fees are required upfront and no response to your enquiry will be possible until payment has been received and processed. For Tier 4 bespoke advice, payment will be required at agreed stages according the complexity and duration of the commission.

## Bespoke Advice Process

### STEP 1

Developer to complete the Bespoke Service advice form to request advice and attach the required information

### STEP 2

Within 10 working days the Flood Risk Management Drainage team will notify the developer if the service is appropriate and/or confirm the fee required for the advice requested



YES: The developer will receive written confirmation of who will be dealing with the enquiry and request for payment of the required fee. If necessary, any further information will be requested.

NO: The developer will receive written confirmation that the service is unsuitable and will be provided with what other sources of advice are available

### STEP 3

Once the information has been received we will contact the developer to arrange the Bespoke Service advice meeting (if required) and/or confirm whether the information available is sufficient or not to enable the Flood Risk Management and Drainage team to provide the Bespoke Advice.

### STEP 4

Attend the bespoke advice meeting (if required). The LPA will also be invited to attend if requested by the developer.

### STEP 5

Within 21 working days of the meeting, unless jointly agreed, and following receipt of a full information, we will provide the developer with a written report or response outlining its advice on the proposals, along with any further actions needed to ensure any forthcoming pre-planning or planning application will be valid in LLFA terms.

### STEP 6

If, following the written response the developer requests further meetings or advice then additional fees will be applicable.

## Information Required for Bespoke Tier 3 Advice.

We require a sufficient level of information to be provided before any pre-application advice is given or meetings are attended. This is to enable us to provide quality advice and guidance to be given and ensure the meeting time is used effectively.

The following list is the requirement for information. You will be informed at the relevant stage of the process if additional information is required. You must ensure that we receive all of the information 10 working days before a bespoke advice meeting otherwise the meeting may need to be rescheduled.

The more information that is provided to us the better able we will be to ensure that all the issues are identified early in the discussion process.

The information below is a guide to the documents expected to be submitted for pre-application discussion with the LLFA:

### Category A – Small Scale Development

- (a) Location plan with red line boundary (minimum scale 1:2500 Ordnance Survey).
- (b) Site layout plans, proposed and existing.
- (c) Identification of water features (e.g. culverts) within the footprint of the proposed development.

### Category B – Small Scale Development

- (a) Location plan with red line boundary (minimum scale 1:2500 Ordnance Survey).
- (b) Site layout plans, proposed and existing.
- (c) Identification of water features and drainage infrastructure (e.g. culverts) within the footprint and within close proximity of the proposed development.
- (d) Topographical survey with spot levels and contours.
- (e) Ground investigation.
  - Provide an intrusive ground investigation report to assess the existing geology, ground conditions and permeability of the site. Percolation tests should be undertaken in accordance with BRE Digest 365 or other appropriate testing methods, in order to determine the ground water level and the suitability of infiltration SuDS for the management of water on site.

### Category C proposals and above – Medium/Large Scale Development

- (a) Location Plan with red line boundary (minimum scale 1:2500 Ordnance Survey).
- (b) Site layout plans, proposed and existing.
- (c) Identification of water features and drainage infrastructure (e.g. culverts) within the footprint and within close proximity of the proposed development.
- (d) Topographical survey with spot levels and contours.



(e) Ground investigation.

- Provide an intrusive ground investigation report to assess the existing geology, ground conditions and permeability of the site. Percolation tests should be undertaken in accordance with BRE Digest 365 or other appropriate testing methods, in order to determine the ground water level and the suitability of infiltration SuDS for the management of water on site.

## Standard of Service

If you have a proposal which is likely to be subject to a charge you can contact us in a number of ways:

Write to us at: Flood Risk Management & Drainage Team, Whitley Depot, 259 London Road, Whitley, Coventry, CV3 4AR.

Email us at: [flooding@coventry.gov.uk](mailto:flooding@coventry.gov.uk)

Telephone us on 08085 834333

Visit our web site [www.coventry.gov.uk](http://www.coventry.gov.uk)

When you contact us we will ask you to fill out a Bespoke Advice form and provide us with the required information (as above). The form can be sent to you by post, email or can be downloaded from our website.

## What will you get from the Service?

We will:

- a. Provide written confirmation within 10 working days of receiving your request to tell you whether the service is right for you;
- b. Provide details of what further information you may need to supply;
- c. Contact you to arrange a date for a meeting if required;
- d. Arrange a meeting with you and invite the planning officers if needed to advise you on your case, including any site visits needed;
- e. Provide detailed written advice within 21 working days of the meeting, or date of receipt of a full submission unless jointly agreed otherwise. This will include what you will need to supply to support your pre-application or application;
- f. Ensure any necessary confidentiality;
- g. Advise that will remain directly relevant to the proposals for 90 days.

## Bespoke Advice Meeting

Subject to the availability of all of the required information, the date and venue for the Bespoke Advice meeting will be confirmed by all parties.

Normally, the meeting will be held at our offices at Whitley Depot, London Road however, we can also consider site meetings or alternative venues if required.

## Written Confirmation of Officer Advice

Following the Bespoke advice meeting, or the submission of a full Bespoke Advice package, you will receive a written response confirming our advice. Our aim is to issue a response within 21 working days of the meeting being held. Where this is not possible due to the issues being more complex, a specific time scale reflecting this will be agreed at the meeting.

If you request further discussions following the receipt of this written advice a further fee is likely to be required.

Where proposals for project work, large or major schemes with highly complex issues a series of meetings or Bespoke Advice submissions may be required. This will be discussed and an approach agreed during an initial bespoke advice meeting. An additional fee may be required.

Additional meetings will only be attended where all action points agreed at the previous meeting have been addressed to our satisfaction.

### **Please Note:**

Requesting Bespoke Advice is not mandatory. However, we will no longer enter into discussion over the in depth scope or content of any specialist advice outside the Pre-Application Advice and Bespoke Advice Scheme.

Any advice given us for does not constitute a formal response. Any views or opinions are given in good faith, and on the best of ability, without prejudice to the formal consideration of any planning application, which will be subject to public consultation and ultimately decided by the Planning Authority.

You should therefore be aware that officers cannot give guarantees about the final formal decision that will be made on your planning or related applications. The Planning Authority, will determine any subsequent planning applications, subject to the proviso that circumstances and information may change or come to light that could alter the position.

It should be noted that little or no weight will be given to the content of the Councils Pre-Application advice for schemes submitted more than 12 months after the date of the advice being used. We cannot guarantee that any subsequent application you make will be valid or will get approval. However, the Bespoke Advice we give you will aid this process significantly.

All additional charges/invoices should be paid within 30 days.

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.