

Version 3rd December 2019

**Requirements of Information to accompany pre-application submissions for new major developments:**

**This document may be updated from time to time. Please refer to the LCC website to ensure you have the latest version.**

To receive the most comprehensive response to your pre-application we recommend that you provide all the information outlined below. The more your proposal is explained the more we will understand it. Explaining the design process and the design rationale is important. It will show us how constraints, opportunities, context and other considerations have informed the design of your scheme and how it has evolved. The use of visual information and precedence is useful and we would encourage their use.

Of course, pre-application advice can be requested at various stages of the design process and there are benefits of getting advice at an appropriate time on the main concepts and approaches. However, the list below should be considered at the early stages of the design process, although not all criteria will be fully resolved at the time of your pre-application, or indeed applicable depending on the proposal. In particular, it is important to establish at an early stage that your proposal demonstrates compliance with national and local policy and guidance. Where proposals could vary in approach, we will comment on options as long as the differences are outlined and the design process for each is explained.

**SECTION A: INFORMATION TO BE SUBMITTED WITH YOUR PRE-APPLICATION**

For all pre-application enquiries a full set of scaled floor plans, elevations and site plan which shows the site in context of its surroundings must be submitted. In addition, a 3D model in SketchUp may be required which you will be advised on following submission.

The following information will also be required:

**SECTION B: BACKGROUND INFORMATION – SITE CONSTRAINTS AND OPPORTUNITIES**

**Before design work begins consider the following:**

- a. **Policy** (Including reference to the Local Development Framework including our adopted Core Strategy, Saved Local Plan Policies and Supplementary Planning Documents (SPD's) and National policy and guidance)

<https://www.leicester.gov.uk/your-council/policies-plans-and-strategies/planning-and-development/>

- b. **Constraints** (Local Plan allocation, Flooding, Biodiversity, Heritage Assets, Tree Preservation Orders (TPO's), Public rights of way etc.)

<https://www.leicester.gov.uk/your-council/policies-plans-and-strategies/planning-and-development/>

Please note that not all the constraints can be accessed publically but more details on those identified by the LPA can be provided as part of our pre-application response.

- c. **Validation List** (This is available on the City Council website) - [Apply for planning permission](#)

You may wish to provide additional information relevant to your pre-application enquiry that is not on the validation list. We can confirm validation requirements as part of our pre-application response.

## **SECTION C: DRAFT DESIGN AND ACCESS STATEMENT**

**To enable a considered assessment of your proposals you should provide an Urban Design Statement / Draft Design and Access Statement to explain your design process and your proposal. It should address the following where relevant to your proposal:**

1. Outline and illustrate how the proposed scheme has addressed CS Policy 3: Designing Quality Places and other design guidance and policy for the proposal area / site as outlined in section B above.
2. Outline and show evidence of how the proposed scheme is informed by / addresses the site constraints. Considering those identified in Sections B above.
3. Outline how the proposed scheme has been designed to achieve the following urban design objectives:

### **a. Urban Form and Character:**

**How** does the proposed scheme contribute positively to an area's character and appearance in terms of:

- Scale and height
- Massing
- layout,
- urban form,
- high quality architecture and enhancing the setting of the historic environment
- materials
- respecting areas of natural habitat;

**How** does the proposed scheme provide amenity for residents (if housing) and respect the amenity of neighbours.

**How** does the proposed scheme create a sense of identity and legibility by using landmarks and incorporating key views within, into and out of new development (where it is required and justified) and considering the impact on existing key views.

**How** the proposed scheme integrates car parking so that it is safe and does not dominate the development or have a detrimental impact upon the appearance of the area.

### **b. Connections, Movement and Inclusive Access: (where relevant)**

**How** does the proposed scheme improve access, connectivity and permeability within and through the development site and the wider area, whilst recognising and catering for the need for security and privacy in new development;

**How** does the proposed scheme encourage walking and cycling by designing layouts that prioritise safe, well connected pedestrian and cycle routes and restrict traffic speed.

### **c. Public Realm and Open Space: (where relevant)**

**How** does the proposed scheme create high quality public spaces with full consideration given to the relationship between buildings and the spaces between them and to make best use of landscaping, lighting and public art;

**How** does the proposed scheme promote active frontages onto public spaces, streets and waterways, an uncluttered street scene and a clear distinction between public, private and management company.

4. Provide a National Design Guide Assessment: (residential / mixed use development proposals only) to demonstrate how your proposed scheme addresses the new National Design Guide which sets out the characteristics of well-designed places and good design.

<https://www.gov.uk/government/publications/national-design-guide>

5. Provide a Building for Life Assessment: (residential / mixed use development proposals only) to demonstrate how each of the criteria has been addressed. It is acceptable to cross reference to information already provided as outlined in 1,2, and 3 above.

At pre-application stage the most relevant criteria will be;

**Integration into the neighbourhood:**

1. Connections
2. Facilities and Services
3. Public Transport
4. Meeting local housing requirements

**Creating a place:**

5. Character
6. Working with the site and context
7. Creating well defined streets and spaces
8. Easy to find your way around