

Guidance for users and schedule of  
charges (Epping Forest District Council)

# Pre-application advice for Archaeology

April 2017 - March 2018



## Introduction

Place Services at Essex County Council provides partnership support to Epping Forest District Council for dealing with archaeology in new developments. Specialist pre-application and follow-on archaeological advice for a range of developments is available in partnership with the Planning Team at Epping Forest District Council. This complements the wider but separately charged pre-application advisory service provided by Epping Forest District Council and links in with advice provided by Place Services on submitted applications. Specialist advice prior to formal submission improves the quality and value of development, increases certainty on what applications will be considered acceptable, and can avoid unnecessary costs and delay resulting from refused applications.

### **Place Services at Essex County Council**

Place Services is a multidisciplinary traded service of Essex County Council, offering a central and flexible resource within Essex and surrounding regions, providing expertise in design, conservation, historic environment, ecology, planning, sustainability and arboriculture. For further information on Place Services please see [www.placeservices.co.uk](http://www.placeservices.co.uk)

### **Applying for specialist pre-application advice**

You can apply for specialist pre-application advice for archaeology using the request form which follows this guidance and by submitting the appropriate payment for the level of service you require. It is recommended seeking advice as early in the process as possible to maximise benefits, or at least contacting us to discuss what form of advice, if any, would be appropriate and when advice might be most beneficial.

Completed request forms should preferably be emailed to [HistoricEnvironment@essex.gov.uk](mailto:HistoricEnvironment@essex.gov.uk) or alternatively sent to the postal address:  
Place Services,  
Essex County Council,  
County Hall,  
Chelmsford,  
Essex CM1 1QH.

If submitting your request form electronically via email, you will be contacted by a member of Essex County Council staff who will take a credit or debit card payment. Alternatively, if returning this form by post, you can pay by cheque (made payable to Essex County Council).

Place Services will acknowledge receipt of your enquiry by email and notify Epping Forest District Council within 5 working days. This acknowledgement will give you the name and contact details for the consultant/s at Place Services who will be handling your enquiry, and if required, the Planning Case Officer at Epping Forest District Council who will be consulted over the advice offered and invited to any meetings. Please note you will need to separately contact Epping Forest District Council if you want to obtain pre-application advice on other planning matters.

To arrange a pre-application meeting for archaeology, you should contact the relevant specialist consultant who will offer you a date. Consultants can normally be available for meetings within 10 working days of receiving your request. Meetings are normally scheduled for 1-2 hours and can take place at either of the following offices, or on site:

- Place Services at Essex County Council, County Hall, Chelmsford Essex CM1 1QH
- Epping Forest District Council, Epping Civic Offices, High Street, Epping, CM16 4BZ

A full written response will normally be provided within 20 working days from receipt of proposals. Advice will be provided as soon as possible within these periods, and you will be kept informed on any possible delays and the reasons for these.

### **Charges**

Charges are based on (average) estimated staff time, considering service expectations and previous experience, and including travel time, preparatory work and administration. These charges have been approved by Epping Forest District Council and are comparable with pre-application charges being charged by local authorities in surrounding areas.

## Disclaimer

This service is provided by Place Services in partnership with Epping Forest District Council (the Partnership). People considering using the service should note that:

- Whilst Place Service will carry out these services with reasonable care and skill, any advice given is not the definitive view of the Local Planning Authority or its advisors.

Accordingly the Partnership gives no warranty or representation that acceptance of pre-application advice will result in your application being considered acceptable by Epping Forest District Council or that it will result in a recommendation from Place Services that any application will be granted and the Partnership do not accept any liability for any loss caused by following advice provided under this service.

- Place Services gives impartial advice to Epping Forest District Council on all applications regardless of whether the applicant has used this pre-application advice service.
- As this service is provided in partnership with Epping Forest District Council any information provided as part of the process may be communicated to Epping Forest District Council
- Once an application is submitted, no further pre-application advice can be provided.
- Any information supplied will be subject to the Freedom of Information Act 2000 and Environmental Information Regulations 2004 – see Request Form (*Section 8*).

Archaeology: Pre-application Advice						
Development Types and Charges (all charges are inclusive of VAT)						
Development Type	Pre-application written advice only	Pre-application meeting (ECC or EFDC /on site) with written advice	Pre application archaeological evaluation work			
			Archaeological brief and agreement of WSI or follow up letter	Pre-application archaeological before evaluation work	Comments on updated project designs	Comments on draft reports
<b>Minor Developments:</b> <ul style="list-style-type: none"> <li>• Extensions and alterations</li> <li>• 1-9 dwellings</li> <li>• Up to 999m<sup>2</sup> floor space</li> </ul>	£84	£216	£84	£252	£84	£84
<b>Major Developments:</b> <ul style="list-style-type: none"> <li>• 10-49 dwellings</li> <li>• 1,000-2,499m<sup>2</sup> floor space</li> </ul>	£252	£588	£168	By negotiation (£312 per visit) *	£168	£168
<b>Large Major Developments:</b> <ul style="list-style-type: none"> <li>• 50-99 dwellings</li> <li>• 2,500-4,999m<sup>2</sup> floor space</li> </ul>	£336	£504	£252	By negotiation (£360 per visit) *	£168	£168
<b>Strategic Developments:</b> <ul style="list-style-type: none"> <li>• 100+ dwellings</li> <li>• 5,000m<sup>2</sup> + floor space</li> </ul>	£504	£756	By negotiation	By negotiation (£432 per visit)	£252 - £840	£252 - £1176

Pre-application Advice - applies to proposals where planning permission has not already been granted. Charges relate to the provision of planning-related historic environment advice based on information held in the Essex Historic Environment Record. Advice can include meetings or site visits – in some cases a meeting or visit will be necessary to provide appropriate advice.

Production of archaeological briefs and agreement of *Written Scheme of Investigation* for archaeological pre application evaluation work - A bespoke archaeological brief will be issued on request defining the level of work/assessment required. Epping Forest District Council will expect the developer to have agreed the content of their programmes of evaluation with the Place Services Historic Environment Consultant.

# Request Form for Specialist Archaeological Pre-application Advice

Please complete the below form as clearly as possible.

## 1. Applicant Details

Name

Address

Tel

Email

## 2. Agent Details

Name

Address

Tel

Email

## 3. The Site

Full address

*(including postcode)*

or location of site

Postcode

## 4. Proposal

Full description of proposed development

Number of residential dwellings

Other uses floor space (gross internal)

	Included	Comments
Location Plan (e.g. 1:1250) with site edged red		
Existing Site Plan		
Photographs of Site and Context		
Initial Identification of Issues and Opportunities		
Preliminary sketch proposals		
Site Layout Plan		
Elevations		
Design & Access Statement (if applicable)		
Heritage Statement (if applicable)		
Consultation to date (e.g. Highway Authority)		
Any other drawings, images or information		

## 5. Background to Enquiry

### How did you find this service?

Recommendation from Epping Forest District's Planning Team Yes  No

Via Epping Forest District Council's website Yes  No

Via Place Services' website Yes  No

Other (describe)

If you have had previous discussions regarding the site/proposal please provide details as follows:

Planning Officer (Epping Forest District Council) Date

Consultant/s (Place Services at Essex County Council) Date

## 6. Plans and Supporting Information

Please provide as much information as possible with your request for advice. Providing more information will enable more detailed advice to be offered.

## 7. Freedom of Information Request & Environmental Information Regulations

It is possible that the enquiry you make now, together with any response by Place Services, could be subject to a request for information to Epping Forest District Council and/or Essex County Council under the Freedom of Information Act 2000 and or Environmental Information Regulations 2004. Although there are various exceptions within the legislations that might prevent disclosure of an enquiry/application, all these have to be seen against the 'public interest' test. This means that in every case, Epping Forest District Council and Essex County Council may refuse to disclose information only if in all the circumstances of the case, the public interest in maintaining the exception outweighs the public interest in disclosing the information. I therefore request you to confirm that you agree to the above statement.

I the applicant (or agent on behalf of the applicant) agree to the above statement:

Name  Signature  Date

Please tick the box below if there are reasons why you consider that information should not be made public in accordance with the exceptions set out in the Freedom of Information Act and Environmental Information Regulations e.g. where there are issues of commercial sensitivity or information provided in confidence. If the box is ticked, you will be consulted before any information is released. However, please be aware that Epping Forest District Council and Essex County Council reserves the right to release information in accordance with the requirements of the legislation.

## 9. Signature

Name  Signature  Date

**Place Services**

County Hall, Essex CM1 1QH

**T:** +44 (0)3330 136 844

**E:** [enquiries@placeservices.co.uk](mailto:enquiries@placeservices.co.uk)

**[www.placeservices.co.uk](http://www.placeservices.co.uk)**

 [@PlaceServices](https://twitter.com/PlaceServices)



**Essex County Council**