



**Monmouthshire County Council
Replacement Local Development Plan
2018-2033**

**Candidate Sites Advice Service
Guidance Note**

Amended December 2022

Planning Policy Service

Monmouthshire County Council

County Hall, Rhadyr, Usk, Monmouthshire NP15 1GA

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Candidate Sites Advice Service

We are offering a discretionary advice service for potential Candidate Sites that could be considered for inclusion in the Replacement Local Development Plan (RLDP) 2018-2033. This service will be based on the current pre-planning application advice that the Council offers.

For potential RLDP Candidate Sites we are offering two levels of advice:

Level 1 Advice

This is high level planning policy advice on a potential site which includes:

- Desk top assessment of the proposal.
- Up to 60-minute Teams meeting with either one Planning Policy Officer and the Head of Planning or two Planning Policy Officers to explain the RLDP process/ timescales and to discuss areas for consideration (including any previous assessment of the site raised in the adopted LDP).
- As this service is being offered alongside the consultation on the new Preferred Strategy (December 2022) we will be able to provide advice on a candidate site's compatibility with the consultation draft strategy, with the level of detail increasing as the Plan progresses through the plan process.
- £235 fee.

Level 2 Advice

This provides a development team approach to look at site specific constraints and opportunities, as well as detailed matters, including site viability/deliverability and masterplanning. Depending on the candidate site being considered, this may include:

- Initial site appraisal by Planning Policy Officer.
- Up to 90-minute meeting with Planning Policy/ Development Management Officer plus all other relevant Authority experts (e.g. Highways, Green Infrastructure etc.).
- A written response outlining the discussion, areas for consideration (including site history, policies & guidance) and initial assessment of proposal.
- As this service is being offered alongside the consultation draft Preferred Strategy (December 2022) we will be able to provide advice on a candidate site's compatibility strategy, with the level of detail increasing as the RLDP progresses through the plan process.
- Section 106 & CIL scope.
- A further review meeting up to 60 minutes with Planning Policy/ Development Management Officer plus other relevant experts.
- £1,345 fee.

Meeting Format

Meetings can be held via video conferencing platforms e.g. MS Teams, or in person if convenient, with the Head of Head of Placemaking, Regeneration, Highways and Flooding / Head of Planning and Planning Policy Manager. Where appropriate, comments from relevant MCC officers will be provided to the site promoter in advance of the meeting to enable informed discussions at the meeting. For further information please email the Planning Policy Team at planningpolicy@monmouthshire.gov.uk

How to Apply

You can request this service by completing the Candidate Sites Advice Request form which can be accessed on the Council's website: <https://www.monmouthshire.gov.uk/planning-policy/candidate-sites/> Please specify on the form which level of Candidate Site Advice you are seeking.

Send the completed form to us, along with the relevant fee and a site location plan to:

Email: planningpolicy@monmouthshire.gov.uk

Payment can be made by card over the telephone on: 01633 644355.

Please Note:

- Service charges are inclusive of VAT
- Your request for advice will not be processed without payment.

Service Standards

1. Registration & Acknowledgement – on receipt of your enquiry form we will:

- Check that sufficient information has been provided to enable us to respond to your enquiry appropriately.
- Acknowledge receipt of your enquiry and confirm the fee paid within 3 working days.

2. Enquiry Review – A Planning Policy Officer will:

- Assess the enquiry and contact you to arrange a meeting that may be convenient to you and the officers.
- Advise on further information that would be beneficial in helping to respond to your enquiry.
- Consult (where required) with other MCC services (e.g. Highways) for their input/opinion if deemed essential to your proposal.

3. Response Times - We will aim to meet the following timescales:

Working Days from Receipt of Written Enquiry*					
	Registration/ Acknowledgement within	Enquiry within	Review	Meeting to be arranged (not held) within	Written Response within (working days after meeting)
Level 1 Advice	3	10		15	10
Level 2 Advice	3	10		15	15

*In particularly complex cases or in unforeseen circumstances more time may be necessary, and we will discuss and agree this with you at the earliest possible opportunity.

Written Advice Response (Level 2 only) – What will it include?

- Summary of our advice including site history, planning policy (including RLDP process), site constraints and any relevant issues raised in relation to previous assessments of the site.
- Summary of all issues discussed at the meeting and material considerations.
- Adopted LDP planning policies that you need to be aware of and any Supplementary Planning Guidance.
- Our views about the proposal.

- Where relevant, our views on site viability and deliverability, including Section 106 and CIL scope.

Confidentiality

The Council may have to disclose information it holds if requested for under the Freedom of Information Act and the Environmental Information Regulations. You must advise us of any information that you provide that is confidential or commercially sensitive and explain why.

Disclaimer

Any views or opinions expressed are given in good faith, without prejudice to the consideration of a formal candidate site submission. Candidate site advice provided cannot bind the Local Planning Authority to a particular outcome.

How you can contact us

If you have any questions regarding this service, please contact the Planning Policy Team by:

Email: planningpolicy@monmouthshire.gov.uk

Telephone: 01633 644429

Further information is available via the website: www.monmouthshire.gov.uk/planning-policy

The Planning Policy Team are operating remotely and we, therefore, request that all correspondence is sent electronically (via the email address above).