

## ***I want MEAS Pre-Application Advice***

The applicant or requester has already made a formal request to the Local Planning Authority (LPA) for pre-application advice and that this is being dealt with according to the Council's published policy and fees. The Council will already have included the MEAS charges within their fees and it is a matter for that authority to recover those costs via pre-application fees charged. Nonetheless, a link to the MEAS website charging policy from an appropriate location within the Planning Services website, paper and e-form will be available.

In the fees and charges documentation (paper and online) it is the Council's responsibility to state that it is normal practice to include MEAS advice within the Council's pre-application response and incorporated into the fees charged for that case. For the avoidance of doubt, the Council is strongly advocating to an applicant that the scope of pre-application advice includes MEAS as part of the Council's team as it is an important opportunity for the applicant to identify and reduce risks at an early stage of the development process.

When the Council informs the applicant / requester of the scope and cost of pre-application advice this communication will include the following, or similar text:

*"Your request for pre-application advice includes a fee for Merseyside Environmental Advisory Service, who is the Council's specialist environmental advisor on archaeology, contaminated land, ecology and biodiversity, historic environment, low carbon energy, minerals, nature conservation, sustainable waste management and waste matters.*

*Early consultation with MEAS will assist applicants in planning for required information and assessments, including environmental surveys that are likely to be needed before you submit a planning application or other application for consent. This will help reduce the risk in working up your proposal and may lead to a faster decision.*

*The scope of pre-application advice from MEAS is those planning matters within the technical remit of MEAS – aggregates, archaeology, contaminated land, ecology, historic environment, low carbon energy, minerals, nature conservation, sustainable waste management and waste. MEAS may be contacted directly by emailing [measdcconsultations@sefton.gov.uk](mailto:measdcconsultations@sefton.gov.uk) or calling 0151 934 4951. More detail on the scope of MEAS technical services can be found at: <http://www.meas.org.uk/1070>*

Council receives request or application for pre-application advice and/or request for pre-application meeting

Council informs applicant/requester that the pre-application advice includes consultation with MEAS.

Council emails [measdconsultations@sefton.gov.uk](mailto:measdconsultations@sefton.gov.uk) with details of pre-application request including contact details.

MEAS logs work and provides the pre-application advice to the Case Officer using the normal DC process and records the time taken as a separate category and charging policy (DVM xx.01 code)

MEAS submits a request to the District for payment of pre-application fees by 30/10 and 31/03 each year.

If applicant / requester asks for additional advice, the request and fee payable is agreed through separate correspondence.

MEAS completes any additional work and sends advice to applicant / requester and, where appropriate, the Council's Case Officer.

MEAS issues invoice, payment due within 14 days

Note: Provision of MEAS data products are charged separately and excluded from the advisory services provided

## MEAS Pre-Application Advice

1. MEAS are specialist technical advisors to the 6 Liverpool City Region Local Planning Authorities and West Lancashire Borough Council. MEAS is a shared local government service for the Liverpool City Region. The planning fee paid by the requester to Halton, Knowsley, Liverpool, St. Helens, Sefton and Wirral Councils for pre-application advice, from 01 April 2018, should include the additional fee for MEAS advice as set out in this policy, **Table 2** below. The procedure we follow is set out at [Appendix 1.2](#).
2. For the avoidance of doubt, MEAS will not charge a prospective applicant a fee for pre-application advice, as specified in **Table 2**, where this forms part of a pre-application request to the Local Planning Authority.
3. All the Liverpool City Region Local Planning Authorities and West Lancashire Borough Council strongly advocate consultation with MEAS and have embedded that within the scope of their pre-application process. This is necessary to ensure that environmental issues, risks and opportunities to the proposed development are identified very early in the development management process – this is commonly called “front-loading”. The Local Planning Authorities will include consultation with MEAS within the fee charged to applicants and their advisors when it is necessary to consult MEAS for pre-application advice.
4. The scope of pre-application advice from MEAS is those planning matters within the technical remit of MEAS – aggregates, archaeology, contaminated land, ecology, historic environment, low carbon energy, minerals, nature conservation, sustainable waste management and waste. Advice on EIA will be provided where appropriate. More detail on the scope of MEAS technical services can be found at: <http://www.meas.org.uk/1070>
5. Early consultation with MEAS will assist applicants in planning for required information and assessments, including the scope and timing of environmental surveys that are likely to be needed before you submit a planning application or other application for consent. This will help reduce the risk in working up your proposal and may lead to a faster decision. For example, we wish to avoid planning applications being submitted which are not supported by the required environmental surveys as this could lead to a delay in determining the application as further evidence (e.g. survey) is gathered or result in an application being refused because of insufficient environmental information.

**Table 2 – MEAS Pre-Application Advice charges to be incorporated into the Local Planning Authority pre-application charging schedule.**

Pre-Application Advice	Description	Standard of Service	Charges
<p>Pre-Application advice once a request has been submitted to the Local Planning Authority for pre-application advice.</p>	<p>Scope of pre-application advice are those planning matters within the technical remit of MEAS – archaeology, contaminated land, ecology and biodiversity, historic environment, low carbon energy, minerals, nature conservation, sustainable waste management and waste matters.</p> <p>MEAS does not charge for EIA screening and/or an EIA scoping opinion where this forms part of the statutory duty of the Local Planning Authority (LPA) under the EIA Regulations.</p> <p>Chargeable when pre-application advice is sought from the Local Planning Authority and MEAS advice is included. Advice will include information that would be expected to be included in a planning application including: scope of evidence / data required; type of surveys including duration of baseline survey required / seasonality; desk-based assessments required; options to avoid impact.</p> <p>MEAS has 4 fixed charge rates that apply as set out in the right-hand column for a single piece of written, integrated advice.</p> <p>For more complex cases where discretionary advice is sought and / or where additional advice is required beyond the single piece of written, integrated advice, MEAS may enter into a bespoke agreement with the requester on the basis of hourly fee rates (see Table 7).</p> <p>For the avoidance of doubt the scope of discretionary advice excludes the fees for Merseyside BioBank Local Environmental Record Centre Data Product Service, Historic Environment Record Standard Data Product and Waste Local Plan Standard Data Product as these are all separate services and charged accordingly.</p>	<p>15 working days from written acceptance of quotation by requester.</p>	<p>Single household / dwelling extension - fixed fee £60 exclusive of VAT.</p> <p>Householder application demolition, rebuild of 1 dwelling within existing curtilage or 1 new dwelling - fixed fee £125 exclusive of VAT.</p> <p>Minor applications - fixed fee £250 exclusive of VAT.</p> <p>Major applications – fixed fee £450 exclusive of VAT.</p> <p>More complex cases agreed on a case by case basis, chargeable time as per fee rates 3 and 4, in Table 7, exclusive of VAT.</p>

<b>Pre-Application Advice</b>	<b>Description</b>	<b>Standard of Service</b>	<b>Charges</b>
	Advice will be provided without the benefit of a site visit. MEAS pre-application advice is provided to both requester and Local Planning Authority.		