

Pre- Application Meeting Check List and Agenda.

The pre-application stage offers an opportunity for all parties to resolve any issues which may occur throughout the planning period. We have a wealth of information and knowledge about the operation of the Strategic Road Network and its interactions with local roads. Therefore we are in a strong position to provide advice to Developers considering whether or not to develop and what form development may take.

For detailed on pre-application discussions please refer to 'The Highways Agency and the Planning Application Process' (Highways Agency Developer Protocol) which is available as a link on the Highways Agency website.

This check list will help you to identify what areas maybe discussed in the initial pre-application meeting.

For the Initial meeting we recommend you consider and bring details of:

- Information about the Development: Size, location, uses, characteristics,
- Information about the timescales you are working to: Date for submission, key dates for any external funding sources, dates for formal consultation periods (IPC, LDOs etc)
- Details of who will be involved: Main developer contact, details of planning and transport advisers, Planning and Highway Authority contacts,

At the initial meeting, you can expect from us:

- Information about our network: current and future operation, key concerns, schemes
- Details of the technical information we may be able to provide to assist you in developing your scheme: traffic information, modelling, etc
- Details of who will be involved: Main point of contact, technical support
- Commercial confidentiality as far as is permitted under the Freedom of Information Act.

Overleaf is a draft meeting agenda for an initial pre-application meeting. As part of the meeting, further actions can be set to ensure that the pre-application process meets your and our needs.

Pre-application meeting agenda

Suggested meeting duration: 1 hr 30 minutes

Minutes to be taken by the Highways Agency, circulated to and agreed by all parties.

- 1) **Introductions**
- 2) **About the development**
 - a. Size, location, types of use
 - b. Planning history, allocations
 - c. Special site characteristics or allocations
 - d. Any other relevant information
- 3) **About the network**
 - a. Current and future operational conditions
 - b. Committed development
 - c. Future schemes
 - d. Anything related to the network which might affect the development
- 4) **Who will be involved**
 - a. Developer:
Main contacts, technical specialists, planning consultant and any other agents.
 - b. Highways Agency:
Case officer, technical support, other areas within the Agency which may be affected
 - c. Local Authority:
Highway contact, planning officer, any technical support
- 5) **Dates and timescales**
 - a. Intended submission dates
 - b. Key dates for the developer
 - c. Key dates for any external funding sources
 - d. Dates for formal consultation periods
- 6) **Introduction to the Highways Agency Developer Protocol**
- 7) **Actions and next step**