

## **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 a link to the MEAS website charging policy from an appropriate location within the Planning Services website, paper and e-form.

In the fees and charges documentation (paper and online) the Council states that it is normal practice for advice from MEAS to be sought as part of the pre-application process. The Council also states that provision of MEAS pre-application advice is not covered within the scope of the Council pre-application charges and the applicant/requester will have to make a separate financial arrangement with MEAS. For the avoidance of doubt the Council cannot require an applicant to request pre-application advice from MEAS but it is an important risk-reduction tool.

When the Council informs the applicant / requester of their intention to pass the pre-application request to MEAS, the email should include the following text:

*“Your request for pre-application advice does not include the fee for Merseyside Environmental Advisory Service, who are 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. If we identify a need, then we may pass details of your pre-application request to MEAS within 24 hours unless you advise otherwise. You may wish to contact MEAS directly by emailing [measdcconsultations@sefton.gov.uk](mailto:measdcconsultations@sefton.gov.uk) or calling 0151 934 4951.”*

When MEAS contacts an applicant/requester the email will include the following standard text. *“We understand from x Council that you have recently requested pre-application advice. The Local Planning Authorities encourage applicants and their advisors to consult MEAS when they request pre-application advice where appropriate.*

*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. More detail on the scope of MEAS technical services can be found at: <http://www.meas.org.uk/1282>*

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

Council informs applicant/requester that the pre-application fee excludes MEAS (Council's specialist environmental advisor), provides MEAS weblink and informs them of the intention to pass pre-application details to MEAS.

Council emails measdconsultations@sefton.gov.uk with details of pre-application request including contact details

Applicant/requester contacts MEAS measdconsultations@sefton.gov.uk with pre-application request OR MEAS contacts applicant/requester with details of advisory services (if no response, do not start work)

MEAS provides quotation / fee estimate and confirms deadline (see Table 2)

Applicant / requester provides written agreement (usually by email) and details for invoicing (if no agreement, do not start work)

MEAS completes work and sends pre-application advice at the same time to applicant / requester and 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. Merseyside Environmental Advisory Service (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. In 2016/17, MEAS provided advice on 839 development management cases across the Liverpool City Region and West Lancashire. The planning fee paid for pre-application advice in Halton, Knowsley, Liverpool, St. Helens, Sefton and Wirral Councils does not include the fee for MEAS advice. This service can no longer be provided free of charge.
2. All the Liverpool City Region Local Planning Authorities and West Lancashire Borough Council strongly advocate consultation with MEAS as part of the pre-application process to help facilitate the development management process. The Local Planning Authorities will encourage applicants and their advisors to consult MEAS when they request pre-application advice where appropriate.
3. 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. More detail on the scope of MEAS technical services can be found at <http://www.meas.org.uk/1282>
4. 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.

**Table 2 – MEAS Pre-Application Advice**

Pre-Application Advice	Description	Standard of Service	Charges
Pre-Application advice once a request has been submitted to the Local Planning Authority for pre-application advice.	<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</p>	15 working days from written acceptance of quotation by requester.	<p>Single household / dwelling extension - fixed fee £67.50 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>

Pre-Application Advice	Description	Standard of Service	Charges
	<p>requested. 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.</p> <p>For more complex cases where discretionary advice has been sought, MEAS may enter into a bespoke agreement with the requester on the basis of hourly fee rates.</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>Advice will be provided without the benefit of a site visit. MEAS pre-application advice is provided to both requester and Local Planning Authority.</p>		<p>Major applications – fixed fee £375 exclusive of VAT.</p> <p>More complex cases agreed on a case by case basis, chargeable time as per fee rates 2 and 3, in Table 7, exclusive of VAT.</p>