

I want MEAS Pre-Application Advice

1. The purpose of providing pre-application planning advice is to enable the applicant and their representatives make informed choice regarding development location, design and type and gather the necessary environmental information, including survey, prior to submitting a planning application. Environmental surveys and desk-based assessments can take time to undertake, and some surveys are tied to the ecology survey calendar and other seasonal or site constraints (waterlogging). Upfront planning and communication is beneficial for an applicant to avoid delays in the planning process because insufficient environmental information has been submitted.
2. It is important to note that whilst MEAS can provide discretionary services for prospective development prior to formal engagement in the planning application process, as set out in [Section 3](#), the local planning authority will often consult MEAS as part of the formal planning process. We encourage requesters, should they proceed to the formal planning process, to inform the LPA of prior-engagement with MEAS.

Pre-application consultations from Districts:

3. Pre-application fee charges apply when the planning department consults MEAS as part of its pre-application process alongside other advisors. MEAS and Halton, Knowsley, St. Helens, Sefton and Wirral Councils operate a cost-recovery policy from applicants and the planning department is responsible for invoicing and recovery the cost of MEAS pre-application charges. The charging policy is not based on site area. The procedure we follow is set out at Appendix 1.2
4. Liverpool City Council will direct the requester to MEAS for advice via the Discretionary Advice Service process (see [Section 3](#)).
5. A consistent set of pre-application charges are used for all MEAS LPA customers. MEAS provides focussed pre-application advice at an agreed timescale according to each District's policy.
6. The charges set out in [Table 2](#) below are for a single piece of written advice. Further advice will be chargeable on a cost-recovery basis. For complex and urgent cases, a request-specific fee estimate, drawing on the principles set out in this policy, may be provided for agreement through written correspondence e.g. express service or advice on other Regulatory requirements such as Habitats Regulations Assessments and Protected Habitats and Species. If meetings are required as part of the pre-application process, then time for these will be charged separately, on a cost-recovery basis, through our discretionary advice service.
7. MEAS records pre-application advice separately and invoices for the cost on a recovery basis at agreed invoicing periods with the Districts. The pre-application fees set out below are guideline rates and are charged by MEAS

to the local authority which in turn recovers these costs from the applicant as part of the pre-application process.

8. 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 (topics included varies by District). Advice on EIA will be provided where appropriate. More detail on the scope of MEAS technical services can be found at: <https://eas.merseysidebiobank.org.uk/>.

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 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 at agreed time intervals 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

Table 2 – MEAS Pre-Application Advice charges to be incorporated into the Local Planning Authority pre-application charging schedule (single piece of written advice).

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 7 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 (including large sites and linear sites) where discretionary services are 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 (see Section 6 below).</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>Householder - single dwelling - extension / alteration (within existing curtilage): £80.00 excl. VAT.</p> <p>Minor single dwelling – single new build demolition and rebuild 1 dwelling £165.00 excl. VAT.</p> <p>Minor developments 2 to 9 dwellings and up to 1000m2 of commercial development £335.00 excl. VAT.</p> <p>Major developments 10 – 24 dwellings and 1001 to 3000m2 of commercial development £520.00 excl. VAT.</p> <p>Major applications 25 – 50 Dwellings and 3001 to 4999m2 of commercial development £775.00 excl. VAT.</p> <p>Major applications >50 dwellings and 0.5-1.0 ha or 5000m2 –10000m2 of floorspace £1,035.00 excl. VAT.</p>

Pre-Application Advice	Description	Standard of Service	Charges
	<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>If meetings are requested as part of the pre-application process, then these will be charged separately through MEAS Discretionary Advice Service, on a cost-recovery basis.</p>		<p>100+ Dwellings & Commercial Development 1ha or 10000m2 & above & EIA Development £1,300.00excl. VAT.</p> <p>Charges are for a single piece of written advice.</p> <p>For complex cases, a fee estimate may be provided for agreement through written correspondence, with potential to enter into an SLA for multi-year requirements. Timescales are to be agreed between the parties. (see Section 6 below).</p>