



**Southampton City Council pre-application advice flow chart with timescales for Major and Minor applications (Developers)**

**Step 1 Complete Service Request Form**  
(Preferably via the website, together with outline plans and any other information—remembering your payment details and daytime contact details)

**Step 2 (Within 5 Days)**  
We will contact or write to you to confirm receipt and process the pre-application fee by telephone, if not already paid online.

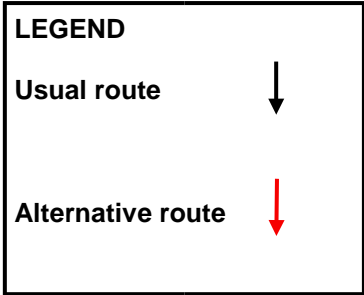
**Step 3**  
Once the correct information and fee has been received we will contact you within **5 working days** to arrange a meeting if required.

**Step 4**  
Pre-application advice meeting with one of our allocated team members (with the option of consultees). This will be at the time agreed by you, usually **within 15 working days of step 3** depending on the availability of additional consultees

**Step 5**  
We will provide a written report or letter confirming the advice we gave, **within 15 working days** of the meeting or receipt of a valid request for pre-application advice

**Step 6**  
If you require further substantial advice or meetings, a further fee (of 50% of the initial fee) is likely to be required

**Step 7**  
Submit your formal planning application (It will be helpful if you notify us of the planning officer who dealt with your pre-application advice )



**Please Note:**  
Should the case officer wish to discuss the proposals as part of an accompanied site visit, they will contact you and arrange a site meeting as part of this process