

**BRENTWOOD BOROUGH COUNCIL  
PLANNING PRE-APPLICATION ADVICE SERVICE**

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# **DEVELOPMENT TEAM MEETING**

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## **WHAT IS DTM?**

Development Team Meeting (DTM) is an expanded planning pre-application advice meeting. Made up of a roundtable discussion involving a range of representatives from the Council's service teams, the format is designed to provide broad-ranging advice in one place. This can include officers from planning development management, strategic planning, design, heritage, economic development, environmental health, housing services, assets, arboriculture, parks and open spaces. We can tailor attendance at DTM to meet your needs depending upon the scheme and advice required, subject to availability.

Separate advice from Essex County Council relating to highways, flood risk or education (among other things) can be obtained separately through the County Council's pre-application advice service. More information is available to

view at <http://www.essex.gov.uk/Environment%20Planning/Planning/Transport-planning/Information-for-developers/Pages/Developer-information.aspx>. If you require advice from Essex County Council to be provided at DTM, arrangements can be made in advance if this is made clear in good time.

In addition Council Members can be invited to attend. This helps provide an open dialogue and involve Councillors at the earliest stage of the decision-taking process. Councillors attend as observers, which can include the Chair and Vice Chair of our Planning & Licensing Committee as well as local ward members (for the ward where the scheme is proposed). You'll have the opportunity to advise whether it would be helpful to invite Councillors to attend. Attendance is subject to availability.

## WHAT TO EXPECT

We want to provide excellent value for money and inform discussion at this early stage to benefit the site, local area, and borough. There may be several officers in attendance at DTM depending on the proposed scheme, providing you with a wide range of advice in one place.

DTM sessions last for one hour, unless special meetings have been organised requiring a different period of time or format. The first part of the meeting will allow you to present your scheme. This can last as long as you wish, although we suggest no more than 10-15 minutes so that the remaining time can be spent

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discussing proposals and providing advice.

The format of advice tends to begin with a strategic planning overview, followed by site specific planning advice. A roundtable review of other issues is then provided. We end with observations from Councillors (if present) and an opportunity for you to ask questions, although we encourage questions throughout to ensure an open dialogue.

DTM usually takes place on a Monday late morning to early afternoon, unless special arrangements have been made.

## WHAT YOU'LL RECEIVE

You will be provided with a dedicated case officer from our Planning Team who will liaise with you about DTM arrangements and what is required for the meeting. Our Customer Services Team will also assist in the administration of the meeting. At DTM you will receive verbal advice

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from a range of officers. After DTM you will receive written notes from the meeting, setting out a brief synopsis of discussion and advice provided. Action points and accompanying information will be provided if relevant.

## HOW YOU CAN GET THE MOST FROM DTM

As much information provided along with your pre-application advice request, along with appropriate payment, will help us process the information as swiftly as possible and determine whether DTM is appropriate. If so we'll liaise with you about who might be best to attend.

We suggest you provide us with your presentation material and background information at least 10 working days before DTM. This will give those attending time to

review and better inform advice. If you intend to present using PowerPoint or using our interactive screen to show images these need to be with us on the Friday before DTM. We will have use of an interactive screen, and so if you feel it is appropriate you may want to discuss how best to use this facility.

Make sure you have advised us who you would like to attend DTM. You should prepare hard copy material as appropriate for those attending.

