

Appendix 1

SCHEDULE OF DEVELOPMENT MANAGEMENT ENQUIRY FEES

Background

The Planning Service is committed to providing an efficient and effective service and we welcome and encourage discussions with applicants on development proposals at an early stage.

Pre-application advice is encouraged by Government, as an essential part of the planning process, it offers clear, impartial and professional advice before the submission of a planning application. Advice can be given on a whole range of proposals from house extensions to major residential and commercial developments.

To date we have only charged for pre-application advice for Major developments (a charge of £500 or £800 dependant on the scale of the proposal). However as part of the discussion, during the Planning Service Health check review, the charging for officer time on all pre-application advice was highlighted as an opportunity to cover the costs for providing this element of the service and to enable us to continue to provide a comprehensive service going forward. The formal request for advice and the submission of a fee will also ensure the introduction of a robust record keeping system where pre-application advice is logged against the property for future reference which was also a recommendation of the Healthcheck.

The proposed fees set out below have been calculated using a time monitoring exercise to ensure that they are at cost recovery levels and they have been compared to surrounding Local Authority charges to ensure they are consistent.

TYPE OF ENQUIRY		FEE (INC. VAT)
Do I need planning permission? All development types		£60
Householder development House extension/alteration etc.		£60
Adverts & Changes of use Not including Major development or any other operational development		£60
Listed Building / Conservation Area advice		£40/hr
Minor development <ul style="list-style-type: none">• Dwellings: 1 - 5 / <0.25 ha• Other uses <500 sq m / <0.5 ha		£250

Minor development (larger scale) <ul style="list-style-type: none"> • Dwellings 6 - 9 / 0.25 - 0.5 ha • Other uses 500 - 1,000 sq m / 0.5 - 1 ha 		£300
Small-scale Major development <ul style="list-style-type: none"> • Dwellings: 10-199 / 0.5 - 4 ha • Other uses: 1,000 – 9,999 sq m / 1 - 2 ha 	Initial meeting	£500
	Subsequent meetings	£300
Large-scale Major development <ul style="list-style-type: none"> • Dwellings: 200+ / more than 4 ha • Other uses: 10,000+ sq. m / more than 2 ha 	Initial meeting	£800
	Subsequent meetings	£500
Strategic developments Of borough wide significance and/or especially complex issues	Planning Performance Agreement (PPA) recommended	Price on application
Confirmation that conditions and legal agreement complied with		£40/hr
Enforcement Notice Withdrawal		£250

The intention is to recover the cost of the service provided, based on an average rate of £40 per hour, and the fee schedule set out above will cover the officer time to assess each proposal and provide a written response.

The exceptions to this are the small scale and large scale major development where we aim to arrange a meeting within 10 working days of the request, which will also include relevant consultees and specialist officers. Following on from the meeting, we then aim to provide written comments on the proposal within a further 10 working days, summarising the issues raised, recommendations and the general level of acceptability.

If significantly more officer time is required than the fee suggests or a site visit is required, an additional fee will be requested in advance. This will ensure that pre-application fees cover our costs and remain fair and reasonable.

The fees will apply to all pre-application and development management enquiries listed above.

Exemption:

Works to improve a disabled person's access to a public building or to improve his/her access, safety, health or comfort at his/her dwelling house will not be charged a pre-application fee. This is consistent with the planning application fee schedule where the applications are also exempt from a fee.