

Appendix 1

Draft Fee Schedule for Pre-Application Advice (the below fees apply for the financial year 2024/25. Charges will be reviewed annually).

Householder Enquiries (Desk Based Assessment)

	Fee	Target Timescale
Do I need planning permission (Nb. If the answer to the query is 'yes' and further advice is required, submission of a valid pre-application request and payment of the correct fee will be required for the advice to be given.)	No Fee	6 weeks for period to April 2025 4 weeks from April 2025
Householder	£60	8 weeks for period to April 2025 6 weeks from April 2025
Householder - Heritage Asset*	£160	8 weeks for period to April 2025 6 weeks from April 2025

*Listed Building/Conservation Area/Article 4 Property/Non-designated Heritage Asset/Registered Park or Garden

Minor Applications

	Fee	Target Timescale
Works to a Tree covered by a Tree Preservation Order on within a Conservation Area	£100	6 weeks for period to April 2025 4 weeks from April 2025
Minor Application (unaccompanied site visit)	£300	10 weeks for period to April 2025 8 weeks from April 2025
Minor Application with 1 x 1 hour meeting (either on site or elsewhere)	£350	10 weeks for period to April 2025 8 weeks from April 2025
Telecommunications development	£200	8 weeks
Advertisements	£150	8 weeks
Additional fee for Heritage advice	£100	N/A
Additional fee for Arboricultural	£100	N/A

Fee for 1 x 1 hour follow up meeting (Nb. The purpose of this meeting will be to discuss the contents of the written advice only, not any amended plans. Any further meeting requests after this /requests to discuss amended plans will be treated as a new enquiry, for which the relevant full enquiry fee will be payable.)	£100	N/A
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Small Scale Major Applications

	Fee	Target Timescale
Commercial development of between 1000-9999 sq metres (includes 2 x 1 hours meeting)	£1000	Minimum 10 weeks until April 2025 Minimum 8 weeks from April 2025- TBC on confirmation of details
Residential Development of 10-50 Units (includes 2 x 1 hours meetings)	£1000	Minimum 10 weeks until April 2025 Minimum 8 weeks from April 2025- TBC on confirmation of details
Residential Development of 51-149 Units (incl. up to 2 x 1 hour meetings)	£1500 – unless using the Planning Performance Agreement, in which case, fee to be negotiated	Minimum 12 weeks until April 2025 Minimum 10 weeks from April 2025- TBC on confirmation of details
Additional Fee for Heritage Advice	£300	N/A
Additional fee for Arboricultural Advice	£300	N/A

Large Scale Major Applications

For larger scale developments, we would encourage applicants to enter into a Planning performance Agreement (PPA) with the District.

We have produced a guidance note on the role of PPAs and how the process is managed and this can be accessed via the link below:

[Planning Performance Agreement Guidance Note](#)

The fees for standalone large scale major pre-application enquiries are below:

	Fee	Target Timescale
Commercial 10000 sq m + (incl. up to 3 x 2 hour meetings)	£3915	TBC on confirmation of details
Residential Development of 150 + Units (incl. up to 3 x 2 hour meetings)	£3915	TBC on confirmation of details

The above fees are not negotiable but we have listed below an estimate of how officer time is allocated to dealing with more complex cases.

(Any additional officer time will be agreed at an inception meeting, with additional charges based on the hourly rates of all officers involved):

- 25 hours on EIA screening opinion;
- 25 hours for meetings (including coordinating, preparation time and follow up work post each meeting);
- 5 hours for design review prep/post work;
- 5 hours briefing note for design review panel;
- 30 hours prep/post meeting with NEDDC and DCC technical consultees;
- 22 hours officer time to co-ordinate meetings, consider the scheme, hold internal discussions and brief senior officers, request and review amended details etc;
- 5 hours site visit;
- 6 hours member briefing (including prep); and
- 15 hours producing written response

Terms of Service

- **Pre-application enquiries for Listed Buildings, Conservation Area, Article 4 Property, Non-designated Heritage Assets and Registered Parks and Gardens will be subject to the higher fee which includes Heritage advice .**
- **Site visits will not be carried out for Householder enquiries unless the building is a Heritage Asset and then a site visit may be carried out at the discretion of the Case Officer.**
- **The timescale for the response will only commence when we have a valid pre-application enquiry as detailed below**

Householder, Minor	• Location Plan
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	<ul style="list-style-type: none"> • Existing and proposed plans – can be sketches but need to be sufficient to assess the impact of the proposal • Pre-Application Form • Fee <p>Further information may be required for a Heritage Asset – it is likely that a Heritage Statement will be required.</p>
Major	<p>See Local Validation Checklist – please note that where information would be required to validate a planning application is not being provided at with the pre-application enquiry, we will not be able to provide detailed advice on that technical matter.</p>

- **Please note that once the advice letter has been issued, the submissions of a revised scheme will be classed as a new request for pre-application advice and will be subject to a further fee.**

Disclaimer

Advice given by officers for pre-application enquiries does not indicate a formal decision by the council. Any views or opinions given are without prejudice to the formal consideration of any planning or other application. The final decision on any application that you may then make can only be taken after the council has consulted local people, statutory consultees and any other interested parties and will then be made either by the Planning Committee, or under delegated powers in accordance with the council's approved Scheme of Delegation, based on all information available at the time. Officers cannot therefore guarantee the final formal decision that will be made on your application(s).

Pre-application advice given is advisory only and if you were to purchase any land/buildings on the advice of the pre-application assessment you do so at your own risk, as the council would not be held accountable if a scheme was not supported at a later date.

Freedom of Information requests

Under the Freedom of Information Act 2000 or Environmental Information Regulations 2004 the District Council may receive a request to disclose pre-application advice requests and the advice we have provided. The applicant will need to state in writing why they require a request for pre-application advice to be confidential, detailing the reasons valid under the Act for this at the time of your request.

The District Council will not respond at the time of your request but will take it into account when deciding whether to release information.