

Developer Pre-Application Services and Fees

Pre-application Services

Full Pre-app

Includes site visit and all relevant consultees. A meeting with the case officer and consultees can be arranged for an additional fee.

For the majority of minor applications and some major applications, this form of pre-app will be sufficient and a full written response will be provided.

However, in some larger or more complex cases (generally relating to major development of 10 or more dwellinghouses or 1000sq.m floorspace or more), and at the case officer's discretion, it may be appropriate to provide initial feedback either through a meeting or in writing. Following this initial feedback, where applicants wish to receive further advice on amendments to a scheme, made in light of advice provided, or wish to develop the scheme further by providing further details of some aspect of the scheme or further technical details, further rounds of consultation and advice can be provided as part of the same pre-application enquiry subject to payment of additional fees. Any revised or new submissions should be made within 12 months of the initial feedback. Where the enquirer and case officer have agreed to this iterative approach the case will be kept open for further rounds of advice until;

- a) the enquirer confirms that it has received all the advice it requires; or
- b) an application has been submitted in respect of the same development and site; or
- c) no further submissions have been received within 12 months of provision of the initial feedback.

Bespoke Pre-app

In some instances, for example following the refusal of a previous application, applicants may wish to seek specific advice in respect of one element of the development e.g. aimed at overcoming a technical reason for refusal. In such instances, a bespoke pre-application process can be discussed with the case officer with agreed consultation responses and meetings. As a guide, charges will normally be based on 10% of the standard full pre-application fee with all meetings charged at the standard rate per officer. Advice will be provided on a 'without prejudice' basis to the consideration of other issues that may be impacted on. This form of pre-app is not considered appropriate at the initial enquiry stage.

Planning Performance Agreement (PPA)

In addition to the above, in respect of significant major or strategic development sites, the Council can enter into a PPA which is a project management tool in which timescales, actions and resources for handling particular applications are agreed between the local planning authority and applicants. The format and content of such agreements are a matter of negotiation and if this process is of interest you should contact the planning service.

Advertisement Pre-app

Provides confirmation as to whether an advertisement benefits from a 'deemed consent' under the Town and Country Planning (Control of Advertisements)(England) Regulations 2007 or written advice in relation to the visual impact and highway safety implications of any advertisement proposal.

Other associated services

In addition to the above form of pre-application advice, the Council offers the following services, charges for which are identified in the fees schedule below:

- Enquiries relating to change of use from a dwelling or change of use of land to garden
- Non-householder enquiries to confirm use class, or what type of amendment is required to an application e.g. non-material or material amendment
- Letter of confirmation of compliance with an enforcement notice
- Meetings in association with sites being promoted for development within the Local Plan
- Other meetings with officers (charged in addition to the pre-app fee unless negotiated as part of a PPA)
- Consideration of alternative versions of the same scheme when submitted concurrently as part of the full pre-app process
- Requests for amendments to s106 Agreements

Mixed Developments

Where a development comprises a mix of commercial and residential development, the fee payable is 75% of the sum of the fees payable in both categories

Advertisements	Confirmation re: Deemed consent	1 – 3 signs	3 + signs
	£137	£137	£290

Associated Services		
Change of use from a dwelling or change of use of land to garden		£96
Non-householder enquiries to confirm use class, or what type of amendment is required to an application e.g. non-material or material amendment		£77
Letter of confirmation of compliance with enforcement notice		£184
Meeting Re: Local Plan site	(initial meeting (up to 1 hour)	Free
	Follow up meetings	£131 per officer/hour
Meetings (payable in advance)		£131 per officer/hour
Consideration of alternative schemes submitted concurrent with full pre-app		Additional 10% of full pre-app fee per alternative scheme
Requests for amendments to s106 agreements		£326