

Schedule of Pre-application meeting fees and charges for 2023/24, as agreed by Cabinet

| Service | Who for? | What you can expect | Fees | Add ons |
|--|---|--|---------------------------|--|
| Householders | | | | |
| Householder advice | Planning advice on domestic extensions and alterations, such as lofts, windows, porches, garages and outbuildings, walls and fences, hard standings and access for vehicles, and satellite dishes. We also advise on any additional considerations if your property is in a conservation area or is a listed building. This service cannot be used for changes of use, conversion to flats or advice relating to Houses in Multiple Occupation. | <p>We offer two options for householder pre-application advice:</p> <p>Formal pre-application service - full written response</p> <p>Informal pre-application appointment - 20-minute appointment, brief summary email of the meeting.</p> | £264.00 (including VAT) | Not applicable |
| Small and Medium Proposals (* units include HMO, Co-Living and Student Accommodation) | | | | |
| Small Proposals | 1-3 units* (including flat conversions) New build or extensions of 0sqm-499sqm Change of use 100sqm-499sqm Telecoms masts and equipment Advice on conditions, non-material amendments, minor material amendments | <ul style="list-style-type: none"> Meeting with Planning Officer and other specialist officers if applicable Formal advice letter | £1,112.00 (including VAT) | £556.00 (including VAT) Follow up meeting – for revisions that do not significantly change the character, scale or overall design approach of the development |
| Medium Proposals | 4-9 units* (including flat conversions) New build or extensions of 500sqm-999sqm Change of use 500sqm-999sqm | <ul style="list-style-type: none"> Meeting with Planning Officer and other specialist officers if applicable Site visit Formal advice letter | £1,589.00 (including VAT) | £794.00 (including VAT) Follow up meeting – for revisions that do not significantly change the character, scale or overall design approach of the development |

| Major Proposals (* units include HMO, Co-Living and Student Accommodation) | | | | |
|--|---|---|---|---|
| Service | | | Fees | |
| Concept Meeting | Developers who wish to establish the principle of development prior to entering detailed scheme discussions | <ul style="list-style-type: none"> Meeting with Planning Officer Site visit Formal advice letter | £794.00 (including VAT) | Not applicable |
| Small Scale Major Development Proposals | 10-24 units* New build or extensions of 1,000sqm-4,999sqm Change of use 1,000sqm-4,999sqm | Meeting with Planning Officer and Development team <ul style="list-style-type: none"> Site visit Formal advice letter Confirmation of likely Planning Obligations Confirmation of likely CIL liability Confirmation of likely supporting documents required Engagement with local ward members | £4,299.00 (including VAT) Additional technical expertise including: <ul style="list-style-type: none"> Design panel Legal advice + s106, Draft Viability review Draft ES review Sunlight/daylight Other identified specialist areas will be charged separately | £2,150.00 (including VAT) Follow up meeting – for revisions that do not significantly change the character, scale or overall design approach of the development £317.00 (including VAT) Pre submission validation check £1,981.00 (including VAT) Submission of Conditions, NMA, MMA |
| Medium Scale Major Development Proposals | 25-49 units* New build or extensions of 4,999sqm-9,999sqm Change of use 4,999sqm-9,999sqm | <ul style="list-style-type: none"> Meeting with Planning Officer and Development team Site visit Formal advice letter Confirmation of likely Planning Obligations Confirmation of likely CIL liability Confirmation of likely supporting documents required Engagement with local ward members | £6,011.00 (Including VAT) Additional technical expertise including: <ul style="list-style-type: none"> Design panel Legal advice + s106, Draft Viability review Draft ES review Sunlight/daylight Other identified specialist areas will be charged separately | £3,005.00 (including VAT) Follow up meeting – for revisions that do not significantly change the character, scale or overall design approach of the development £317.00 (including VAT) Pre submission validation check £2,778.00 (including VAT) Submission of Conditions, NMA, MMA |
| Large Scale Major Development Proposals | 50-100 units* New build or extensions 10,000sqm to 15,000sqm Change of use 10,000sqm to 15,000sqm | <ul style="list-style-type: none"> Meeting with Planning Officer and Development team Site visit Formal advice letter Confirmation of likely Planning Obligations Confirmation of likely CIL liability Confirmation of likely supporting documents required Agree application timeframes within a Planning Performance Agreement Engagement with local ward members and planning committee | £8,599 (including VAT) Additional technical expertise including: <ul style="list-style-type: none"> Design panel Legal advice + s106, Draft Viability review Draft ES review Sunlight/daylight Other identified specialist areas will be charged separately | £4,299.00 (including VAT) Follow up meeting – for revisions that do not significantly change the character, scale or overall design approach of the development £317.00 (including VAT) Pre-submission validation check £3,969.00 (including VAT) Submission of Conditions, NMA, MMA |

| Service | Who for? | What you can expect | Fees | Add ons |
|--|---|--|---|--|
| Major Proposals continued (*units include, Co-Living and Student Accommodation) | | | | |
| Strategic Major Development Proposals | 100 unit *+ New build or extensions over 15,000sqm Change of use over 15,000sqm | <ul style="list-style-type: none"> • Meeting with Planning Officer and Development team • Site visit • Formal advice letter • Confirmation of likely Planning Obligations • Confirmation of likely CIL liability • Confirmation of likely supporting documents required • Agree application timeframes within a Planning Performance Agreement • Engagement with local ward members and planning committee | <p>£11,179.00 (including VAT)</p> <p>Additional technical expertise including:</p> <ul style="list-style-type: none"> • Design panel • Legal advice + s106, • Draft Viability review • Draft ES review • Sunlight/daylight <p>Other identified specialist areas will be charged separately</p> | <p>£5,589.00 (including VAT)</p> <p>Follow up meeting – for revisions that do not significantly change the character, scale or overall design approach of the development</p> <p>£317.00 (including VAT)</p> <p>Pre-submission validation check</p> <p>£5,160.00 (including VAT)</p> <p>Submission of Conditions, NMA, MMA</p> |
| Planning Performance | The largest or most strategic development proposals | <ul style="list-style-type: none"> • Bespoke service to be agreed with Development Manager | <p>Subject to Scope</p> <p>Technical expertise including:</p> <ul style="list-style-type: none"> • Design panel • Legal advice + s106, • Draft Viability review • Draft ES review • Sunlight/daylight <p>Other identified specialist areas will be priced separately and incorporated into the agreement</p> | |