

Schedule of Pre-application meeting fees and charges for 2021/21, 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.	We offer two options for householder pre-application advice: Formal pre-application service - full written response Informal pre-application appointment - 20-minute appointment, brief summary email of the meeting.	£200.00 (including VAT)	Not applicable
Small and Medium Proposals				
Small Proposals	1-3 units (including flat conversions) New build or extensions of 100sqm-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 	£882.00 (including VAT)	£441.00 (including VAT) Follow up meeting
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 	£1,260.00 (including VAT)	£630.00 (including VAT) Follow up meeting
Major Proposals				
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 	£630.00 (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	<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 	£3150.00 (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 	£1,575.00 (including VAT) Follow up meeting £252.00 (including VAT) Pre submission validation check £1,575.00 (including VAT) Submission of Conditions, NMA, MMA

Service	Who for?	What you can expect	Fees	Add ons
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	£4410.00 (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	£2205.00 (including VAT) Follow up meeting £252.00 (including VAT) Pre submission validation check £1,575.00 (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	£6300.00 (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	£3150.00 (including VAT) Follow up meeting £252.00 (including VAT) Pre-submission validation check £3150.00 (including VAT) Submission of Conditions, NMA, MMA
Strategic Major Development Proposals	100 units + 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 <ul style="list-style-type: none"> Engagement with local ward members and planning committee 	£8190.00 (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	£4095.00 (including VAT) Follow up meeting £252.00 (including VAT) Pre-submission validation check £4095.00 (including VAT) Submission of Conditions, NMA, MMA

	Who for?	What you can expect	Fees	Add ons
Planning Performance	The largest or most strategic development proposals	<ul style="list-style-type: none"> • Bespoke service to be agreed with Development Manager 	Subject to Scope 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 priced separately and incorporated into the agreement 	