

**PRE-APPLICATION PLANNING ENQUIRY CHARGING SCHEME FROM  
1 January 2020**

On 23 October 2019 the Planning Committee agreed revisions to the charging and services for pre-application advice. The new charges commence for all relevant pre-application proposals received on and after 1 January 2020. The charging schedule and accompanying notes are shown below.

Please be advised if your enquiry is about if you need planning permission, you will need to apply for a Lawful Development Certificate, and no informal advice is now provided. To be able to determine a Lawful Development Certificate, the submitted plans need to be accurate and clear. Further guidance can be found on the [Planning Portal](#).

Pre application advice can be paid on line using the "Pay for it" option or please call 01932 425131 if you wish to pay by bacs.

		<b>Proposed Fee (incl. VAT)</b>	<b>Notes</b>
<b>A</b>	<b>Validation Check for Householder Applications</b>	£40	<ul style="list-style-type: none"> <li>• Written check to advise if application would be valid for registration.</li> </ul>
<b>B</b>	<b>Heritage Advice</b>	£100	<ul style="list-style-type: none"> <li>• Primarily for householder and other equivalent small scale proposals. Mainly limited to proposals affecting listed buildings and conservation areas.</li> <li>• Fee to be negotiated for other types of development.</li> </ul>
<b>C</b>	<b>Tree Advice</b>	£75	<ul style="list-style-type: none"> <li>• Primarily for householders; advice on works to protected trees,</li> <li>• Includes a Site visit</li> </ul>
<b>D</b>	<b>Householder and other (e.g. change of use)</b>	£103	<ul style="list-style-type: none"> <li>• Written response within 21 days,</li> <li>• Follow up option, within remit of original scheme, can be submitted within 2 months for an additional fee of £50.</li> </ul>
<b>E</b>	<b>1-2 dwellings (including replacement dwellings)</b>	£310	<ul style="list-style-type: none"> <li>• Written response within 21 days,</li> <li>• Option of meeting for an additional £258,</li> <li>• Option of a meeting and site visit for an additional £464,</li> <li>• Follow up option, within remit of original scheme, can be submitted within 2 months for an additional fee of £100.</li> </ul>
<b>F</b>	<b>3-9 dwellings / up to 1000 sqm commercial*</b>	£620	<ul style="list-style-type: none"> <li>• Written response within 21 days,</li> <li>• Option of meeting for an additional £258,</li> <li>• Option of a meeting and site visit for an additional £464,</li> <li>• Follow up option, within remit of original scheme, can be submitted within 2 months for an additional fee of £150.</li> </ul>

<b>G</b>	<b>10-49 dwellings / 1000 - 2000 sqm commercial*</b>	£2,060	<ul style="list-style-type: none"> <li>• Includes one meeting and meeting notes,</li> <li>• A site visit if required,</li> <li>• First contact within 10 working days,</li> <li>• Written follow up advice if new information submitted within 2 months, £258</li> <li>• Additional meeting, with notes, £258.</li> </ul>
<b>H</b>	<b>50+ dwelling / over 2000 sqm commercial*</b>	£3,605	<ul style="list-style-type: none"> <li>• Includes one meeting and meeting notes</li> <li>• A site visit,</li> <li>• Advice from senior planning officers, including input from internal consultees and where appropriate CHDMBC (which may require additional fee)</li> <li>• Advice on timescales for the application,</li> <li>• Written follow up advice if new information submitted within 2 months, £258</li> <li>• Additional meeting with notes £258</li> </ul>
<b>I</b>	<b>Planning Performance Agreements (for major and complex schemes)</b>	To be negotiated	<ul style="list-style-type: none"> <li>• For major and complex schemes requiring additional officer resources, reflecting differing timescales, requirements and expectations from applicants.</li> <li>• Terms to be agreed between both parties.</li> </ul>

\* Managed accommodation (e.g. student and sheltered accommodation) will be charged by floor space.

Notes:

1. Please ensure your covering letter provides a clear description of the work(s) to which pre-application advice is sought, and for categories D to I include plans which clearly define the works proposed.
2. For Categories E to I which require a meeting, it is helpful to provide a list of possible meeting dates with your submission. However it may not be possible to fulfil these dates.
3. Standard fees and charges apply to queries regarding the planning history of a site. These are agreed annually on a separate basis as part of the budget process.
4. It should be noted that in respect of residential development, the charges apply to the gross number of dwellings being proposed.
5. If a proposal is presented to the Planning Department that is not currently covered by this charging regime, the fee to be levied and any associated arrangements e.g. Member's Forums at the request of applicants, will be subject to negotiation on an individual basis. There should be no assumption that a fee will not be charged.
6. The Council will endeavour to meet the timescales specified in this note, but during busy periods this may not be possible. If the timescales are not met the enquiry will still be dealt with and no refunds will be made.
7. Where requests cover more than one option, submitted at the same time, each additional option will be charged an extra £50.
8. Exemptions will be considered on a case by case basis, but in most cases, will be limited to proposals by state schools and local registered charities where proposals provide benefits to the wider community.
9. Planning Officers can only give a professional opinion on the merits of a pre-application scheme. It should be noted that pre-application negotiations are not a substitute for the formal planning application process and can offer no guarantees. All pre-application advice letters will contain the following caveat:

The advice given represents an Officer's informal opinion based on the information you have supplied and is not intended to bind the Local Planning Authority's decision making powers on any formally submitted application. All submitted applications will be the subject of publicity and consultation in accordance with statutory requirements and the Council's adopted procedures. These, and any other matters which may subsequently come to light, may result in additional issues being raised that are pertinent to the determination of the application. It should also be noted that subsequent alterations to local and national planning policies may affect the advice given.