



DEVELOPMENT MANAGEMENT – PRE-APPLICATION & DISCRETIONARY FEES (introduced April 2024)		
PROPOSED FEE LEVELS FOR PRE-APPLICATION (AND RELATED) ADVICE (April 2024)	Fee (VAT included)	Notes
Advice category		
Is planning permission required? (to include a search of our records to ascertain whether permitted development rights have been removed)	£75	The Planning Portal provides guidance on the need for planning permission for the majority of development types and proposals, and customers are advised to use this tool prior to contacting the Council for advice on whether planning permission is required. If a formal decision is required, an application for a Lawful Development Certificate for a Proposed use or development should be submitted.
Is listed building consent required?	£100	If a formal decision is required, an application for a Certificate of Lawfulness of Proposed Works to a listed building should be submitted.
Is a building or structure considered to be curtilage listed?	£100	If a formal decision is required, an application for a Certificate of Lawfulness of Proposed Works to a listed building should be submitted.
Has a planning condition or S.106 legal agreement clause been complied with?	£75 (+ £75 ph) for complicated requests – taking more than 1 hour to be agreed in advance)	For many queries relating to compliance with planning conditions, the customer is able to self-serve (from web and paper files) to find this information.



Simple householder advice (does not include advice relating to development proposals for listed buildings)	£100	Covers simple queries relating to the acceptability of householder development proposals. The response will be brief and will not include a site visit or a meeting and covers a maximum of 2 hours officers time.
Complex householder advice (including advice relating to development proposals for listed buildings)	£200 +£75 if a site visit is required	More comprehensive advice that may require the input of more than one Officer. It is not always necessary to hold a meeting or to carry out a site visit and attendance at a site visit or a meeting will be at the discretion of the Council; however there will be an additional site visit fee. This service includes (including meetings and travel times should they be outside the office) 5 hours of case officer time (Including 2 hours of Specialist time where required). The response will consist of a written response (or alternatively, with agreement, by feedback at a meeting).
Each subsequent hour of officer time above the stated limit (to be agreed in advance) including specialist officers time.	£50	
Any subsequent response to further amendments	£100	
Any subsequent meeting or site visit	£150	
Minor development <ul style="list-style-type: none"> • 1 dwelling (including replacement dwellings and holiday let/tourist accommodation) • Provision of up to 200 square metres of floor space for other uses e.g. equestrian/retail/commercial/industrial/mixed development 	£660 £300	Comprehensive advice that is likely to require the input of more than one Officer. It is sometimes not necessary to hold a meeting or to carry out a site visit and attendance at a site visit or a meeting will be at the discretion of the Council; there will not be an additional fee for the initial site visit. The fee stated is for a maximum of 10 hours officers (including specialists) time (meetings and visits inclusive) and any additions will be charged as above. The responses will consist of a written response (or alternatively, with agreement, by verbal feedback at a meeting).



		The same fee will apply for requests for pre-application advice on reserved matters details.
Additional hour(s) of officer time (including specialist officers) to be agreed and paid in advance	£50	
Any subsequent response to further amendments	£150	This fee will be to review any revised plans or documents and is limited to 2 hours of officer time.
Any subsequent meeting	£250	
Minor development		Comprehensive advice that may require the input of a number of Officers. It is sometimes not necessary to hold a meeting or to carry out a site visit and attendance at a site visit or a meeting will be at the discretion of the Council; there will not be an additional fee for the initial site visit or meetings contained within the time limit.
<ul style="list-style-type: none"> 2 - 9 (inclusive) dwellings (including replacement dwellings and holiday let/tourist accommodation) 	£1,000	
<ul style="list-style-type: none"> Development of less than 0.5 hectares for residential use (if number of dwellings/units is not known) 	£500	The response will consist of a written report (or alternatively, with agreement, by verbal feedback at a meeting).
<ul style="list-style-type: none"> Provision of 200-1,000 square metres of floor space or 0.5 hectares for other uses (where floorspace not known) e.g. equestrian/retail/commercial/industrial/ mixed development 	£500	For those sites where floorspace or housing numbers are not known, general in principle advice will be given commensurate to the amount of information provided to the Council.
<ul style="list-style-type: none"> Development of land for other uses e.g. equestrian/retail/commercial/industrial/mixed development use with a site area of upto 1 hectare 	£500	These fees are limited to 10 hours officer (including specialist) time (meeting and initial site visits included) and additional fees will be charged as stated but agreed in advance with clients.
<ul style="list-style-type: none"> Change of use of land or buildings 	£500	



Additional hour (s) of officer and specialist time (to be agreed and paid in advance)	£60	
Any subsequent response to further amendments	£150	
Any subsequent meeting	£250	
Major applications (other) <ul style="list-style-type: none">• 10 – 199 (inclusive) residential units• Residential development (where the proposed number of units is not specified), with a site area of 0.5 hectares or more and less than four hectares• Provision of 1,000 - 9,999 square metres of floor space for other uses e.g. equestrian/ retail/ commercial/industrial/ mixed development• Development of land for other uses e.g. equestrian/retail/commercial/industrial/mixed development with a site area of one hectare or more and less than two hectares	£2,000	<p>For major applications, we encourage applicants to use Planning Performance Agreements (click the link for further information on PPAs).</p> <p>Comprehensive advice that may require the input of a number of Officers. It is sometimes not necessary to hold a meeting or to carry out a site visit and attendance at a site visit or a meeting will be at the discretion of the Council; there will not be an additional fee for the initial site visit.</p> <p>The fee includes 15 hours of officer (including specialists) time and any additional time will be billed as per the schedule.</p> <p>The response will consist of a written response (or alternatively, with agreement, by verbal feedback at a meeting).</p>
An hour of additional officer (including specialist) time (to be agreed and paid in advance)	£75	
Any subsequent response to further amendments	£250	
Any subsequent meeting	£500	



<p>Major applications</p> <ul style="list-style-type: none"> • 200 or more residential units • Residential development (where the proposed number of units is not specified) with a site area of four hectares or more • Provision of 10,000 square metres or more of floor space for other uses e.g. equestrian/retail commercial/ industrial/ mixed development • Development of land for other uses e.g. equestrian /retail /commercial / industrial / mixed development with a site area of two hectares or more 	£4,000	<p>For major applications, we encourage applicants to use Planning Performance Agreements (click the link for further information on PPAs).</p> <p>Comprehensive advice that may require the input of a number of Officers. It is sometimes not necessary to hold a meeting or to carry out a site visit and attendance at a site visit or a meeting will be at the discretion of the Council; there will not be an additional fee for the initial site visit.</p> <p>The response will consist of a written response (or alternatively, with agreement, by verbal feedback at a meeting) and will contain 25 hours of officer (including specialists) time with additional to be as below and agreed and paid in advance.</p>
Any subsequent response to further amendments	£500	
An hour of additional officer (including specialist) time (to be agreed and paid in advance)	£100	
Any subsequent meeting	£750	
DEVELOPMENT MANAGEMENT – Other Discretionary fees		
General Policy/CIL/S106 related Advice	£150 per hour of officer time.	For those requests that will be longer, the fee will be agreed in advance.



General Planning or other related advice not covered above	£100 per hour	
Applications directly due to disability, or made by Town and Parish Councils	No charge	
Applications made by Registered Social Landlords (RSLs), charities and existing places of worship. Applications relating to enforcement matters.	Bespoke	It is at the Development Managers discretion to reduce the rates above for certain types of applications
Assistance with filling in a planning application form or other related planning document.	£75 per hour	This is to assist members of the public in filling out forms only and can be done via telephone, email or if agreed in advance in person.
Admin charge for applications not submitted on the Planning Portal i.e postal or email.	£25 per application	This charge is to cover the extra time taken to upload applications to the system and any associated printing etc. Please note the Portal charges a similar fee.
Charging for invalid applications (that have not been made valid within 28 days or as indicated/agreed by the Councils validation team).	Householder, advertisements Certificates of Lawfulness & Prior notifications - £50 Minor Applications - £100 Major Applications - £200	The charge is to cover admin costs for corresponding, processing, assessing the validity etc of un-progressed planning applications. The charge will be taken out automatically of any fee to be returned with the application.



Copy of Decision Notice, TPO, Appeal Decision Notice, Enforcement Notices, S111 etc	£30 per document	Most of these are available via self service, The Council will signpost requests to this free option but if officers are required to print, find or sent such documents then the charge will be implemented in advance of delivery.
Copy of S106 or Agreement	£50 per document	See above.
Charges for paper copies of applications	<p>Charge per whole application should all documents be requested.</p> <ul style="list-style-type: none">• £25 per Householder• £50 per Minor/Other• £100 per Major <p>Charges per plan are based on the costs to copy and send out the document and are per sheet.</p> <p>A0 - £8.00 A1 - £7.00 A2 – £6.00 A3 - £5.50 A4 - £4.50 A4 – subsequent copies £0.50</p>	Planning applications are mainly available online to view and can be printed at home or at any other location. The Council will signpost requests to the website for self service but should paper copies be required then the charges here apply. The costs set out here are to cover the time, equipment and postage incurred by the Council for distributing copies of such documents.