

Planning advice charges & service levels

Effective from 6th April 2024



Planning Advice Fees (inc VAT)	
Residential (see also prior approvals for dwelling houses below)	
Domestic Enquiry Form (is permission needed?)	£72.50
Domestic Extensions and ancillary works Enlargement, improvement or alteration of existing dwelling & erection of sheds, fences, gates, walls, means of enclosure etc for purposes ancillary to the existing dwelling house	£72.50 per dwelling
New Dwellings Outline Applications for dwelling houses	£310 for sites under 0.5 hectares 10% of the planning fee +VAT for sites of 0.5 ha or more (max £2,025 +VAT)
In Other Cases - Full applications/Reserved Matters, Changes of use of a building to dwelling house(s) or a single dwelling to two or more dwellings	£310 for fewer than 10 dwellings 10% of the planning fee +VAT for 10 or more dwellings (max £4,050 +VAT)
Other Buildings and Structures eg Employment, Retail etc (Site Area or Gross Floorspace)	
Outline applications for the erection of buildings (other than listed elsewhere in this schedule)	£310 for sites under 1.0 hectare 10% of the planning fee +VAT for sites of 1.0 ha or more (max £2,025 +VAT)
Full applications/Reserved Matters for the erection of buildings (other than listed elsewhere in the schedule)	£102.50 where 40 sq m or less gross floor space created £310 where more than 40 sq m but less than 1,000 sq m created 10% of the planning fee +VAT where 1,000 sq m or more created (max £4,050 +VAT)
The erection, alteration or replacement of plant / machinery	£310 for sites under 1.0 hectare 10% of the planning fee +VAT for sites of 1.0 ha or more (max £4,050 +VAT)
Construction of car parks, service roads etc. where the development is required for a purpose incidental to the existing use of the land	£102.50
Agriculture (Gross Floorspace Applies) The erection, on land used for agriculture, of buildings to be used for agricultural purposes (other than glasshouses)	
Outline	£310 for sites under 1.0 hectare 10% of the planning fee +VAT for sites of 1.0ha or more (max £2,025 +VAT)
Full applications/Reserved Matters	£72.50 where 465 sq m or less gross floor space created £102.50 where 465 – 540 sq m £310 where 540 – 1,000 sq m 10% of the planning fee +VAT where 1,000 sq m or more created (max £4,050 +VAT)
Agricultural Glasshouses	£72.50 £310 £348.30 +VAT
Change of Use	
Change of Use (other than those listed elsewhere in this schedule)	£207.50

Planning Advice Fees (inc VAT)

Other Categories	
Create Playing Fields for sports clubs etc	No Fee
Variation or removal of a condition.	£72.50
Vehicular Access onto a classified/trunk road	£72.50
Shopfronts	£102.50
Advertisements	
Advertisements relating to the business or person operating from the premises	No Fee
Advance signs directing the public to a business	No Fee
All other adverts e.g. hoardings	No Fee
Exemptions	
Extensions or other alterations to a dwelling solely to assist a disabled occupier cope with a specific disability	No Fee (evidence of disability required)
Lop/fell trees covered by Tree Preservation Order	No Fee
Applications by Parish/Community Councils	No Fee
Application for Minor-Material Amendment following a grant of Planning Permission	
All applications	£72.50
Any other Operations not coming within any of the above categories	
All applications	£102.50 minimum or 10% planning fee +VAT whichever is greater
Planning Site Histories & Miscellaneous Enquiries	
Planning site histories	£116
Miscellaneous enquiries not in categories above	£116
County Matters - Minerals, Waste, Gas and Oil Exploration	
Please contact the County Council	

Pre-application discussions:

Service levels:

In introducing charges for pre-application advice the Council wishes to ensure a consistency of our service: The following points are therefore relevant.

The service will provide:-

- Confirmation of request including a reference number, which should be quoted in all correspondence.
- Allocation to a named case officer.
- A request for further information if necessary.
- A meeting or site visit if necessary.
- A written response by letter sent either via the post or e-mail.
- A written response within 15 working days. In more complex cases this response may only be an initial reply with a full reply to follow.
- With an initial request the Council will provide a written response and if required a meeting/ site visit and one follow up response (whether that be in writing or in a meeting). Charges will then apply for any further advice required.

Extent of advice:

The precise nature and content of advice will vary from case to case. The level of advice will depend on the amount of information provided by the enquirer. The advice which may typically be included in a written response would comprise: -

- Identification of any key planning policies and constraints which may affect the proposal.
- Site history.
- Responses to any consultation (not neighbours).
- A broad assessment of whether the principle of the proposed scheme is acceptable or not, including reference to factors which require further investigation or consideration.
- Likely Section 106 contributions needed.
- If applicable, the enquirer will be signposted to the relevant planning application validation requirements.

Limitations:

- We do not draw plans or design the proposal for the applicant.
- The advice is given in good faith and not binding on the Council. The formal decision of the Council can only be given with the submission of a planning application. There is no guarantee that planning permission will be granted for a future application.
- The fee is not refundable.