

GUIDANCE NOTES FOR PRE-APPLICATION ENQUIRY FEES from 1st April 2025

FAST TRACK SERVICE

- The Planning Department offers a FAST TRACK pre-application advice service on request for most development types - see fee details below. This service will accelerate the processing of your enquiry – see timescales below. **PLEASE NOTE owing to current resources and application workloads response times on pre-application enquiries are likely to be slightly longer than the timescales stated below.**

Householder Development £70.00 with no meeting. £140.00 for one meeting. £70.00 for each additional meeting. Fast Track £213.00 (includes one meeting)

Advice relating to development within one domestic curtilage including:-

- domestic extensions and/or alterations to an existing dwelling
- domestic sheds/garages/structures within existing gardens
- solar panels
- decking
- new or replacement driveways
- new domestic access (dropping the kerb)
- new or replacement windows

Timescale – aim to respond within 6 weeks (4 weeks for fast-track). Aim to have a meeting within 4 weeks (3 weeks for Fast Track).

Minor Developments £320.00 for one meeting. Additional meetings £160.00 each. Fast Track £480.00 (includes one meeting)

- Creation of less than 3 (i.e. 1 or 2) new dwellings
- Offices/research/business and light industry < 500m²
- General industry/manufacturing/storage and warehousing < 500m²
- Retail proposals < 500m²
- All other developments covering less than half a hectare (if outline enquiry i.e. advice on principle of development only)

Timescale – aim to respond within 6-8 weeks (4-6 weeks for fast-track) Aim to have a meeting within 5 weeks (3 weeks for Fast Track).

Intermediate Developments £600.00 for one meeting. Additional meetings £293.00 each. Fast Track £900.00 (includes one meeting)

- Creation of 3 to 9 new dwellings (i.e. 3,4,5,6,7,8 or 9)
- Offices/research/business and light industry 500m²–1000m²
- General industry/manufacturing/storage and warehousing 500m²–1000m²
- Retail proposal 500m² –1000m²
- All other developments covering less than one hectare (if outline enquiry i.e. advice on principle of development only)

Timescale – aim to respond within 6-8 weeks (4-6 weeks for fast-track) Aim to have a meeting within 5 weeks (3 weeks for Fast Track).

Major Developments £1812.00 for up to two meetings. Additional meetings £906.00 each. Fast Track £2770.00 (includes up to two meetings)

- Residential schemes involving the creation of more than 9 dwellings but less than 100 dwellings, or where the number of dwellings is not specified, a site area measuring between 1 Ha – 3.5 Ha (if outline enquiry i.e. advice on principle of development only);
- Retail, commercial or industrial schemes that involve development in between 1000m² – 2,500m², or sites measuring between 1ha – 2.5ha;
- Educational, hospital, leisure and recreational schemes on sites between 1ha – 2.5ha (if outline enquiry i.e. advice on principle of development only).

Timescale – aim to respond within 8 weeks (6 weeks for Fast Track). Aim to have first meeting within 4 weeks (3 weeks for Fast Track).

Largescale Major Developments £2452.00 for up to two meetings. Additional meetings £1226.00 each. Fast Track £3730.00 (includes up to two meetings)

- Residential schemes of over 100 units or, where the number of dwellings is not specified, a site area of over 3.5ha;
- Retail, commercial and industrial schemes with a floor space of 2,500² or more or on sites of 2.5ha or more;
- Educational, hospital, leisure and recreational schemes on sites of 2.5 hectares or more;
- Schemes with 2 or more land uses on sites of 2 hectares or more;
- Changes of use of building(s) with a gross floor area of 2,500 sq. m. or more;
- Schedule 1 or Schedule 2 Environmental Impact Assessment (EIA) Development

Timescale – aim to respond within 8 weeks (6 weeks for Fast Track). Aim to have a meeting within 4 weeks (3 weeks for Fast Track).

Listed Buildings or work in Conservation Areas Free of Charge or £133.00 – see below

- Advice for development in a Conservation Area or work to a Listed Building that consists **only of like for like repairs and maintenance** to the existing fabric (not replacement) will be free of charge. Beyond this threshold, advice for **internal alterations only** to Listed Buildings will require a fee of £133.00. **All other advice** is covered by the other categories.

Timescale – aim to respond within 4 weeks if like for like repairs and maintenance to the existing fabric. Aim to respond within 6-8 weeks if beyond this threshold .

Tree Work £94.00

- Services relating to high hedges or tree issues prior to a formal application.

Timescale – aim to respond within 4 weeks.

Advertisements £94.00

- Advice on signs, banners, notices etc.

Timescale – aim to respond within 6 weeks.

Prior Notification £160.00

- Advice on applications involving telecommunications equipment and on all other prior notification such as agricultural, changes of use, Class Q etc...

Timescale – aim to respond within 6 weeks.

All fees are inclusive of VAT (VAT rate of 20.00%) VAT No. 175 3401 74

- Please note whilst the Planning Department will endeavour to provide a response within the target time period occasionally it may take longer owing to staff commitments and/or resources.
- For non-major development involving a meeting, in most cases this will be a phone or Teams meeting after the planning officer has conducted a site visit. A face-to-face meeting in the office or on site will only take place where the planning officer considers this necessary.
- In some cases, there may be a reduced charge for certain groups, i.e., Parish Councils or Community Councils.