

**Appendix 1**  
**Current and proposed schedule of fees for planning pre-application advice.**

Size of proposal	Service	Current		Proposed	
		Fee	Fee incl. of VAT @ 20%	Fee	Fee incl. of VAT @ 20%
Large scale	Meeting	£480	£576	£600	£720
	Written response	£240	£288	£300	£360
	Meeting and written response			£900	£1080
Medium scale	Meeting	£360	£432	£450	£540
	Written response	£180	£216	£225	£270
	Meeting and written response			£675	£810
Small scale	Meeting	£240	£288	£300	£360
	Written response	£120	£144	£150	£180
	Meeting and written response			£450	£540
Householder developments	Meeting	N/A	N/A	£75	£90
	Written response	N/A	N/A	£37.50	£45.00
	Meeting and written response	N/A	N/A	£112.50	£135
Listed buildings – non householder	Meeting	N/A	N/A	£300	£360
	Written response	N/A	N/A	£150	£180
	Meeting and written response	N/A	N/A	£450	£540
Listed buildings - householders	Meeting	N/A	N/A	£75	£90
	Written response	N/A	N/A	£37.5	£45
	Meeting and written response	N/A	N/A	£112.50	£135

Additional fees are charged where, along with planning pre-application advice, advice is required from specialist officers (eg. heritage, design, policy, biodiversity, trees, archaeology, land contamination, noise, sustainability, viability etc), as well as where site meetings are required. These additional charges are currently charged at the rate of £50/hour.

It is proposed that this is increased to an hourly rate of £62.50 plus VAT per hour, i.e.: **Specialist's advice hourly rate £75 per hour inclusive of VAT.**

## **Size thresholds for fee categories**

For the purposes of calculating the appropriate fee, proposals fall into one of the following three categories, which correspond to the following size thresholds:-

**i) Large scale proposals:-** over 25 residential units, or over 2000m<sup>2</sup> of floorspace, or over 1ha of site area, or over 50 student rooms.

**ii) Medium scale proposals:** between 6 & 25 residential units, or 500m<sup>2</sup> & 2000m<sup>2</sup> of floorspace, or 0.2 & 1ha of site area, or 10 & 50 student rooms.

**iii) Small scale proposals:** less than 6 residential units, or less than 500m<sup>2</sup> of floorspace, or less than 0.2 ha of site area, or less than 10 student rooms; also proposals for operational works not creating new floorspace such as shopfronts, general commercial advertising not relating to its premises (such as poster panels) and telecommunications proposals that would require either a planning or a prior approval application.

Mixed development proposals are treated according to their cumulative size.

## **Types of pre-application proposals not currently subject to a fee (free advice)**

- householder extensions and alterations that need permission (either to houses or individual flats), but this does not apply to flat conversions
- advertisements that are specific to the actual premises they are displayed on
- a single annual telecoms roll-out plan meeting with all operators together
- works that only require either listed building and/or conservation area consent
- pre-application discussions resulting directly from enforcement investigations
- public art
- proposals that are exempt from paying fees at application stage, eg. Equalities Act related works
- third parties, at our discretion, depending on the amount of officer time required

In addition we provide a successful drop-in 'duty officer' service free of charge.