

APPENDIX 1

SCHEDULE OF CHARGES FOR PRE-APPLICATION ADVICE CHARGES

PRE-APPLICATION CHARGING SERVICE	MEETING & WRITTEN ADVICE	FOLLOW UP MEETINGS	WRITTEN ADVICE ONLY
Major Development Service (A)	£1,000	£500	£600
<ul style="list-style-type: none"> ➤ Over 9,999 square metres of commercial floorspace; ➤ Over 49 dwellings; ➤ 1,000 – 2,500 square metres retail floorspace; ➤ Major infrastructure projects; ➤ Sites in excess of 1.5 hectares; and, ➤ Drilling operations and wind turbines. 			
Major Development Service (B)	£750	£375	£400
<ul style="list-style-type: none"> ➤ 1,000 – 9,999 square metres of commercial floorspace; ➤ 100 – 999 square metres retail floorspace; ➤ 10 – 49 dwellings; and, ➤ Sites between 1 – 1.5 hectares. 			
Minor Advice Service	£250	£125	£150
<ul style="list-style-type: none"> ➤ 100 – 999 square metres of commercial floorspace; ➤ Up to 100 square metres of retail floorspace; ➤ 1 – 9 dwellings; ➤ Telecommunications developments; ➤ s73 – Variation of conditions (excluding retail with floorspace over 1000 square metres); ➤ Public realm / engineering works; ➤ Minerals, waste and energy projects (on sites up to 1 hectare); and, ➤ Small scale proposals not within above categories. 			
Planning Performance Agreements			
<p>Arranged on a bespoke basis when deemed appropriate with the agreement of developers with planning officer time charged at hourly rate of £100 for a Principal Planning Officer involvement.</p> <p>Where such agreements exist, to recover costs of required external consultancy fees (such as Retail Impact Assessment specialists) plus an admin fee of 10%.</p>			
Exemptions Listed Building Work Minor Elevational Alterations Advertisements Tree Advice / TPO works Non-Material Amendments Householder service			

A detailed explanation of the charging schedule categories is provided below.

1. **The Major Development Service (A) and (B)**

This charge will apply to proposals for major developments which are more likely to be strategically important, complex, and raise sensitive issues. As a result engagement in this service will likely involve communication with both internal and external consultees who would be involved once a formal application is submitted. Meetings will usually be led by the Development Manager or Principal Planning Officer but, depending on the nature of the proposals, could require support from the Planning Policy Manager, highway engineers, ecologists, or environmental health officers.

The charge would assist applicants to assemble their development teams and to identify potential issues which may require specific attention, justification, or mitigation.

Written advice only is offered which could cater for speculative enquiries from agents undertaking valuation exercises by investigating potential land use options for vacant and derelict sites. However, for other purposes, it is anticipated that most developers would recognise the benefits of meetings to discuss issues, opportunities, constraints and a platform to provide meaningful feedback which can influence the final submitted proposals. It also facilitates the building of professional working relationships between applicants and officers which is particularly important given the aspirations of the Council and to support delivery of key priorities and allocations in the emerging GMSF and future Local Plan.

This charge is split into two parts in recognition of the variation in scale of development that is defined as major development within planning regulations.

2. **Minor Advice Service**

The minor advice service is aimed towards smaller scale routine proposals which can be led and managed by a Planning Officer with limited input from other experts. The approach is suitable for small scale commercial proposals such as business extensions, use class enquiries, and telecommunications proposals.

The written advice charge is therefore reflective of this with the research and written advice (rather than a meeting) accounting for the substantial costs.

3. **Planning Performance Agreements**

The charging schedule includes the provision for developers to agree to enter into a Planning Performance Agreement with the local planning authority. This arrangement moves away from arbitrary deadlines and instead works towards a planned timetable negotiated and agreed by both parties. This approach is also likely to require a number of meetings over an agreed timescale and for that reason charges would be based on the hourly rate of £100 per hour for a Principal Planning Officer involvement in agreeing a bespoke fee to cover the whole pre-application process. This is intended to cover arrangements including the options for 'payment in kind' whereby the developer could, for example, fund the costs of an additional officer whose responsibility would be to lead on that particular scheme selected by, and under the direct management of the Local Planning Authority.

4. **Exemptions**

A number of exemptions from the charging schedule are proposed which would extend to include domestic householder proposals, listed buildings*, advertisements, and non-material amendments to existing planning permissions. *The listed building exemption only applies where the works relate solely to an LBC. Where the listed building is part of a wider proposal, the full fees will be payable.