

## The scale of charges

The charges are based on the hourly rate plus on-costs. With comparatively straightforward schemes, it will not involve specialist officers. However, larger schemes may well require expert input that will be charged accordingly.

	<b>Written advice only</b>	<b>Meeting</b>
<b>Householder schemes</b> General advice on issues would be free but comment on a particular scheme would attract the fee.	£36.00	£72.00
<b>Householder Building Control Advice</b> Optional extra charge for building control advice	£22.00	£43.00
<b>Subsequent advice on householder schemes</b> Advice on amended schemes after original request	£30.00	£50.00
<b>Minor Development</b> Residential schemes 1 – 9 dwellings Other buildings up to 999 sqm Unaccompanied site visit	£120.00	£336.00
<b>Minor Development Building Control Advice</b> Optional extra charge for building control advice	£65.00	£129.00
<b>Subsequent advice on minor development</b> Advice on amended schemes after original request	£60.00	£168.00
<b>Major Development</b> 10 up to 40 dwellings site area up to 0.5 ha. 1000 sqm plus floorspace Unaccompanied site visit	£228.00	£552.00
<b>Major Development Building Control Advice</b> Optional extra charge for building control advice	£129.00	£258.00
<b>Subsequent advice on major development</b> Advice on amended schemes after original request	£114.00	£276.00
<b>Strategic Development</b> 41 plus dwellings 2500 sqm plus over 0.5 ha in area	N/A	£960.00
<b>Strategic Development Building Control Advice</b> Optional extra charge for building control advice	N/A	£344.00
<b>Subsequent advice on Strategic development</b> Advice on amended schemes after original request	N/A	£150.00/hour
<b>Subsequent Building Control advice</b> Advice on Building Control issues following original request	N/A	£43.00/hour

**All prices include VAT at 20%**

## **Scheme for Pre-application charging**

Whilst pre-application advice has been available in the past, and no charge has been made, it does not follow that it has not involved a cost to the LPA. The new policies and supplementary planning documents introduced through the LDF process, have considerably widened the scope and extent of information required for the proper consideration of applications. At the same time, many of the statutory bodies have relinquished their consultee role, in favour of matrices and standing advice.

In order to offer the best service in line with guidance from the Planning Advisory Service (PAS) and following the Killian-Pretty Report, it is intended that this Planning Service should be able to provide a comprehensive overview of the policies that will be relevant for a particular application, guidance on the type, extent and detail of information that will be required, and, where possible, give an opinion on whether the proposed scheme is of a satisfactory quality. Where a statutory body would be a consultee (e.g. Highways, Natural England, the Environment Agency), applicants are advised to contact them directly, as the Planning Service would not be able to take a contrary view at the pre-application stage. It is the intention of the Planning Service that, by addressing the major issues at an early stage, the need for costly amendments and resubmissions that can delay the final determination process, will be avoided. This will have significant benefits for the delivery of development.

The scheme and the charges will be reviewed in March 2011.

The purpose of the scheme is to;

- Improve the quality of service
- Improve service delivery
- Improve the quality of submitted applications
- Encourage good quality development schemes
- Reduce the number of appeals
- Ensure that adequate resources are available to deliver the above

It will apply to anyone seeking planning advice for a particular development proposal, prior to the submission of a formal application for planning permission to ECDC.

Exceptions to the charging will be:

- Householders seeking general planning advice, not for a specific proposal.
- Development proposals put forward by Parish Councils
- Proposals required solely to cater for disabled persons.
- Discussions on works to be carried out, by their owners, to an existing Listed Building, dwellings covered by an Article 4 (2) Direction (not to include proposed extensions and/or re-development), or sites with protected trees.

- Sites for wholly affordable housing e.g. exception sites.
- Infrastructure projects, including green infrastructure, where the primary developers are public/statutory bodies, involving schools, hospitals, roads, energy, drainage, nature conservation projects, and parks.

Method of application:

1. Pre-application advice request form to be completed.
2. Form to be submitted together with the appropriate fee.
3. Form to be checked by either a Team Leader or the Principal Development Control Officer. If complete, it will be allocated to a case officer.
4. The Case officer will contact the applicant within 5 working days to discuss whether a written response or a meeting is the most appropriate way forward. A written response does not preclude further queries if required. The case officer will set out a timetable for responses, either written, or following a meeting, in consultation with the applicant.
5. Meetings will be followed by a written report that sets out the advice of the planning officers. Although this can be presented and referred to in any formal submission for planning permission, the report represents the informal views of those officers and is offered without prejudice to the formal decision of the Planning Authority.
6. Records of all pre-application advice will be kept electronically, and will be available for reference when a planning application is being considered. It cannot be guaranteed that the initial case officer will be able to deal with the later submission. If at all possible, the link will be retained.
7. For schemes that are of District-wide importance, it may be appropriate to arrange a presentation to Members. This would be for information purposes only, in order to avoid any prejudice to the consideration of a later application by the Planning Committee.