

APPENDIX 1 – ECDC DEVELOPMENT MANAGEMENT – PRE-APPLICATION FEES & DISCRETIONARY CHARGES

Advice category	Fee (VAT included)	Notes
Is listed building consent required? (Informal advice)	£100	If a formal decision is required, an application for a Certificate of Lawfulness of Proposed Works to a listed building should be submitted.
Is a building or structure considered to be curtilage listed? (Informal advice)	£100	If a formal decision is required, an application for a Certificate of Lawfulness of Proposed Works to a listed building should be submitted.
CONDITIONS AND S106 CLAUSES		
Has a planning condition or S.106 legal agreement clause been complied with?	£500	For many queries relating to compliance with planning conditions, the customer is able to self-serve (from web and paper files) to find this information.
BASIC HOUSEHOLDER ADVICE – WRITTEN ONLY		
Basic householder advice (does not include advice relating to development proposals for listed buildings) Examples: <ul style="list-style-type: none"> • Small scale single extensions • Other extensions which are not tantamount to a redesigned dwelling house • Outbuildings • Minor external works (not listed/CA). 	£150	Covers simple queries relating to the acceptability of householder development proposals. The response will be brief and will not include a site visit or a meeting. It covers a maximum of 2 hours officers time, but will include officers views as to the acceptability of the scheme proposed. Should a proposal not fit within this category upon submission you will be advised accordingly by the validation team and a further fee to enable detailed advice will be required.
DETAILED HOUSEHOLDER ADVICE		
In depth householder advice (including advice relating to development proposals for listed	£300	More comprehensive advice that may require the input of more than one Officer. It is sometimes not necessary to hold a meeting or to carry out a site visit and attendance at a site

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<p>buildings). This service includes (where required) a site visit or meeting within the hours paid for.</p>		<p>visit or a meeting will be at the discretion of the Council; This service includes 6 hours of case officer time. This includes meetings and travel times should they be outside the office and Specialist officers time where required.</p> <p>The response will consist of a written response and where appropriate verbal feedback at a meeting prior to the issuance of the response.</p>
<p>Each subsequent hour of officer time above the stated limit (to be agreed in advance) including specialist officers time.</p>	<p>£50</p>	
<p>Any subsequent response to further amendments</p>	<p>£100</p>	
<p>Any subsequent meeting or site visit</p>	<p>£75</p>	
<p>MINOR DEVELOPMENT</p>		
<ul style="list-style-type: none"> • 1 dwelling (including replacement dwellings and holiday let/tourist accommodation) • Provision of up to 1000 square metres of floor space for other uses e.g. equestrian/retail/commercial/industrial/ mixed development 	<p>£400</p>	<p>Comprehensive advice that is likely to require the input of more than one Officer. It is sometimes not necessary to hold a meeting or to carry out a site visit and attendance at a site visit or a meeting will be at the discretion of the Council; there will not be an additional fee for the initial site visit. The fee stated is for a maximum of 8 hours officers time. This includes meetings and travel times should they be outside the office and Specialist officers time where required.</p> <p>Any additions will be charged as below.</p> <p>The responses will consist of a written response and where appropriate verbal feedback at a meeting prior to the issuance of the response.</p>

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		The same fee will apply for requests for pre-application advice on reserved matters details.
Additional hour(s) of officer time (including specialist officers) to be agreed and paid in advance	£50	
Any subsequent response to further amendments	£100	This fee will be to review any revised plans or documents and is limited to 2 hours of officer time.
Any subsequent meeting / Site visit	£100	
MINOR DEVELOPMENTS		
<ul style="list-style-type: none"> • 2 - 9 (inclusive) dwellings (including replacement dwellings and holiday let/tourist accommodation) 	£750 (2-3 Dwellings)	Comprehensive advice that may require the input of a number of Officers. It is sometimes not necessary to hold a meeting or to carry out a site visit and attendance at a site visit or a meeting will be at the discretion of the Council; there will not be an additional fee for the initial site visit or meetings contained within the time limit.
	£1,000 (4-9 Dwellings)	
<ul style="list-style-type: none"> • Development of less than 0.5 hectares for residential use (if number of dwellings/units is not known) 	£500	The response will consist of a written report and where appropriate verbal feedback at a meeting prior to the issuance of the response.
<ul style="list-style-type: none"> • Development of land for other uses e.g. equestrian/retail/agricultural/mixed development use with a site area of up to 1 hectare 	£500	For those sites where floorspace or housing numbers are not known, general in principle advice will be given commensurate to the amount of information provided to the Council.
<ul style="list-style-type: none"> • Change of use of land or buildings 	£500	These fees are limited to 10 hours officer time. This includes meetings and travel times should they be outside the office and Specialist officers time where required. Any additional fees will be charged as stated but agreed in advance with clients.

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		The same fee will apply for requests for pre-application advice on reserved matters details.
Additional hour (s) of officer and specialist time (to be agreed and paid in advance)	£60	
Any subsequent response to further amendments	£150	
Any subsequent meeting	£150	
MAJOR DEVELOPMENTS		
<ul style="list-style-type: none"> • 10 – 40 (inclusive) residential units • 41-99 (inclusive) residential units • Residential development (where the proposed number of units is not specified), with a site area of 0.5 hectares or more and less than four hectares • Provision of 1,000 - 9,999 square metres of floor space for other uses e.g. equestrian/ retail/ commercial/industrial/ mixed development 	<p>£2,000</p> <p>£4000</p> <p>£2000</p> <p>£2000</p>	<p>Comprehensive advice that may require the input of a number of Officers. It is sometimes not necessary to hold a meeting or to carry out a site visit and attendance at a site visit or a meeting will be at the discretion of the Council; there will not be an additional fee for the initial site visit.</p> <p>The fee includes 15 hours of officer (including specialists) time and any additional time will be billed as per the schedule.</p> <p>The response will consist of a written and where appropriate verbal feedback at a meeting prior to the issuance of the response.</p> <p>The same fee will apply for requests for pre-application advice on reserved matters details.</p>
An hour of additional officer (including specialist) time (to be agreed and paid in advance)	£75	
Any subsequent response to further amendments	£250	
Any subsequent meeting	£500	

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STRATEGIC DEVELOPMENTS		
<ul style="list-style-type: none"> • 100 or more residential units 	<p>Starting at £7000 via a PPA or bespoke price</p>	<p>For major applications, we encourage applicants to use a Planning Performance Agreement – For such sites if a PPA is not considered required we will provide a bespoke quote based upon the likely complexity and time required to provide a response. The baseline price is as indicated. Such fees will include technical specialists but should any external reports be required applicants will be expected to pay for these (before they are commissioned – with fees to be agreed)</p>
<ul style="list-style-type: none"> • Residential development (where the proposed number of units is not specified) with a site area of four hectares or more 	<p>£4,000</p>	<p>Comprehensive advice that may require the input of a number of Officers. It is sometimes not necessary to hold a meeting or to carry out a site visit and attendance at a site visit or a meeting will be at the discretion of the Council;</p>
<ul style="list-style-type: none"> • Provision of 10,000 square metres or more of floor space for other uses e.g. equestrian/retail commercial/ industrial/ mixed development 	<p>£4000</p>	<p>The response will consist of a written and where appropriate verbal feedback at a meeting prior to the issuance of the response.</p>
<ul style="list-style-type: none"> • Development of land for other uses e.g. equestrian /retail /commercial / industrial / mixed development with a site area of two hectares or more 	<p>£4000</p>	<p>The service includes 25 hours of officer time. This includes meetings and travel times should they be outside the office and Specialist officers time where required.</p> <p>Any additional fees will be agreed in advance with clients.</p> <p>The same fee will apply for requests for pre-application advice on reserved matters details.</p>
<p>Any subsequent response to further amendments</p>	<p>£500</p>	

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An hour of additional officer (including specialist) time (to be agreed and paid in advance)	£100	
Any subsequent meeting	£500	
OTHER DISCRETIONARY PLANNING RELATED FEES		
CIL/S106/BNG related Advice (where resource is available)	£100 per hour of officer time	For those requests that will be longer, the fee will be agreed in advance. For these types of request the team will confirm as soon as practicable if it able to respond to the query. Should this not be possible any fee paid will be returned without an admin fee deducted.
General Planning or other related advice not covered above	£100 per hour	
Admin charge for applications not submitted on the Planning Portal i.e postal or email.	£25 per application	This charge is to cover the extra time taken to upload applications to the system and any associated printing etc. Please note the Planning Portal charges a similar fee.
Charging for invalid applications (that have not been made valid within 28 days or as indicated/agreed by the Councils validation team).		The charge is to cover admin costs for corresponding, processing, assessing the validity etc of un-progressed planning applications. The charge will be taken out automatically of any fee to be returned with the application.
<ul style="list-style-type: none"> • Householder, advertisements, Certificates of Lawfulness & Prior notifications • Minor Applications • Major Applications 	<p>£50</p> <p>£100</p> <p>£200</p>	