

This document provides guidance in respect of the charges and procedures for pre-application advice on all development.

Development Category	Charging rate (including VAT) – Effective 1st April 2018
<p><b>DO I NEED PLANNING PERMISSION REQUESTS</b>  <b>EXEMPTION 1 – DOMESTIC DWELLINGS/ HOUSEHOLDER ENQUIRIES</b>                      To obtain a view from the Authority as to whether planning permission is required for an extension to a dwelling or the erection of a building or structure within the garden area (this could include but not be exclusive of a detached garage, erection of fencing, erection of decking, etc.)</p>	<p>Fixed Charge of <b>£60</b> (£50+VAT)                      This will cover one letter.</p>
<p><b>EXEMPTION 2 – COMMERCIAL ENQUIRIES</b>                      To obtain a view from the Authority as to whether planning permission is required for a development proposal (which could include an extension, alteration to an elevation, change in levels) or a change of use.</p>	<p>Fixed Charge of <b>£60</b> (£50+VAT)                      This will cover one letter.</p>
<p><b>PRE-APPLICATION ADVICE ON A DEVELOPMENT PROPOSAL</b>                      New floor-space or change of use of 10,000 square metres or more or where the site area is 2 hectares or more.                      Development subject to an Environmental Impact Assessment (EIA).</p>	<p>Fixed charge of <b>£1440</b> (1200+VAT). This would cover a site visit, up to 3 no. 1 hour meetings) with the case officer and one letter.                       Schemes requiring a larger Officer input to be agreed on a bespoke basis by the Business Manager.</p>
<p><b>CATEGORY A – LARGE SCALE MAJOR DEVELOPMENT</b>                      Residential development of 100 or more dwellings or where the site area is 4 hectares or more.</p>	<p>Fixed charge of <b>£1800</b> (£1500 +VAT)                      This will cover a site visit, up to 3 no. 1 hour meetings) with the case officer and one letter.                       For development proposals of a more significant nature, requiring more regular meetings a bespoke fee will be agreed.</p>
<p><b>CATEGORY B – SMALL SCALE MAJOR DEVELOPMENT</b>                      Residential development of between 10 and 99 dwellings (inclusive) dwellings or where the site area is 0.5 hectares up to less than 4 hectares</p>	<p>Fixed charge of <b>£960</b> (£800+VAT)                      This will cover a site visit, up to 2 no. 1 hour meetings with the case officer and one letter</p>
<p><b>CATEGORY C – SMALL SCALE OTHER DEVELOPMENT</b>                      Examples include:                      Residential development of between 2 and 9 dwellings or where the site area is below 0.5 hectares.</p>	<p>Fixed charge of <b>£540</b> (£450+VAT)                      This will cover a site visit, 1 hour meeting with the case officer and one letter.</p>
<p><b>CATEGORY D – All OTHER DEVELOPMENT AND CONSENTS NOT WITHIN CATEGORIES A TO C BUT EXCLUDING HOUSEHOLDER DEVELOPMENT</b>                      Examples include:</p> <ul style="list-style-type: none"> <li>• 1 new dwelling;</li> <li>• New floor space or change of use of less than 300sqm; and</li> <li>• Advert Consent;</li> </ul>	<p>Fixed charge of <b>£192</b> (£160+VAT)                      This will cover a site visit, 1 hour meeting with the case officer and one letter.</p>
<p><b>CATEGORY E – WIND TURBINE(S)</b></p>	<p>Fixed charge of <b>£1200</b> (£1000+VAT)                      This will cover a site visit, 2 hour meeting with the case officer and one letter.</p>

	For proposals of a more significant nature, requiring more regular meetings a bespoke fee will be agreed.
<b>CATEGORY F – HOUSE HOLDER APPLICATIONS</b> works to a house or within its garden. (NB. a fee DOES NOT apply to Listed Buildings in domestic use, for maintenance and repair advice (unless part of a redevelopment proposal – see pre-app categories above), or if the building represents heritage at risk (e.g. if on a risk register and/or in a Conservation Area at risk)	<b>£60</b> (£50+VAT) Unless an exemption has advised that planning permission is required. In which case advice on likely acceptability can be obtained for <b>£24</b> (£20+VAT).
<b>CATEGORY G – REQUESTS FOR CONFIRMATION OF COMPLIANCE WITH S106 AGREEMENTS</b> Where a request is made for confirmation of compliance with a legal agreement associated with a planning permission, whether it be through submission of details to comply or for subsequent requests to confirm requirements have been met.	<b>£97</b> (£81+VAT)
<b>CATEGORY H – ADVICE WHICH IS NOT COVERED BY ANY OF THE ABOVE CATEGORIES</b>	A bespoke fee will be agreed in advance based on the likely time taken and the level of experience of the Officer required to provide any such advice.

In instances where a development proposal may fall within 2 no. categories, for example it may also require an associated Listed Building Consent, the higher fee is payable as opposed to an aggregated payment.

Where it is requested and agreed that that a Senior Manager also attends a meeting with the case officer, an additional charge, based on an hourly rate, may be payable.

Where follow-up advice is required an hourly rate will be charged, which shall firstly be agreed by and paid to the Local Planning Authority

#### **TERMS AND CONDITIONS**

All of the above charges are inclusive of VAT.

Standard fees plus VAT must be paid on submission of the request for advice.

Payment can be made by debit or credit card using either our on-line service at [www.newark-sherwooddc.gov.uk/pay/](http://www.newark-sherwooddc.gov.uk/pay/) (available 24 hours a day, 365 days a year) or by telephoning us on 01636 650000.

#### **SERVICE STANDARDS AND SUBMISSION REQUIREMENTS**

##### **Exemptions (Do I need Planning Permission Requests)**

Prospective applicants seeking advice as to whether planning permission is required for either a house extension or household development in a garden are required to complete an Exemption Form 1. Those seeking guidance for commercial proposals in terms of establishing whether planning permission is required should complete an Exemption Form 2. Both forms are available on our website [www.newark-sherwooddc.gov.uk/planning/pre-applicationadvice/](http://www.newark-sherwooddc.gov.uk/planning/pre-applicationadvice/) and at our offices. This form sets out the information that is expected from prospective applicants in order for the request to be valid.

All Exemption requests will be responded to wherever possible within 21 days. You will receive acknowledgement of your request for the advice within 1 week of a valid request, unless you are informed otherwise. The Council will advise you if your request is invalid, explaining the reasons why and allowing you time to submit any missing information. Please note that in circumstances where any missing information is not received within 4 weeks of the original submission, the fee will be returned but £25 will be deducted for administration costs.

##### **Pre Application Advice**

Prospective applicants seeking exemption or pre-application advice are required to complete either an 'Exemption' or a 'Request for Pre-application Advice' form which is available on our website [www.newark-sherwooddc.gov.uk/planning/pre-applicationadvice/](http://www.newark-sherwooddc.gov.uk/planning/pre-applicationadvice/) and at our reception at Castle House. This form sets out the information that is expected from prospective applicants in order for the request to be valid.

Within 1 week of receiving a request for pre-application advice, the service will contact you to confirm:

- that your request for advice has been received;
- that the fee, if submitted with the form, is correct or if a fee has not been submitted with the form, what the fee is;
- any additional information that is required before pre-application advice is offered; and the name of the planning case officer who will be providing the advice.

Where a fee has been submitted for advice without all other necessary information and the additional information is not received within 4 weeks of the original submission, the fee will be returned but £25 will be deducted for administration costs.

The target date for responding to a valid request will be 5 weeks, although this cannot always be guaranteed for more complex schemes.

The case officer will:

- Research the history of the site;
- Undertake an unaccompanied site visit (sometimes we may ask you or a representative to attend to gain access and to fact find);
- Consult with key statutory and non-statutory consultees where applicable;
- Identify and assess the prospective application against Council policies and standards;
- Arrange to attend a meeting with the prospective applicant (normally at the Council Offices) where applicable. Where specialist advice is requested at a meeting, the necessary officers will attend subject to availability; and
- Provide a detailed written response in the context of the plans/information provided and meeting discussions which will include a list of supporting documents that would need to be submitted with any application to ensure that it is valid on receipt, a list of possible conditions that could be attached to any similar proposal if submitted (providing that the proposal would not be unacceptable), and details of any responses received from statutory and other consultees through the pre-application process.

Where follow up advice is sought, this must be made in writing and must include the original planning reference given by the Council and clear details of the additional advice being requested. Any such requests will be acknowledged in writing within 1 week and will include an estimate of the cost for the additional advice. If you then wish to proceed, the fee must be paid in full prior to any advice being issued.

## **QUALIFICATION**

Any views or opinions expressed are in good faith, without prejudice to the formal consideration of any planning application, which will be subject to public consultation (which will include the relevant Town or Parish Council) and ultimately decided by the Council.

It should be noted that subsequent alterations to legislation or local, regional and national policies might affect the advice given.

Caution should be exercised in respect of pre-application advice for schemes that are not submitted within a short time of the Council's advice letter.

## **PROCESSING OF SUBSEQUENT PLANNING APPLICATIONS**

The planning service will seek to process applications within the DCLG prescribed timescale. However, applications submitted following pre-application advice may take less time to determine. Applications that have been submitted in the absence of any pre-application discussions are likely to be refused without further negotiation where significant amendments are required to make the development acceptable.

## **CONTACT US**

If you have any queries regarding the pre-application advice service please visit our website [www.newark-sherwooddc.gov.uk/planning/pre-applicationadvice/](http://www.newark-sherwooddc.gov.uk/planning/pre-applicationadvice/) or contact us by email [planning@nsdc.info](mailto:planning@nsdc.info) or 01636 650000