

**PLANNING AND INFRASTRUCTURE PORTFOLIO HOLDER DECISION –
27 JANUARY 2021**

REVISED PRE-APPLICATION FEES

1. INTRODUCTION

- 1.1 The purpose of this report is to agree a fee schedule to accompany the revised pre-application service within Planning.

2. BACKGROUND

- 2.1 The Cabinet considered a report at the October meeting which set out a broad structure for a revised pre-application service. Cabinet approved a 4 week consultation with regular agents and other internal officers on the proposed redesigned service. The consultation ran from 8 October 2020 to the 6 November 2020, a modest response was received with no strong objections to the proposed changes.
- 2.2 There are no fundamental changes proposed to that presented to Cabinet in October 2020 and subject to approval of fees, the new process can be in place with immediate effect.

3. PROPOSED FEE LEVELS

- 3.1 The new pre-application service will offer advice in relation to 7 categories:

- Duty Officer for general enquiries
- Planning for Householders
- Planning for Businesses
- Planning for Residential Development
- Listed Buildings
- Trees
- Local Plan Strategic Sites

- 3.2 The Duty Officer system will operate 3 mornings a week and offer free 15 minute bookable slots for a phone call with a planning officer to offer basic planning guidance not related to specific schemes.

- 3.3 For householder, business and residential development enquiries, it is proposed that the fee system will operate on a 3 stage process.

Stage 1. Fee will be 25% (plus VAT) of the planning fee for the proposed development and particular type of application.

Stage 2. Following the written advice, if further advice is required relating to the same site then further pre-application advice will be given at 15% (plus VAT) of the planning fee for that particular type of application.

Stage 3. For any further advice relating to the same site after both the first and second stage advice has been given then additional advice can be given at 10% (plus VAT) of the planning fee.

- 3.4 All advice will be in writing only and any site visits will be at the discretion of the allocated planning officer.

- 3.5 For Strategic development sites a fee and programme will be negotiated, however the minimum cost will be 25% (plus VAT) of the planning application fee.
- 3.6 As an example, for Stage 1 advice, a householder enquiry would pay £51.50 + VAT totalling £61.80.
- 3.7 The fee for Listed Buildings and Tree works pre-application advice will be set at £60 (including VAT).

4. FINANCIAL IMPLICATIONS

- 4.1 As set out in the Cabinet report, a revised fee schedule will bring the Council in line with neighbouring authorities, particularly in relation to householder enquiries.

5. CRIME & DISORDER AND ENVIRONMENTAL IMPLICATIONS

- 5.1 None

6. EQUALITY & DIVERSITY IMPLICATIONS

- 6.1 It is considered that there are no specific equalities implications. Pre-application advice is offered on a without prejudice basis and operates within the constraints of the Development Plan. This service will be fully inclusive and available to all.

7. RECOMMENDATIONS

- 7.1 That the pre-application charges set out in this report be approved and introduced with immediate effect.

8. PORTFOLIO HOLDER ENDORSEMENT

I have agreed to the recommendation of this report.

CLLR E J HERON

Sign:

Date: 27 January 2021

For further information contact:

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Background Papers:

Report to Cabinet 7 October 2020 –
Revised Pre-application Service
<https://democracy.newforest.gov.uk/documents/s16066/Revised%20Pre-Application%20Service.pdf>

Date on which notice given of this Decision – 27 January 2021
Last date for call-in – 3 February 2021