

## **Appendix A: Current Pre-Application Service and Charging Schedule**

### **Duty Planner Service**

If you have a simple query, relating to household development only, you can call the duty planner on 020 8921 5019 (Monday to Friday, 1pm and 4pm). If you already have an application with us, please contact your case officer directly as the duty planner cannot comment on current cases.

If your query is more complex, please use the pre-application advice service.

### **Types of pre-application advice service**

There are two types of service:

- pre-application advice service for residential and small business applications (15-day service)
- pre-application advice service for larger scale developments (30-day service)

Advice for householder applications and most small business applications is free, but larger developments will need to pay a fee. Please refer to the 'larger scale development pre-application advice' page for further information about charges.

### **Residential and small business pre-application advice**

This is a free service - also known as the 15-day pre-application service - available for:

1. householder development - development proposals that relate to a dwelling house or flat (other than conversion)
2. 'other' and small-scale development proposals, that is:
  - changes of use of 99 sq m or less
  - extensions to commercial properties of 99 sq m or less
  - shop fronts
  - minor physical alterations to commercial properties
  - small scale advertisement applications
  - individual telecommunications equipment
  - developments involving listed buildings or building in Conservation Areas.

### **What you get from the service**

The service will provide you with:

- a dedicated case officer
- a written response with our pre-application advice
- a site visit, if appropriate
- a comprehensive written response in the form of a Pre-Application Report.

Timeframes for this service are as follows:

- within five working days we will send you a letter confirming receipt and acceptance of your pre-application request or advising of the need for more information.
- within 15 working days of receipt of all information we will send you our pre-application advice.

### Larger scale development pre-application advice

For larger scale development applications, there is a paid pre-application advice service. We have been providing this as a '30-day pre-application advice service'.

In the meantime, we will continue to offer a paid pre-application service for larger scale development applications which will provide you with:

- a dedicated case officer
- a site visit, if appropriate
- a meeting with planning and other technical officers, as appropriate
- an opportunity to present your proposals in person
- a meeting on site, if appropriate
- a comprehensive written response in the form of a pre-application report.

Time frames for this service:

- We aim to provide a pre-application report containing our advice within 30 working days but will advise you if we are unable to meet that deadline in writing. In this situation, we will advise you of and seek your agreement to an extended target date.

### Fee table for larger scale development pre-application advice

<b>Fees for 30-day pre-application advice - 1 April 2018 to 31 March 2019</b>		
<b>Development type</b>	<b>Initial fee</b>	<b>Subsequent meetings or advice</b>
Concept meeting - all development	£600 (plus VAT)	N/A
1 to 9 dwellings or 100 to 999 sq m non-residential floor space (including Change of Use), Advertisements, Telecommunications	£1,030 (plus VAT)	£515 (plus VAT)
10 to 199 units or 1,000 to 9,999 sq m non-residential floor space (including Change of Use) or up to 0.49 ha site area	£2,940 (plus VAT)	£1,470 (plus VAT)
200 or more units, or over 10,000 sq m non-residential floor space (including Change of Use) or over 0.5 ha site area	£5,130 (plus VAT)	£2,565 (plus VAT)
Briefs or masterplans - on application	On application	On application

Advice in respect of planning conditions yet to be submitted will be charged at the rate for subsequent meetings or advice.