

Appendix B: Proposed Duty Planner and Pre-Application Fee Schedule

Service	Who for?	What you can expect	Fees	Additional Services
Duty Planner and Minor Applications				
Duty Planner – Homeowner + Small Business	Advice on plans to extend, alter or improve houses or flats including permitted development	<ul style="list-style-type: none"> Meeting with Planning Officer. A written response providing an analysis of the merits and a summary of meeting discussion 	£150 + VAT – meeting only	
	Advice on change of use for small businesses (up to 99sqm), extensions up to 99sqm for small business, shopfront alterations or advertising.	<ul style="list-style-type: none"> A site visit – additional cost 	£200 + VAT - meeting plus site visit	£75 + VAT Follow up meeting
Duty Planner - Listed Building	People who want advice on their plans to extend, alter or improve their listed building – house, flat, shopfront alterations or advertising or small business	<ul style="list-style-type: none"> Meeting with Conservation Officer A written response providing an analysis of the merits and a summary of meeting discussion A site visit – additional cost If Duty Planner advice is required a combined fee is payable 	£200 + VAT – listed building advice only £300 + VAT – advice + site visit Add an additional £150 + VAT for Duty Planner if required	£100 + VAT Follow up meeting £40 + VAT – Submission of Conditions
Small Proposals	1-3 units (including conversions of a house to flats) New build or extensions of 99 sqm-499sqm Change of use 100sqm-499sqm Telecoms masts and equipment	<ul style="list-style-type: none"> Meeting with Planning Officer and other specialist officers if applicable A written response providing an analysis of the merits and a summary of meeting discussion A site visit – additional cost 	£500 + VAT – meeting only	£250 + VAT Follow up meeting
			£600 + VAT - meeting plus site visit	£100 + VAT – Submission of Conditions, NMA, MMA
Medium Proposals	4-9 units (including flat conversions) New build or extensions of 500sqm-999sqm Change of use 500sqm-999sqm	<ul style="list-style-type: none"> Meeting with Planning Officer and other specialist officers if applicable Site visit A written response providing a précis of meeting discussion 	£1,500 + VAT	£750 + VAT Follow up meeting £600 + VAT – Submission of Conditions, NMA, MMA
Planning Enforcement				
Homeowner	People who want advice on submitting an application as a result of a planning enforcement investigation regarding their home or flat	<ul style="list-style-type: none"> Meeting with Planning and Planning Enforcement Officer. A written response providing guidance on if planning permission is likely to be granted in regards to the enforcement investigation or what amendments are likely to be required for the Council to support the proposal 	£250 + VAT	£150 + VAT Follow up meeting
Small Business, Community Use	People who want advice on submitting an application as a result of a planning enforcement investigation regarding their commercial proposal or community use	<ul style="list-style-type: none"> Meeting with Planning and Planning Enforcement Officer. A written response providing guidance on if planning permission is likely to be granted in regards to the enforcement investigation or what amendments are likely to be required for the Council to support the proposal 	£250 + VAT	£150 + VAT Follow up meeting

Majors				
Service	Who for?	What you can expect	Fees	Additional Services
Medium Scale Major Development Proposals	10-49 units New build or extensions of 4,999sqm-9,999sqm Change of use 4,999sqm-9,999sqm	<ul style="list-style-type: none"> Meeting with Planning Officer and Development team Site visit Formal advice letter Confirmation of likely Planning Obligations heads of term Confirmation of likely supporting documents required Inclusion with VU.CITY computer modelling 	£3,000 + VAT Additional technical expertise including: <ul style="list-style-type: none"> Design panel Legal advice + s106, Draft Viability review Draft ES review Sunlight/daylight Other identified specialist areas will be charged separately 	£1,500+ VAT Follow up meeting £200 + VAT Pre submission validation check £1200 + VAT – Submission of Conditions, NMA, MMA
Large Scale Major Development Proposals	50-149 units New build or extensions 10,000sqm to 15,000sqm Change of use 10,000sqm to 15,000sqm	<ul style="list-style-type: none"> Meeting with Planning Officer and Development team Site visit Formal advice letter Confirmation of likely Planning Obligations heads of term Confirmation of likely supporting documents required Agree application timeframes within a Planning Performance Agreement Inclusion with VU.CITY computer modelling 	£5,000 + VAT Additional technical expertise including: <ul style="list-style-type: none"> Design panel Legal advice + s106, Draft Viability review Draft ES review Sunlight/daylight Other identified specialist areas will be charged separately 	£2,500 + VAT Follow up meeting £300 + VAT Pre submission validation check £2000 + VAT – Submission of Conditions, NMA, MMA
Strategic Major Development Proposals	150 units + New build or extensions over 15,000sqm Change of use over 15,000sqm	<ul style="list-style-type: none"> Meeting with Planning Officer and Development team Site visit Formal advice letter Confirmation of likely Planning Obligations heads of term Confirmation of likely supporting documents required Agree application timeframes within a Planning Performance Agreement Inclusion with VU.CITY computer modelling 	£7,000 + VAT Additional technical expertise including: <ul style="list-style-type: none"> Design panel Legal advice + s106, Draft Viability review Draft ES review Sunlight/daylight Other identified specialist areas will be charged separately 	£3,500 + VAT Follow up meeting £400 + VAT Pre submission validation check £2,800 + VAT – Submission of Conditions, NMA, MMA
Planning Performance Agreements	For all major proposals, we strongly encourage all applicants to work collaboratively with us via a Planning Performance Agreement.	<ul style="list-style-type: none"> Bespoke service to be agreed with Major Development Manager 	Subject to Scope	Bespoke service to be agreed with Development Manager
Greenwich Design Review Panel	For all major proposals, we strongly encourage all applicants to present their scheme to Design Panel.	Guidance on Design Review Panel can be	£5,000 + VAT - Design Workshop £5,000 + VAT - Design Review £3,500 + VAT - Desktop Review	££5,000 + VAT - Second Workshop £5,000 + VAT - Second Review £3,500 + VAT - Second Review