

## Appendix C

Activity	Current Fee £ (2018/19)	Proposed Fee £ (2019/20)	Comments
Confirmation of closure of enforcement case where it was found not expedient to take action. (available for a 12 month period following closure of the case)	£60	£60	If the Council has been in contact with you recently to investigate a breach of planning control and determined not to take any action you will be verbally advised of the outcome. Use this service if you require a letter of comfort confirming the Council's decision on the matter on a case closed in the last 12 months.
Confirmation of compliance with Enforcement Notice or Breach of Condition Notice (including site visit)	£300	£300	Includes a site visit, full check of the enforcement case and written confirmation of the outcome. Use this service if you require confirmation that an Enforcement Notice served by the Local Planning Authority has been complied with.
Confirmation of compliance with listed building consent (available for a 12 month period following completion of the development)	£300	£300	Includes a site visit to compare the development against the plans and written confirmation of our findings. Only available within 12 months of completion. Use this service if you have completed a listed building project and you wish to sell the property.  If the completion was over 12 months ago, use the 'help resolving conveyancing issues' service detailed below

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Help resolving planning history questions	£500	£500	Includes a full check of the planning and planning enforcement history, a site visit to view the development, a 1 hour meeting if it is deemed necessary by the case officer, any necessary in house consultations, written confirmation of the outcome, a formal decision as to whether enforcement action will be taken and/or confirmation of steps required to remedy the situation, if any. Response will be provided in 20 working days in most cases (can be extended by agreement if further consultation or investigation is required). Use this quick service if you are buying or selling a property/land and a planning query arises through the conveyancing process. For example, unauthorised works have been discovered or planning conditions have not been complied with.
Confirmation of compliance with section 106 planning obligations (desktop assessment)	£160 plus additional £115 if site visit needed	£160 plus additional £115 if site visit needed	This is a desktop check of the Council's records. If the clause in the agreement requires something to be undertaken on site it would be necessary to undertake a site visit for which there will be an additional charge. Use this service if you require confirmation that the clauses of the agreement have been complied with

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Duty Planner	£30	£40	This is a 30 minute appointment with one of the Development Management planners by telephone or face to face.
<p>The Validation checking service fee is in addition to the planning for processing. This will include an assessment of whether an application is valid, fee queries, and technical questions regarding what type of application is needed. There are three fee levels based on the complexity of the development. This would be undertaken on an appointment basis.</p>			<p>The Validation checking service fee is in addition to the planning for processing. This will include an assessment of whether an application is valid, fee queries, and technical questions regarding what type of application is needed. There are three fee levels based on the complexity of the development. This would be undertaken on an appointment basis.</p>
Major Development - This will include 1 validation check of the application at plus 1 re-check	£85	£85	
Minor Development - This will include 1 validation check of the application at plus 1 re-check	£50	£50	

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Householder and Other Development - This will include 1 validation check of the application at plus 1 re-check	£40	£40	
Pre-Application Fees	£180 plus £180 for any additional meeting/response required	£180 plus £180 for any additional meeting/response required	<b>Householder/Listed Building/Advertisements</b> one meeting with a written response
	£180	£180	<b>Small Minor (1-2 Dwellings or non-residential floor space up to 499 sqm, telecommunications, Lawful development Certificate Advice and changes or use except dwellings, where there is no operational development)</b>  One Scoping meeting with agreed notes from the meeting
	£420 (£240 if it follows a scoping meeting) plus £180 for any additional	£420 (£240 if it follows a scoping meeting) plus £180 for any additional	Full pre-app – one meeting plus a written response.

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	meeting or response	meeting or response	
	<p>£240</p> <p>£600 (£360 if it follows a scoping meeting) plus £180 for any additional meeting or response</p>	<p>£240</p> <p>£600 (£360 if it follows a scoping meeting) plus £180 for any additional meeting or response</p>	<p><b>Minor Development (between 3 – 9 dwellings or non-residential floor space between 500 – 999 sqm or a site area up to 1 Ha)</b></p> <p>One Scoping meeting with agreed notes from the meeting</p> <p>Full pre-app – one meeting plus a written response.</p>
			<p><b>Small Scale Majors (up to 30 dwellings or Non-Residential floor space between 1000 – 4999 sqm or a site area between 1 – 2 Ha)</b></p> <p>One Scoping meeting with agreed notes from the</p>

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	£480  £1800 (£1320 if it follows a scoping meeting). Or a specific PPA.	£480  £1800 (£1320 if it follows a scoping meeting). Or a specific PPA.	meeting  Full pre-app – two meetings plus a written response. If more than two meetings are required the pre-app will be the subject of a specific PPA.
	£720  Specific PPA	£720  Specific PPA	<b>Large Majors (Over 31 dwellings or Non-Residential floor space over 500sqm or a site area over 2 Ha all renewable energy proposals unless a domestic scale and all development that requires an EIA)</b>  One Scoping meeting with agreed notes from the meeting  Full Pre-app
Exemptions:	No Charge	No Charge	100% Affordable Housing schemes
	No Charge	No Charge	Facilities for the disabled

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	No Charge	No Charge	Parish/Town Council
Pre-App Charges Notes:			Floor space refers to gross external floor space The fee stated are inclusive of VAT  For the purposes of pre-app fees flats and holiday accommodation are considered as dwellings.  Fees will be the subject of review

The first five fees/charges were introduced this year and to date take up has been very low, further consultation is taking place with the planning agents to ascertain why the service is not being used and whether the charge is a major factor. Given the low take up so far it is not proposed to alter the fees at this point.

Charging for the Duty Planning service was introduced in April 2018. A budget target of £5,000 was set based on a conservative forecast of income due to the unknown uptake. Uptake has been higher than predicted and together with a rise in the fee from £30 to £40 it is predicted that an income of £14,000 is achievable in 2019/20 (an increase of £9,000).

The fees for planning pre-application advice were revised at the beginning of this financial year with some of the fees significantly rising and the introduction of a fee for a scoping meeting for larger development. It was anticipated that the change in fee structure would be broadly neutral, however this year's projected income of £50,000 will be met. Given the rise in the pre-application fees last year (2018/19) it is not considered reasonable to raise them again this year.