Pre –Application Planning Advice

# Notes and Fee Schedule August 2022

## Why seek pre-application advice?

We are able to provide you with advice and information if you are considering a development proposal and welcome and encourage discussions before you submit an application.

It can be very helpful for you to seek our advice about your planning proposals before submitting your actual application. This can help to overcome potential difficulties and make sure your application addresses all the important planning considerations. It is an opportunity to better understand the way in which an application will be judged against the policies in the development plan and other material considerations.

You may also find it helpful to obtain advice from an independent planning specialist when drawing up your scheme. People who regularly prepare planning applications have the experience and expertise that can help make sure your scheme has the best chance of being granted permission. Spending time and effort in preparing your scheme is more likely to result in a good quality and acceptable development and also help us process your application quickly. We will tell you what plans and supporting information we will require with any planning application.

As a result of the time and resources involved in giving pre-application advice, we have introduced pre-application charges based on the type of proposal. This means that the service does not fall as a general cost to the council tax payer.

## How the scheme works

Requests for pre application advice, need to be in writing/email and be accompanied by the appropriate fee. Meetings will be attended by an appropriate professional officer from the Council. These will be either held in office, virtually or, if considered more appropriate, on site. You will need to provide us with information about the site and details about your scheme. This will normally include:

1. a site location plan;
2. a description and summary of your proposals, and preferably sketch plans;
3. if possible, photographs of the site
4. contact details

The more information you can provide, the more complete the advice from us can be.

If a meeting is required, we will arrange the date as soon as possible after receipt. Clearly the more information and detail you can provide about your proposed development, the more comprehensive and constructive our advice will be. Where necessary that advice will include changes required to make a scheme acceptable.

The charge/advice will apply equally to situations where the development has been fully or partially completed and the application will be retrospective.

## Our advice

Our advice will set out the issues which would be raised by the development proposed and outline what would be needed to make it supportable, or in the event that it cannot be made acceptable, what the grounds of refusal would be. Advice will be given on what information would need to accompany a planning application and other costs such as Community Infrastructure Levy and Section 106 requirements.

The quickest and easiest way to make payment is online via our website at <https://www.southsomerset.gov.uk/make-a-payment/>. Alternatively, you can pay over the telephone by calling 01935 462462.

Our advice will be provided based on the available information but will not be any guarantee that any subsequent planning application will result in a particular decision and will not be binding on the Council in any way. It is possible that the officer opinion may change during the formal application process as a result of views of consultees and other interested parties. The officer will contact you if this is the case. Furthermore, the final decision may be made by the Planning Committee, rather than by officers, and it is possible that the Committee may reach a different view.

Whether or not you decide to seek and accept pre-application advice does not affect your right to submit a planning application or appeal against a refusal of permission. Please note that if you choose not to make use of the pre-application advice service, or choose to ignore any advice given, we cannot guarantee to negotiate amendments to a scheme following submission of an application.

**SSDC Pre-Application Fees August 2022**

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| **Advice type** | **Fee Structure** |
| Permitted development is not dealt with by non-binding advice. This is the subject of an application for a Certificate of Proposed Lawful Development | ½ normal planning fee. (Currently £103 for householder applications) |
| Householder | £150 written advice only |
| Listed building advice relating to internal works to listed buildings not requiring planning permission | £150 written advice / £210 with meeting. |
| £250 with meeting and written advice |
| Tree works | £100 written advice |
| Change of use | £360 meeting and written advice |
| Community uses including  Town and Parish Council proposals and projects supporting the objectives of amateur recreational organisations | No fee |
| 100% Affordable housing schemes (Where the 100% affordable provision is proposed to be secured by S.106) | No fee. |
| Minor Development | Small minors:  Commercial development to 500m2 floorspace.  1-5 dwellings (including conversions)  Agriculture & forestry proposals  Meeting & written advice £360 |
| Large minors:  5-9 dwellings (including conversions)  Commercial developments 501m2 – 1,000m2.  Renewables up to 2 Ha  £720 Meeting & written advice. |
| Major Development | Small major:  10-49 dwellings  Commercial 1,001 – 5,000m2  All agriculture proposals within major category  2 x 1 Hour meeting & written advice, £1,600. |
|  | Major:  50-100 dwellings  Commercial 5,001 – 10,000m2  2 x 1 Hour meeting & written advice, £2,640. |
|  | Large major:  101 + dwellings  10,000m2 + Commercial uses  2 x 1 hour meeting & written advice. £3,600. |
| Planning Performance Agreements (Where an application is particularly complex & the applicant will commit to finding the acquisition of additional resource from outside the existing staff structure to enable a dedicated resource to be provided.) | Fee negotiable |
| Notes | For Gypsy/Traveller proposals each pitch is equivalent to a dwelling  No fee charged for proposals for the benefit of a registered disabled person  There is no charge for advice on revised proposals following a refusal of planning permission or the withdrawal of an application (this exemption is restricted to one letter or meeting only). |
| Section 106 fees | Where drafted in house a fee proposal will need to be agreed prior to commencement of work SSDC’s legal costs are charged at £200 / hour with a minimum fee of £500. |
| S.106 administration and monitoring fees | Charged at £300 / payment or obligation requiring delivery of discrete social infrastructure. |
| Hard copy planning application handling fee | Major applications £100 / application  Minor applications £50 / application  Householders no charge |
| Written confirmation that an enforcement notice has been complied with. (New) | £150 |
| Written confirmation that conditions have been discharged. (New) | £150 |
| Written confirmation that works accord with approved conditions | The cost will be charged at a blended hourly rate (£100 for planning officer / £52.80 support officer) and an individual fee proposed for each query based upon number of conditions and whether or not a site visit is required. |
| Planning History search | £52.80 / hour |
| Copying from microfiche | £30 / decision notice |

Notes –

1. For any development/query types not featured above the Lead Specialist reserves the right to negotiate an appropriate fee with the applicant.
2. Commercial development includes all uses within Classes B2, B8, C1, E, F1 & F2 subject to the provisions above relating to Community uses including: Town and Parish council proposals and projects supporting the objectives of amateur recreational organisations.
3. Floorspace refers to gross external floorspace.
4. Residential development includes Class C2, C2a & C4.
5. The larger element of a mixed use scheme will primarily be used to determine which category of fee applies to the proposal.
6. For the purposes of charging, flats and holiday accommodation are considered as houses.
7. The charge applies to advice received from South Somerset District Council officers only.
8. The final decision regarding the merits of a site, office or virtual meeting will be determined by the case officer.