

# Appendix - Sample charging schedules



**Nottingham  
City Council**

**Nottingham City Council**

## PRE APPLICATION ADVICE - CHARGING STRUCTURE

| TYPE OF DEVELOPMENT   | FIXED FEE (INC. VAT) | Additional hourly rate |
|---|----------------------|------------------------|
| <b>Large Major /Strategic Development</b><br>Over 100 residential dwellings<br>Over 10,000m <sup>2</sup> commercial floor space                       | Price on application | N/A                    |
| <b>Major Development</b><br>10-99 residential dwellings<br>1,000-9,999m <sup>2</sup> commercial floor space<br>Change of Use over 1,000m <sup>2</sup> | £1,200               | £50                    |
| <b>Minor Development – Type 2</b><br>5-9 residential dwellings<br>500-999m <sup>2</sup> commercial floor space<br>Change of use - conversion to flats | £300                 | £50                    |
| <b>Minor Development - Type 1</b><br>1-4 residential dwellings<br>0-499m <sup>2</sup> commercial floor space<br>Change of Use - conversion to flats   | £200                 | £50                    |
| <b>Householder Development</b>  | £50                  | N/A                    |
| <b>Householder Development with site visit</b>  | £100                 | N/A                    |
| <b>Change of Use</b><br>Non-residential buildings where the floor space is less than 1,000m <sup>2</sup>  | £85                  | N/A                    |
| <b>*Listed Building Consent - Desk Top Assessment</b>   | £85                  | N/A                    |
| <b>*Listed Building Consent with site visit</b>   | £150                 | £50                    |
| <b>Adverts/Signage</b>  | £50                  | N/A                    |
| <b>Telecommunications</b>   | £50                  | N/A                    |

\*This fee is in addition to charges for planning pre-application advice

For assistance in completing this form, please contact:

Leeds City Council Planning Services  
The Leonardo Building, 2 Rossington Street, Leeds, LS2 8HD  
Email: [DVD.Planning.PreApplications@leeds.gov.uk](mailto:DVD.Planning.PreApplications@leeds.gov.uk)  
Phone: 0113 222 4409



To be completed in conjunction with the Council's pre-application guidance.

### Request for planning pre-application advice

| Applicant details | Agents     |
|-------------------|------------|
| Name:             | Name:      |
| Address:          | Address:   |
| Telephone:        | Telephone: |
| Email:            | Email:     |

| Full postal address of the proposed development |
|---|
|   |

| Description of the proposal (including floor/ site area, as appropriate in square metres) |
|---|
|   |

| Other information you would like us to take into account |
|--|
|  |

| Category of advice required (please tick the appropriate box below)   |
|---|
| <input type="checkbox"/> <b>House extensions</b> , outbuildings and alterations within the domestic curtilage £50                               |
| <b>Minor developments (including change of use)</b>   |
| <input type="checkbox"/> Small minor: 1-4 residential units, or commercial, retail, industrial and other use up to 500 square metres £150       |
| <input type="checkbox"/> Larger minor 5-9 residential units, or between 501-999 square metres commercial, retail, industrial and other use £300 |
| <input type="checkbox"/> Signs £50  |
| <b>Major developments (including change of use)</b>   |
| <input type="checkbox"/> Small scale major 10-199 units, 1,000- 9,999 square metres commercial, retail, industrial or other use £900            |
| <input type="checkbox"/> Large scale major 200+ units, more than 10,000 square metres commercial, retail, industrial or other use £1440         |
| <input type="checkbox"/> Additional meetings maybe arranged at £50 per officer, per hour. (to be agreed with the planning officer).             |
| <i>Please note all the above fees ate inclusive of VAT at the standard rate of 20%</i>  |
| <i>Prices correct as of 4 January 2016</i>  |

Please complete one form per proposed scheme as we cannot provide advice on multiple options for your site/ development.

**Information we require with your pre-application enquiry**

There is some essential information we need in order to assess your proposal, these are listed below. You may choose to submit additional documents to assist us in commenting on your scheme:

Failure to include this information will mean we will be unable to progress with your enquiry.

(please tick the boxes to show you have included this information)

**Essential requirements:**

- A location plan at scale clearly identifying the boundary of the site or building (1:1250 or 1:2500 scale)
- Proposed site layout plan
- Fee

**Optional:**

- Photographs and drawings that describe the site, location of trees, topography. This should include elevations, floor plans, adjacent buildings, access, parking arrangements and materials, where known
- Drawings showing the height/ scale
- Drawings showing the context of the proposal
- Other, please state

**Methods of payment**

I wish to pay by cheque, made payable to Leeds City Council for the amount (please complete the amount  £ )

I wish to pay by debit or credit card, either in person or via phone on 0113 222 4409

I wish to pay by cash, in person at the reception at the Leonardo Building, Rossington Street, Leeds, LS2 8HD

**Please sign and date this form**

Date

Signed

Please email this form and supporting information to [DVD.Planning.PreApplications@leeds.gov.uk](mailto:DVD.Planning.PreApplications@leeds.gov.uk) or send paper copies to:  
Leeds City Council Planning Services  
The Leonardo Building  
2 Rossington Street  
Leeds  
LS2 8HD

**Disclaimer**

The Council will make every effort to ensure that the advice given in the pre-application process is as accurate as possible. However, any advice given by council officers for pre-application enquiries does not constitute a formal response or decision of the Council with regards to any future planning applications. Whilst it may be a material consideration, it cannot be held to bind the Council in its validation or formal determination of a subsequent application.

**If an application is subsequently submitted which fails to take on board advice given by officers, then the council may refuse it without further discussion with the applicant or their agent.**

Sheffield City Council Planning Service

**SCHEDULE OF PRE-APPLICATION ENQUIRY FEES**

| APPLICATION TYPE AND THRESHOLD  | SERVICE NOTES                                    | FEE (INC. VAT)       |
|---|--|----------------------|
| <b>Householder development</b><br>House extension / alteration / etc.   |  | £85                  |
| <b>Adverts &amp; Changes of use</b><br>Not including Major development or if any building or engineering work requiring planning permission proposed                                    |  | £85                  |
| <b>Simple Listed Building/Conservation/policy advice</b><br>Based on desktop study  |  | £85                  |
| <b>Minor development</b><br>• Dwellings: 0 - 5 / 0 - 0.25 ha<br>• Other uses 0 - 500 sq m / 0 - 0.5 ha  |  | £225                 |
| <b>More complex Listed Building/Conservation/policy advice</b><br>Based on desktop study with provision for additional work (possible site visit/meeting)                               |  | £150                 |
| <b>Minor development (larger scale)</b><br>• Dwellings 6 - 9 / 0.25 - 0.5 ha<br>• Other uses 500 - 1,000 sq m / 0.5 - 1 ha  |  | £275                 |
| <b>Small-scale Major development</b><br>• Dwellings: 10-199 / 0.5 - 4 ha<br>• Other uses: 1,000 – 9,999 sq m / 1 - 2 ha (Outline 0.5 – 4 ha)  | Stage 1 'in principle' enquiry                   | £350                 |
|   | Stage 2 remaining details                        | £950                 |
|   | Full service: Stages 1 & 2 together              | £1,300               |
| <b>Large-scale Major development</b><br>• Dwellings: 200+ / more than 4 ha<br>• Offices/industry/retail: 10,000+ sq. m / more than 4 ha<br>• Other uses: 10,000+ sq. m / more than 2 ha | Stage 1 'in principle' enquiry                   | £650                 |
|   | Stage 2 remaining details                        | £1,500               |
|   | Full service: Stages 1 & 2 together              | £2,150               |
| <b>Strategic developments</b><br>Of city-wide significance and/or especially complex issues   | Planning Performance Agreement (PPA) recommended | Price on application |

**Fee guarantee:**

The intention is to recover the cost of the service provided, based on an average rate of £50 an hour for all officer contributions. Time recording has been used to set the fees.

If it is clear that significantly less hours work are required than the fee suggests, a partial refund will be made (on request). If significantly more officer time is required than the fee suggests, an additional fee will be requested in advance. This will ensure that pre-application fees cover our costs and remain fair and reasonable.

**Integrated service with Building Control:**

Enquiries can include an introduction to the Building Control Team and an integrated service throughout the life of the project, so please do indicate if this may be of interest.

**Exemption:**

Exemption: works to improve a disabled person's access to a public building or to improve his/her access, safety, health or comfort at his/her dwelling house.

**Stage 1 and 2 service:**

The Stage 1 'in principle' enquiry option includes one meeting with a case officer and written advice. It is designed so that a developer can get advice on whether or not a proposal has a reasonable chance of securing a favourable recommendation, before having to commit to all the detailed drawings, consultants' fees and supporting submissions necessary to make a full pre-application enquiry or to submit a planning application.

If you decide to take the proposal forward to more detailed pre-application discussions, with a full development team approach, only the remaining balance from the 'Full service' fee will be required (Stage 2 fee).

# Bristol charging schedule

## Appendix 5 – Charging Schedule

Please note that the figures set out below include VAT at the standard rate of 20%.

| Type of development   | Fixed Fee |      |               | Additional Hourly Rate |     |               |
|---|-----------|------|---------------|------------------------|-----|---------------|
|   | Fee       | VAT  | Total Payable | Fee                    | VAT | Total Payable |
| <b>Large Scale Major or Special Case<sup>15</sup> Applications</b><br>(Over 100 dwellings or over 10,000sq m of commercial floor space. Where the number of dwellings or floor space figure is not given, the site is 2 hectares or more) | £2,500    | £500 | £3000         | £100                   | £20 | £120          |
| <b>Major Applications</b><br>(10 residential units and above and 1000sq m of commercial floor space and above)  | £1,250    | £250 | £1500         | £100                   | £20 | £120          |
| <b>Minor Development – Type 2</b><br>(Covers proposals for 5–9 new residential units, including changes of use to flats, and business changes of use from 501 to 999m2)   | £250      | £50  | £300          | £100                   | £20 | £120          |
| <b>Minor Development – Type 1</b><br>(Covers proposals for 1–4 new residential units, including changes of use to flats, and business changes of use up to 500m2 in size)   | £165      | £33  | £198          | n/a                    | n/a | n/a           |
| <b>Listed Building Consent<sup>16</sup></b>   | £85       | £17  | £102          | n/a                    | n/a | n/a           |
| <b>Listed Building Consent (with site visit)</b>  | £150      | £30  | £180          | n/a                    | n/a | n/a           |
| <b>Householder development</b>  | £50       | £10  | £60           | n/a                    | n/a | n/a           |
| <b>Adverts</b>  | £50       | £10  | £60           | n/a                    | n/a | n/a           |
| <b>Single Changes of Use</b> e.g. the change from a shop to a hot food takeaway   | £85       | £17  | £102          | n/a                    | n/a | n/a           |
| <b>Telecommunication development</b> e.g. new masts etc.  | £85       | £17  | £102          | n/a                    | n/a | n/a           |

<sup>15</sup> Such cases will be below the Large Scale Major threshold, but because of the local circumstances need to be subject to a Planning Performance Agreement

<sup>16</sup> If planning advice is also needed, then both fees will apply

## Appendix 6 – Contacts and other details

- Phone – Duty Planner: Tel 0117 9223000 (for a verbal response<sup>17</sup>)
- Payment Details
- Web site: Make pre application enquiry
- Other relevant documents:
  - Bristol Local Plan
  - The Bristol Planning Protocol
- Neighbourhood Planning Network
- Building Regulations<sup>18</sup>
- Email: development.management@bristol.gov.uk

## Appendix 7 – Further Information

- the '10 Commitments'
- Planning Advisory Service The Pre-application suite

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<sup>17</sup> The purpose of the Duty Planner service is to only offer guidance on:-

- The pre application advice process
- How to find out about new planning applications
- How to comment on planning applications
- How applications are dealt with
- Planning issues on straightforward cases such as householder applications

<sup>18</sup> Call 0117 9223000 for free of charge Building Regulations advice

