



GUIDANCE AND CHARGING RATES FOR PRE-APPLICATION ADVICE ON NEW DEVELOPMENT SCHEMES and MISCELLANEOUS FEE SCHEDULE Charging rates 24/25

This leaflet provides guidance in respect of the charges and procedures for pre-application advice and for other miscellaneous services provided.

PRE APPLICATION CATEGORIES AND DESCRIPTIONS:

Category A – Householder Development

- All proposed works to a domestic dwelling

Category B – Minor Development

- Up to and including 2 dwellings
- All schemes and Change of Use of building(s) with a floor space less than 250sqm or sites less than 0.25ha where the floorspace is not known
- Advertisements
- Shopfront Developments
- Single wind turbines/telecoms mast with mast height under 17m
- Ancillary development including car parks etc.

Category C – Intermediate Development

- 3 to 9 dwellings
- All schemes and Change of Use of building(s) with a floor space between 250sqm and up to 500sqm or on sites between 0.25ha and up to 0.5ha where the floorspace is not known
- Development of infrastructure e.g. internal roads, development of rail sidings or siting of plant equipment
- Single wind turbines/telecoms mast with mast height over 17m

Category D – Small Scale Development

- 10 to 29 dwellings
- All schemes and Change of Use of building(s) with a floor space over 500sqm and up to 1,000sqm or on sites over 0.5ha and up to 1ha where the floorspace is not known

Category E – Significant Development

- 30 to 49 dwellings
- All schemes and Change of Use of building(s) with a floor space over 1,000sqm and up to 2,000sqm or on sites over 1 ha and up to 2ha where the floorspace is not known

Category F – Large Scale Development

- 50 or more dwellings
- All schemes and Change of Use of building(s) with a floor space over 2000sqm or on sites over 2ha in size where the floorspace is not known
- Proposals for wind turbines/power stations
- Proposals for Solar Farms
- All schemes requiring an Environmental Impact Assessment.

PRE APPLICATION FEES:

Development Category	Charging Rates
Category A See also notes: (2)	£130 – unaccompanied visit and formal response to request. Meetings can be arranged by agreement with the Case Officer at a cost of £100 per hour per Officer.
Category B See also notes: (1), (2)	£310 to cover one unaccompanied site visit and formal response to request. Meetings can be arranged by agreement with the Case Officer at a cost of £100 per hour per Officer. - Hourly rate thereafter – This could involve officers from various Departments including e.g Environmental Health, Legal, Highways, Open Spaces etc.
Category C See also notes: (1), (2)	£620 to cover one site visit, formal response to request and one meeting. - Hourly rate thereafter – This could involve officers from various Departments including e.g Environmental Health, Legal, Highways, Open Spaces etc.
Category D See also notes: (1), (2)	£1500 to cover one site visit, formal response to request and up to two meetings. - Hourly rate thereafter – This could involve officers from various Departments including e.g Environmental Health, Legal, Highways, Open Spaces etc.
Category E See also notes: (1), (2)	£2500 to cover one site visit, formal response to request and up to two meetings. - Hourly rate thereafter – This could involve officers from various Departments including e.g Environmental Health, Legal, Highways, Open Spaces etc.
Category F See also notes: (1), (2)	£3000 for schemes of 50 houses plus an additional fee of £100 per house over 50 houses to a maximum fee of £30000. Fee covers one site visit, formal response to request and up to two meetings. - Hourly rate thereafter – This could involve officers from various Departments including e.g Environmental Health, Legal, Highways, Open Spaces etc.
Notes:	
(1) Current hourly rate is £100 per hour for all Officers. Householder (Category A) meetings and Minor Development (Category B) meetings, where requested, are with the Case Officer. Additional officers at hourly rate. Meetings included in Categories C to F include the Case Officer and a Highways Officer. Additional officers will be charged at an hourly rate. (2) Green Belt/Conservation Areas/Listed Buildings: Proposals involving one or more of these categories will incur additional fees due to the additional considerations involved. Additional fees for Category A £100, Category B £150, Category C £250, Category D £350, Category E £500, Category F £1000	

TERMS AND CONDITIONS

- All of the above charges are inclusive of VAT at the standard rate of 20%.
- Standard fees including VAT must be paid on submission of the request for advice.
- Cheques are to be made payable to Halton Borough Council.

SERVICE STANDARDS AND SUBMISSION REQUIREMENTS

- Prospective applicants seeking pre-application advice are required to complete a 'Request for Pre-application Advice' form which is available from the Planning Department by emailing dev.control@halton.gov.uk or by telephoning 0151 511 6160. This form sets out the information that is expected from prospective applicants in order for the request to be valid.
- Within 1 week of receiving a request for pre-application advice, the service will contact you either by phone or in writing to confirm:
 - That your request for advice has been received;
 - That the fee, if submitted with the form, is correct or if a fee has not been submitted with the form, what the fee is;
 - Any additional information that is required before pre-application advice is offered; and
 - The name of the planning case officer who will be providing the advice and their contact details.
- Where a fee has been submitted for advice without all other necessary information and the additional information is not received within 4 weeks of the original submission, the fee will be returned but £50 (£25 for Householder requests) will be deducted for administration costs.
- Where a meeting is requested the Case Officer will contact you to arrange this once they have sufficient information from other areas of the Council. The target date for responding to a valid request will be 6 weeks, although this cannot always be guaranteed for more complex schemes
- Where specialist advice is requested at a meeting, the necessary officers will attend subject to availability and in accordance with the charging schedule.
- The case officer will:
 - Research the history of the site;
 - Undertake an unaccompanied site visit;
 - Identify and assess the prospective application against Council policies and standards;
 - Arrange to attend a meeting with the prospective applicant where requested and paid for. The names of who has attended the meeting and the key issues arising will be summarised and circulated after the meeting;
 - Provide a detailed written response in the context of the plans provided and meeting discussions which will include a list of supporting documents that would need to be submitted with any application, a list of possible conditions that could be attached to any similar proposal if submitted, and a list of statutory and non-statutory consultees that would be consulted if a planning application for a similar proposal were to be submitted together with any responses received through the pre-application process.
- Where follow up advice is sought, this must be made in writing and must include the original planning reference allocated at the time, clear details of the additional advice being requested. Any such requests will be acknowledged in writing and will include an estimate of the cost for the additional advice. If you then wish to proceed the fee must be paid in full prior to any advice being issued.

PLANNING PERFORMANCE AGREEMENTS

Planning Performance Agreements (PPAs) are a collaborative project management process primarily aimed at complex development proposals. A fundamental principal of them is the front-loading of activity, prior to submission, to ensure that applications are of a high quality both in terms of the material submitted and the content of the proposal. There are a number of core components recommended by Communities and Local Government when producing a PPA:

- Project vision and development objectives of the planning proposal;
- Project issues and tasks plan;
- Project team and decision making framework; and
- Project programme.

One of the key advantages for developers to using PPAs is greater certainty of the timescales for the decision making process and significantly reduced likelihood of unexpected issues being raised late in the development management process. When pre-application advice is sought a key area for discussion will be whether the use of a PPA is appropriate. PPAs are likely to be required for more complex proposals including:

- Proposals requiring an Environmental Impact Assessment;
- Larger sites that include a variety of land uses;
- Proposals that have an impact on strategic areas of environmental sensitivity;
- Proposals involving significant non-standard planning obligations;
- Proposals which require referral to a central or regional government body; and/or
- Proposals which would require expansive consultations or involvement from many different stakeholders.

FEES FOR PLANNING PERFORMANCE AGREEMENTS

Development Category	Charging Rates
Category A	£50
Category B	£100
Category C	£250
Category D	Subject to negotiation and agreed with the DM or OD
Category E	Subject to negotiation and agreed with the DM or OD
Category F	Subject to negotiation and agreed with the DM or OD

ADDITIONAL SERVICES

We offer the following additional services:

VALIDATION CHECKS

Checking the validity of application documentation prior to submission:

Development Category	Charging Rates
Category A	£25
Category B	£75
Category C	£75
Category D	£75
Category E	£180
Category F	£180

ENFORCEMENT

Advice prior to making a planning application for development that is subject to an enforcement investigation:

Development Category	Charging Rates
All Categories	£100

MISCELLANEOUS SERVICES

Service	Fee
S106 monitoring	Major application £10,300 Minor application £2,730
High hedge assessment (if you choose to pursue a case against your neighbour this will be deducted from the cost of a high hedge complaint).	£75
High Hedge Complaint	£385
Confirmation of Condition Discharge	£97
Advice on TPOs and Conservation area trees	£150
Site History Requests	£100 (per hour or part thereof)
Document retrieval for documents not published on our Website – cost per document	5 Day turnaround £100 10 day turnaround £50

QUALIFICATION

Any views or opinions expressed are in good faith, without prejudice to the formal consideration of any planning application, which will be subject to public consultation and ultimately decided by the Council.

It should be noted that subsequent alterations to local, regional and national policies might affect the advice given.

Freedom of Information Act 2000

Written advice may only be withheld from the public domain if its disclosure could prejudice commercial interests, inhibit free and frank provision of advice or exchange of views during the planning process or could prejudice the effective conduct of public affairs.

If you wish to treat pre-application advice as confidential then you will need to set out the reasons why, and for how long, any information relating to the advice needs to remain confidential, on the enquiry form.

Generally, once a planning application has been submitted and is in the public domain, all advice given can no longer be treated as confidential.

PROCESSING OF SUBSEQUENT PLANNING APPLICATIONS

The planning service will seek to process applications within the DCLG prescribed timescale. However, applications submitted following pre-application advice may take less time to determine. Applications that have been submitted in the absence of any pre-application discussions are likely to be refused without further negotiation where significant amendments are required to make the development acceptable.

CONTACT US: If you have any queries regarding the pre-application advice service please contact us using the details below.

Email: dev.control@halton.gov.uk

Phone: 0151 511 6160

Letter: Planning Department
2nd Floor
Municipal Building
Kingsway
Widnes
Cheshire
WA8 7QF

Halton Borough Council is the data controller for the personal information you provide. A full privacy notice can be viewed at <http://www.halton.gov.uk/privacynotices>

Town Planning and Building Control Privacy Notice: -
<https://www4.halton.gov.uk/Pages/councildemocracy/pdfs/dataprotection/privacynotices/townplanning.pdf>