

## Broadland District Council

### Pre application fees

The following sets out the details that you need to submit for us to be able to answer your enquiry and identifies the information which is essential and additional information which will help us to give a fuller response.

The tables set out the fee (which include VAT) for each of the 6 pre application categories.

#### **Exemptions**

- Adaptations for disabled people = free
- Enquiry relating to a refused or withdrawn planning application
- follow up enquiry within 6 months of the original = free

#### **Reductions**

- Parish Councils, Charities, Voluntary Groups, exception affordable housing sites = 50% of the pre application fee

\* Where it is not possible to secure a comment from external consultees within the above timescales, the Council will respond and forward the consultee comments separately

#### **1. Works to an existing dwelling (extensions or outbuildings)**

To formally establish whether the proposed can be undertaken without the need to submit an application for planning permission you should submit an application for a Certificate of Lawfulness – Proposed. Fee £103

For an informal officers opinion on the need for planning permission and / or the likely outcome of such a planning application you can use the following service :

#### **Information we need from you**

Essential	<ul style="list-style-type: none"> <li>• Location plan showing where the site is</li> <li>• Plan showing the position of the proposal in the site</li> </ul>
Desirable	<ul style="list-style-type: none"> <li>• Sketch drawings showing what the proposal looks like from each side, ideally including the dimensions</li> <li>• Photographs of the site and its surroundings</li> </ul>

#### Information we'll provide in our reply

- Any relevant previous planning decisions
- Summary of the main planning considerations and objectives of relevant policies
- Comments on the design and relationship to neighbouring uses
- Any restrictions which should be considered (Tree preservation Order etc)

#### **Costs and time taken for reply**

	Cost	Final response
Written reply	£88	Within 15 working days or an agreed extension of time

## 2. Enquiry

- Adverts
- Change of use
- Advice relating to trees
- Advice relating to listed building considerations
- Prior notifications :
  - Telecommunications,
  - Agricultural buildings / works
  - All Part 3 prior notifications (Class C, J, M, N, O, P, Q, R, S, T)

### Information we need from you

Essential	<ul style="list-style-type: none"> <li>• Location plan showing where the site is</li> <li>• Plan showing the position of the proposal in the site</li> </ul>
Desirable	<ul style="list-style-type: none"> <li>• Sketch drawings showing what the proposal looks like from each side, ideally including the dimensions</li> <li>• Photographs of the site and its surroundings</li> </ul>

### Information we'll provide in our reply

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| <ul style="list-style-type: none"> <li>• Any relevant previous planning decisions</li> <li>• Summary of the main planning considerations and objectives of relevant policies</li> <li>• Comments on the design and relationship to neighbouring uses</li> <li>• Any restrictions which should be considered (Tree preservation Order etc)</li> </ul> |
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### Costs and time taken for reply

	Cost	Final response
Written reply	£115	Within 15 working days or an agreed extension of time

### 3. Small Scale Minor Development.

- Residential development of between 1 or 2 dwellings or less than 0.2 Hectare
- Non residential development of less than 250 sq m floorspace or 0.5 Hectare

#### Information we need from you

Essential	<ul style="list-style-type: none"> <li>• Location plan showing where the site is</li> <li>• Plan showing the position of the proposal in the site</li> </ul>
Desirable	<ul style="list-style-type: none"> <li>• Sketch drawings showing what the proposal looks like from each side, ideally including the dimensions</li> <li>• Photographs of the site and its surroundings</li> <li>• Project brief / Design and Access Statement</li> </ul>

#### Information we'll provide in our reply

- Any relevant previous planning decisions
- Summary of the main planning considerations and objectives of relevant policies
- Comments on the mix of development and need for affordable housing
- Transport and highway issues \*
- Comments on the design and relationship to neighbouring uses
- Any restrictions which should be considered (Tree preservation Order etc)
- Financial contributions – CIL
- Additional bodies you may wish to consult before submitting an application

#### Costs and time taken for reply

	Cost	Initial contact	meeting	Final response
Written reply	£143			Within 20 working days or an agreed extension of time
Meeting in office and written reply	£213	Within 5 working days	Within 15 working days	Within 10 working days of meeting or an agreed extension of time

#### 4. Minor Development.

- Residential development of between 3 and 9 dwellings or less than 1 Hectare
- Non residential development of 251 to 1275 sq m floorspace or 1 Hectare

#### Information we need from you

Essential	<ul style="list-style-type: none"> <li>• Location plan showing where the site is</li> <li>• Plan showing the position of the proposal in the site</li> </ul>
Desirable	<ul style="list-style-type: none"> <li>• Sketch drawings showing what the proposal looks like from each side, ideally including the dimensions</li> <li>• Photographs of the site and its surroundings</li> <li>• Project brief / Design and Access Statement</li> </ul>

#### Information we'll provide in our reply

- Any relevant previous planning decisions
- Summary of the main planning considerations and objectives of relevant policies
- Comments on the mix of development and need for affordable housing
- Transport and highway issues \*
- Comments on the design and relationship to neighbouring uses
- Any restrictions which should be considered (Tree preservation Order etc)
- Financial contributions – CIL
- Additional bodies you may wish to consult before submitting an application

#### Costs and time taken for reply

	Cost	Initial contact	meeting	Final response
Written reply	£294			Within 20 working days or an agreed extension of time
Meeting in office and written reply	£443	Within 5 working days	Within 15 working days	Within 10 working days of meeting or an agreed extension of time
Meeting on site and written reply	£588	Within 5 working days	Within 15 working days	Within 10 working days of meeting or an agreed extension of time

## 5. Medium development

- Residential development of between 10 and 50 dwellings or between 1 and 2 Hectare
- Non residential development of between 1275 and 9,999 sq m floorspace or between 1 and 2 Hectares

### Information we need from you

Essential	<ul style="list-style-type: none"> <li>• Location plan showing where the site is</li> <li>• Plan showing the position of the proposal in the site</li> <li>• Project brief / Design and Access Statement</li> </ul>
Desirable	<ul style="list-style-type: none"> <li>• Sketch drawings showing what the proposal looks like from each side, ideally including the dimensions</li> <li>• Photographs of the site and its surroundings</li> </ul>

### Information we'll provide in our reply

Any relevant previous planning decisions

- Summary of the main planning considerations and objectives of relevant policies
- Comments on the mix of development and need for affordable housing
- Comments on sustainability
- Comments on Building for Life
- Transport and highway issues \*
- Comments on the design and relationship to neighbouring uses
- Any restrictions which should be considered (Tree preservation Order etc)
- Financial contributions – CIL
- Additional bodies you may wish to consult before submitting an application

### Costs and time taken for reply

	Cost	Initial contact	meeting	Final response
Written reply	£1,332			Within 25 working days or an agreed extension of time
Meeting in office and written reply	£1,775	Within 5 working days	Within 20 working days	Within 15 working days of meeting or an agreed extension of time
Meeting on site and written reply	£2,212	Within 5 working days	Within 20 working days	Within 15 working days of meeting or an agreed extension of time

## 6. Major development

- Residential development of 50 to 200 dwellings (Greater than this is a bespoke service or Planning Performance Agreement)
- Non residential development greater than 10,000 sq m floorspace
- Proposals requiring Environmental Impact

### Information we need from you

Essential	<ul style="list-style-type: none"> <li>• Location plan showing where the site is</li> <li>• Plan showing the position of the proposal in the site</li> <li>• Project brief / Design and Access Statement</li> </ul>
Desirable	<ul style="list-style-type: none"> <li>• Sketch drawings showing what the proposal looks like from each side, ideally including the dimensions</li> <li>• Photographs of the site and its surroundings</li> </ul>

Information we'll provide in our reply	
<ul style="list-style-type: none"> <li>• Any relevant previous planning decisions</li> <li>• Summary of the main planning considerations and objectives of relevant policies</li> <li>• Comments on the mix of development and need for affordable housing</li> <li>• Comments on sustainability</li> <li>• Comments on Building for Life</li> <li>• Transport and highway issues *</li> <li>• Comments on the design and relationship to neighbouring uses</li> <li>• Any restrictions which should be considered (Tree preservation Order etc)</li> <li>• Financial contributions – CIL</li> <li>• Additional bodies you may wish to consult before submitting an application</li> <li>• Information relating to Environmental Impact Assessment Regulations</li> </ul>	

### Costs and time taken for reply

	Cost	Initial contact	meeting	Final response
Written reply	£4,787			Within 25 working days or an agreed extension of time
Meeting in office and written reply	£5,149	Within 5 working days	Within 20 working days	Within 15 working days of meeting or an agreed extension of time
Meeting on site and written reply	£6,062	Within 5 working days	Within 20 working days	Within 15 working days of meeting or an agreed extension of time