



Rutland
County Council

Preliminary Planning Advice

Guidance & Charges

2012





RUTLAND COUNTY COUNCIL

Charges for Pre-application Planning Advice

Introduction

It is the Council's policy to provide pre-application planning advice in recognition of the potential benefits which include helping a better mutual understanding of objectives and constraints that may exist. However, the cost of providing this service is not covered by fees for planning applications and is otherwise met by council tax payers.

Under the Local Government Act 2003, a local authority can levy a charge for this service. The Council has therefore taken the decision to recover these costs by introducing fees in accordance with the table below for pre-application advice with effect from 1st January 2012.

Prospective applicants for planning permission should consider carefully what advice to seek at pre-application stage as a subsequent application may be refused if relevant matters have not been addressed in the application.

Please submit requests for pre-application advice to:

**Planning Support Section
Rutland County Council
Catmose
Oakham
Rutland
LE15 6HP**

Alternatively, you can email requests to: planning@rutland.gov.uk

The scale of fees is based on the scale of proposals and the level of response required by the proposer. Officers' ability to respond to requests for pre-application advice will depend to some extent on the level of information provided by the developer. This varies between submitting a site plan with a request for in-principle advice as to whether development of a particular kind would be acceptable, to schemes which have been worked up to a reasonable level of detail.

The Council's response will normally comprise:

- an indication of whether the proposal is likely to be acceptable in policy terms;
- flagging up any amenity and design constraints
- identifying other possible constraints, e.g. environmental, flood plain, highways
- identifying the level of consultation which may be required
- identifying matters possibly to be covered by Section 106 planning obligations
- validation requirements (by reference to validation checklist)
- highlighting policy requirements such as affordable housing provision

Within 10 working days of a request for a meeting, a mutually agreeable date will be arranged. Following a meeting, a written response will be provided within 10 working days unless otherwise agreed by the person making the enquiry.

Checklist of information to include with your pre-application advice request:

- address of site
- description of proposed development (please include a location and site plan)
- name and address, telephone number and email address of agent/person dealing with this enquiry
- type of formal planning application proposed, e.g. full, outline, listed building, approval of reserved matters, details required by a planning condition etc.
- whether you require a meeting to receive pre-application advice (additional charge may apply – see schedule below)
- details and dates of any previous planning applications or pre-application discussions
- list of documents and plans submitted with your request. You should, if possible, include a statement justifying your proposals with reference to national and local planning policy and guidance, site layout, elevations, details of existing landscape features including trees etc.
- details of any consultation you have carried out or propose to carry out with statutory and non-statutory consultees and community organisations at pre-application stage
- pre-application fee submitted (state amount)

“Without Prejudice” Advice

Whilst the Council’s officers will endeavour to ensure that any pre-application advice is robust, please note that any advice given is on a “without prejudice” basis and cannot pre-empt consideration of a formal application. Also, the Council may change its views on the merits of the proposal if there is a change in circumstances after pre-application advice has been given, such as a change in Government policy, case law or if a previously unidentified matter comes to light during subsequent consideration.

Validation

Local Area Requirements Checklist legislation has been introduced concerning certain basic documents and information which must accompany an application for planning permission before it can be validated and thereafter processed. The Council has accordingly published Local Area Requirements validation checklist, available on the Council's [website](#), which indicates the information required for an application to be validated. You are strongly advised to refer to the list so that you can make yourself aware of other information requirements which are necessary for the Council to be able to deal with various aspects of your application. The Council are required to make decisions on validated applications within timescales set by Government and you risk refusal if all the information which the Council requires has not been submitted at the outset.

In responding to requests for pre-application advice, the Council will draw attention to items from the list which will be needed for full consideration and determination of the application.

Scale of Charges

The scale of charges for pre-application advice for meetings and written advice is set out below.

Meetings

Following receipt of the required documentation (including fee), within 10 working days a meeting will be arranged. The fee for a meeting includes any preparation in advance and written confirmation of the advice given at the meeting. This will be provided within 10 working days of the meeting. Overall, the fee for a meeting anticipates up to 3 hours of an officer's time.

An additional fee of £50+VAT per hour will be charged where total meeting time exceeds 3 hours.

Proposal	Residential	Commercial	Fee per meeting (excl. VAT)
Strategic Proposal	50 dwellings or more	10,000m ² floorspace or more	£300
Major Proposal	10 to 49 dwellings	1,000m ² to 9,999m ² floorspace	£250
Minor Proposal	1 to 9 dwellings	300m ² to 999m ² floorspace	£150

For commercial applications for which floorspace is not relevant, e.g. wind or solar farms, change of use of land etc, please contact us for a quotation.

Following a meeting, the Council will send a written response to confirm the content of that meeting. This is included in the meeting charge.

Written Advice Without a Meeting

Where a meeting is not required, the following charges will apply to written advice. This written confirmation should be provided within 10 working days of receipt of required documentation including the correct fee. The definitions of strategic, major and minor proposals are set out in the table above.

- Strategic Proposal - £200 + VAT
- Major Proposal - £150 + VAT
- Minor Proposal - £100 + VAT

Follow-up communications requested by the applicant will be charged at £50+VAT per hour or part thereof.

Householder & small commercial proposals

No planning advice fee is required for householder proposals (extensions and minor domestic works), small commercial proposals (< 300m or <0.1Ha) and proposals which are solely for affordable housing or submitted by local community organisations or parish councils.

Priority will be given to proposals which attract a fee and the target turnaround time for fee-exempt enquiries will be 20 working days.

Assistance & Payment

Please contact Customer Services on 01572 722577 if you need any assistance with your pre-application submission or clarification of the process or applicable charge.

Our preferred payment method is card – please contact customer services to make a payment. Please make cheques payable to 'Rutland County Council District Council'.

Equality & Diversity

This document can be provided in a variety of accessible media formats including large print, Braille, audio recording. It can also be supplied in languages other than English by arrangement.

Please contact customer services for assistance on 01572 722577