



**Rutland**  
County Council

# **Preliminary Planning Advice**

**Guidance & Charges**

**2018**





## 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 some of these costs by introducing fees in accordance with the table below for pre-application advice with effect from 1<sup>st</sup> September 2013.

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@rutland.gov.uk](mailto:planning@rutland.gov.uk), or in writing to,

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

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 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 where the proposal is likely to be liable to pay CIL and matters possibly to be covered by Section 106 planning obligations
- validation requirements
- highlighting policy requirements such as affordable housing provision

A response in writing will normally be given within 20 working days.

**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 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 be binding on the 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**

The requirements to make a valid application are available on the Council's [website](#). 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. It would be helpful if at this preliminary stage you can indicate which of the local requirements you intend to include with 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.

### **Confidentiality**

The Council will treat these applications as confidential and they will not be published on our website. However you need to be aware that the Council cannot guarantee confidentiality if there is a request for information under the Freedom of Information Act. Unless the information is exempt under that Act the Council will have to release details.

## Scale of Charges

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

Following receipt of the required documentation (including fee), within 10 working days a meeting will be arranged and within 20 working days a written response will be provided. The fee for a meeting includes any preparation in advance and written confirmation of the advice given at the meeting. Overall, the fee for a meeting anticipates up to 3 hours of an officer's time.

An additional fee of £70 per hour (incl. VAT) will be charged where total meeting time exceeds 3 hours or where follow-up communications are requested by the applicant.

| Proposal  | Detail  | Fee per meeting (incl. VAT) | Written advice without a meeting (incl. VAT) |
|---|---|-----------------------------|--|
| <b>Strategic Residential</b>                                      | 50 dwellings or more  | £519                        | £389   |
| <b>Major Residential</b>  | 10 to 49 dwellings  | £389                        | £255   |
| <b>Minor Residential</b>  | 1 to 9 dwellings  | £195                        | £129   |
| <b>Strategic Commercial</b>                                       | 10,000m <sup>2</sup> floorspace (1.5 ha) or more                    | £374                        | £245   |
| <b>Major Commercial</b>   | 1,000m <sup>2</sup> to 9,999m <sup>2</sup> (1 to 1.5 ha) floorspace | £270                        | £195   |
| <b>Minor Commercial</b>   | 300m <sup>2</sup> to 999m <sup>2</sup> (0.25 to 1 ha) floorspace    | £195                        | £129   |
| <b>Small commercial</b>   | Less than 300m <sup>2</sup> (0.25ha)                                | 0                           | 0  |
| <b>Minerals and waste</b>   |   | £191                        | £124   |
| <b>Wind or solar installations</b>                                |   | £191                        | £124   |
| <b>Householder (house extensions)</b>                             | Includes buildings and structures within gardens                    | Not available               | £64*   |
| <b>Other applications</b>   | e.g. changes of use, adverts, lawful development certificates       | Not available               | £64  |
| <b>Affordable housing only</b>                                    |   | 0                           | 0  |
| <b>Parish or community organisations</b>                          |   | 0                           | 0  |
| <b>Tree &amp; Listed Building consents (internal alterations)</b> |   | 0                           | 0  |
| <b>RCC applications</b>   |   | 0                           | 0  |

\*There will be no fee if the works are to accommodate a person with disabilities.

Where any response takes more than 20 working days a refund of 50% of the fee will be given, provided that the delay was not the result of obtaining comments from other organisations. These refunds will only be given where the original payment was made by credit or debit card.

## 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