



Rutland
County Council

Preliminary Planning Advice

Guidance & Charges

2024





RUTLAND COUNTY COUNCIL

Charges for Pre-application Planning Advice

Benefits of seeking pre-application advice

Pre-application engagement by prospective applicants offers significant potential to improve both the efficiency and effectiveness of the planning application system and improve the quality of planning applications and their likelihood of success. This can be achieved by:

- providing an understanding of the relevant planning policies and other material considerations associated with a proposed development
- working collaboratively and openly with interested parties at an early stage to identify, understand and seek to resolve issues associated with a proposed development, including, where relevant, the need to deliver improvements in infrastructure and affordable housing
- discussing the possible mitigation of the impact of a proposed development, including any planning conditions
- identifying the information required to accompany a formal planning application, thus reducing the likelihood of delays at the validation stage. The information requested must be reasonable (more information can be found in [Making an application](#)).
- putting in place a Planning Performance Agreement where this would help with managing the process and agreeing any dedicated resources for progressing the application

It offers significant potential to improve the overall quality of the development proposed and the places and spaces it creates for communities. The National Planning Policy Framework (NPPF) states “early engagement has significant potential to improve the efficiency and effectiveness of the planning application system for all parties”. This engagement also assists in highlighting the interplay of planning aspirations with wider legislative and policy frameworks, so that development proposals are designed with other constraints and opportunities in mind.

The Council will advise on the acceptability of a proposal in principle, as well as provide detailed comments on a development and advise on what documents are required to support the formal submission. Where relevant, we will also encourage the use of a Planning Performance Agreement (PPA).

Pre-Application Advice

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 1st 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, 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 applicant. 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 6 weeks from when it is valid (i.e. when all correspondence and fee is submitted) for domestic preliminary enquiries and 10 weeks for commercial preliminary enquiries.

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 endeavor 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 is set out below.

Following receipt of the required documentation (including fee), within 3 weeks a meeting will be arranged (where appropriate) and within 6 weeks a written response will be provided (10 weeks for commercial preliminary enquiries) 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 £86 per hour (incl. VAT) will be charged where total meeting time exceeds 3 hours or where follow-up communications are requested by the applicant.

The pre-application fees cover the cost of the initial response and the review of one set of amended plans. If you want further amendments to be reviewed a fresh pre-application will need to be submitted along with the relevant fee.

Proposal	Detail	Fee (incl. VAT)
Commercial, minerals and waste, wind or solar installations	0m ² to 99m ²	£184
	100m ² to 499m ² (0.1 of a hectare up to 0.5 of a hectare)	£307
	500m ² to 999m ² (0.5 of a hectare to 0.999 of a hectare)	£614
	1,000m ² (1 hectare), or more	10% of planning application fee
Residential	1 to 4 dwellings	£244
	5 to 9 dwellings (first 5)	£307
	5 to 9 dwellings (each additional dwelling over 5)	£62
	10 to 24	£1,144
	25 plus	10% of planning application fee
Householder	Includes buildings and structures within gardens.	£83*
Other Applications	Other Applications not falling with categories above	10% of Planning application fee
Affordable housing only		0
Parish or community organisations		0
Tree & Listed Building consents (internal alterations)		0
RCC applications		0

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

Assistance & Payment

Please contact Planning Support on 01572 758400 if you need any assistance with your pre-application submission or clarification of the process or applicable charge.

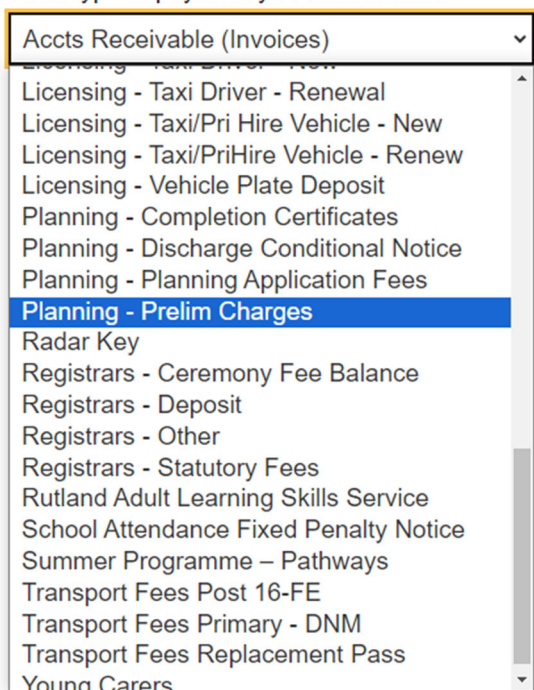
You can pay your fee in 3 ways:

1. By card online via our website: www.rutland.gov.uk. Please see below for payment type to choose when making an online payment.
2. By contacting our Customer Service Team on 01572 722577 to make payment with a Debit/Credit card. Please quote preliminary enquiry fee and the above reference number when speaking to one of our customer service agents.
3. By direct Bank Transfer Lloyds Bank - Account Number 37780460 Sort Code 30-64-10. **Important - please ensure that if you are making a direct bank transfer payment, you include the words Preliminary Enquiry or Planning Application Fee and as much of the site address as you can fit into the reference. Failure to do this may cause delays as your money will go into a suspense account and will fail to get allocated to the planning department.**

When you have made your payment, please send an email to planning@rutland.gov.uk advising us of the date payment was made and your receipt number, to ensure there is no delay in the processing of your enquiry.

Rutland County Council Online Payments

What type of payment you want to make



A screenshot of a web form showing a dropdown menu. The menu is titled "What type of payment you want to make" and is currently open, displaying a list of payment categories. The first item, "Accts Receivable (Invoices)", is highlighted with a blue background. Below it, "Planning - Prelim Charges" is also highlighted with a blue background. Other items in the list include "Licensing - Taxi Driver - Renewal", "Licensing - Taxi/Pri Hire Vehicle - New", "Licensing - Taxi/PriHire Vehicle - Renew", "Licensing - Vehicle Plate Deposit", "Planning - Completion Certificates", "Planning - Discharge Conditional Notice", "Planning - Planning Application Fees", "Radar Key", "Registrars - Ceremony Fee Balance", "Registrars - Deposit", "Registrars - Other", "Registrars - Statutory Fees", "Rutland Adult Learning Skills Service", "School Attendance Fixed Penalty Notice", "Summer Programme – Pathways", "Transport Fees Post 16-FE", "Transport Fees Primary - DNM", "Transport Fees Replacement Pass", and "Young Carers".

Payment Type
Accts Receivable (Invoices)
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Licensing - Taxi/Pri Hire Vehicle - New
Licensing - Taxi/PriHire Vehicle - Renew
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Planning - Completion Certificates
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Radar Key
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Registrars - Deposit
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Transport Fees Post 16-FE
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Transport Fees Replacement Pass
Young Carers

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