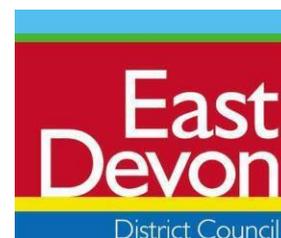


**EAST DEVON DISTRICT COUNCIL PLANNING
SERVICE - PRE APPLICATION ADVICE**



**PRE-APPLICATION CHARGING
SCHEDULE AND CUSTOMER CHARTER -**

Valid from 1st May 2017

The Council’s Planning Service introduced a scale of charges for pre application advice in December 2009 that was reviewed in January 2017. This Charter sets out the scale of charges and what customers can expect of us.

**Scale of
Charges**

Category	Scale of application	Description	Charge per meeting/request for pre application advice(excluding VAT)
1	Large scale Majors	Large scale major schemes including:- <ul style="list-style-type: none"> ➤ Residential development of more than 200 houses. ➤ Non residential floor space of more than 10,000 square metres. ➤ Site area of more than 4 ha. 	£750 (£900 including VAT)
2	Medium major	<ul style="list-style-type: none"> ➤ Residential development of between 31 – 199 houses. ➤ Non residential floor space of 1000 – 9,999 square metres. ➤ Site area of between 2 – 4 ha. 	£625 (£750 including VAT)
3	Small major	<ul style="list-style-type: none"> ➤ Residential development between 10 – 30 houses. ➤ Non residential floor space of 500 – 1000 square metres. ➤ Site area up to 2 ha. 	£500 (£600 including VAT)
4	Minor	Residential proposals (including holiday units) involving the erection of between 2 – 9 residential units. All minor non-residential schemes for new buildings.	£250 (£300 including VAT)
5	Minor and changes of use	All residential schemes for the replacement or erection of a single dwelling or conversion of a building to one residential unit. All changes of use without any associated external works.	£150 (£180 including VAT)
6	Listed Building works	Works to listed buildings that do not require planning permission.	£125 (£150 including VAT)

7	Comments on the principle of development only.	Desk-based assessment of all planning applications where an opinion on the principle of the development only is required.	Half of the relevant above fee.
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Notes:

- (i) Please advise as part of your pre-application submission the detail of the response required and any particular matters you require consideration.
- (ii) Advice will be provided in writing with an initial response, and where possible a full response, within 4 weeks of receipt of a valid pre-application submission (receipt of relevant plans and fee). Timescales for responses on works to a Listed Building may take a little longer due to the need for an accompanied site visit in most cases.
- (iii) The fee for planning advice includes an unaccompanied site visit (where considered necessary) being undertaken by a planning officer and any research work undertaken. The need for a meeting as part of the pre-application submission will be at the discretion of the local planning authority except for categories 1 and 2 above where a meeting will be offered due to the scale of the development and fee scale. The fee for Listed Building Advice will usually include a site meeting of up to an hour (due to the need to enter the property) by a Conservation Officer and any research work undertaken. The need for a meeting will be at the discretion of the Conservation Officer and will not be necessary in cases where the works can be adequately assessed without entering the property. Unfortunately, due to workloads and lack of capacity, we will not be able to respond to requests from prospective purchasers, although guidance for prospective purchasers is available on East Devon District Councils website.
- (iv) All advice will be provided on the basis that it represents the informal opinion of officers only at that moment in time and will not prejudice the final decision of an application by the Local planning Authority.
- (v) The written advice will lay out clearly the issues which would be raised by the development and specify what improvements can be made to the scheme to make it acceptable or if officers feel that the principle of the development is unacceptable, what their recommendation may be.
- (vi) Payments will be required before any work commences and payments should be [paid online](#) or by card over the telephone as a last resort.
- (vii) Advice will be given on the nature and quality of information required including a comprehensive list of supporting documents.
- (viii) Advice will be given on the relevant heads of terms that would be included in any Section 106 Agreement as necessary.
- (ix) 100% affordable housing schemes will be exempt from any charge for pre-application advice.
- (x) Any other category of planning application which has an exemption/reduced fees will also be exempt from charge for any pre-application advice.
- (xi) There will be no pre-application charges for pre-application enquiries for employment uses (B1, B2, B8 and related Sui Generis uses) within the Greater Exeter Enterprise Zone.
- (xii) Any meeting agreed will be overseen by a Planning Officer/Conservation Officer and will include a range of other disciplines and representatives of infrastructure providers as deemed appropriate by the planning officer except where the principle of development only is sought.
- (xiii) The fees for a lawyer present at a meeting to deal with Section 106 requirements will be the

subject of separate payment previously negotiated.

- (xiv) A Members Advisory Panel (see guidance on website) constitutes a separate pre-app and is subject to the relevant pre-application fee.

With regard to householder applications it is anticipated that all agents will have the necessary experience to deal with these schemes without needing specific pre-application advice from the planning service. The Council will publish householder design guidance on its website in due course as an additional aid for applicants. The Council will no longer respond to householder requests for pre-application advice whether or not they are represented by an agent.

Further advice on the information to submit with your pre-application enquiry (minimum of a 1:1250 site location plan, indicative layout and covering letter) and on the Members Advisory Panel is available on the planning page of East Devon District Councils website.

C Rose
Development Manager
February 2017