

# Pre-Application Advice



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# Introduction to Pre-Application Advice



## **Pre-Application Options**

The pre-application advice service is designed to offer a variety of different options based on the type and scale of development you are considering, with three main choices for planning advice:

1. a written response
2. a meeting to discuss the proposal, with a written response following the meeting,
3. a meeting on-site to discuss the proposal, with a written response following the meeting

## **Heritage Advice**

If you are seeking advice about works to a Listed Building you can also choose to have Heritage advice, either instead of, or along with, Planning advice.

## **Consultee Advice**

We work closely with consultees, and your pre-application enquiry can include Heritage, SCC Highways, SCC Floods, Ecology, Landscape, Affordable Housing and Infrastructure. You can include these consultees as part of your enquiry (depending on the type and scale of your proposal). We would recommend seeking Heritage advice for proposals which include works to a Listed Building for example.

All enquiries which include a commercial aspect will be referred to our Economic Development Department for their advice.

All enquiries which include house extensions/alterations, and residential up to 9 dwellings will be referred to our Building Control Department for their advice.

All enquiries which include residential development over 10 dwellings will be referred to Suffolk County Council Infrastructure for their advice on the necessary infrastructure requirements for the proposal.

# How to Choose your Pre-Application Service



1. What type of development are you proposing?

Firstly you need to know what development you would like advice about, an extension, new house, commercial or residential development? If the works are solely to a listed building you may wish to seek heritage advice only, or if it includes extensions or other works which might also need planning permission you may wish to seek both planning and heritage advice.

2. With this information in mind you also need to decide what type of advice you would like:

We offer several variations to offer the most bespoke service we can, this does mean not all types of advice are available for all types of proposal, please look at the options in the tables below, you can ask for:

- a written response
- a meeting to discuss the proposal, with a written response following the meeting,
- a meeting on-site to discuss the proposal, with a written response following the meeting

3. With this in mind look at the fee tables below:

For a written response see Table 1, a meeting, see Table 2, or an on-site appointment see Table 3. Please note that the options available depend upon the scale of your proposal.

4. What will it cost?

Looking at the table for the type of pre-application advice you would like, select one of the options in the top row, for example if you would like written advice and your proposal is for an extension then the fee is £84.

Next consider any additional advice required, for example if you need highways this is available for extension proposals and adds a further £90.

For each additional consultation you choose the fee should be added to create the total fee for the enquiry. These may not all be available, depending on the scale of your proposal.

Advice can either be sought 'in principle' for this or detailed advice can be sought, subject to plans, photographs and other information being provided as requested. The advice provided will be based on the information provided, the more information that is provided the more advice can be given.

A meeting (in the office) or an on-site appointment can be requested, however this is at the discretion of the Heritage Officer subject to the proposed works.

## Table 1: Discharge of Condition Advice (Including VAT)

### Discharge of condition:

Pre application advice on a discharge of condition application is now available, whereby we will offer you advice on your DOC prior to application submission, working closely with consultees, we will endeavour to provide a written response within 28 days of the pre application being validated.

A DOC pre app may benefit you, should you need advice on what is needed to discharge your condition. If the information submitted is not sufficient in order to discharge the condition, the DOC pre app will allow us to work with you to obtain the correct information when submitting the formal application.

Please note the fee is per condition type. If you have conditions surrounding more than one area, you will be charged for each area. For example, if you have 1 ecology condition and 1 Highways condition you will pay £150.00 for both. If you have more than one condition per type ie; 2 conditions for ecology, please ensure you outline this within the form and you will receive advice on both conditions.

This does not exclude you from formally submitting- formal submission will still be required after pre app response is provided.

Discharge of Condition	Charge per condition type
Written Response	£75.00

## Table 2: Heritage Advice (Including VAT)

<b>Heritage Advice Only</b>	<b>All proposals for works to Listed Buildings</b>
<b>Written Response</b>	<b>Total £330.00</b>
<b>Virtual Meeting &amp; Written Response</b>	<b>Total £420.00</b>
<b>Meeting on Site &amp; Written Response</b>	<b>Total £552.00</b>

## Table 3: Written Response (Including VAT)

<b>2 Written Response Only</b>	<b>Type of Development Proposed:</b>	<b>House Extensions/ Alterations or Outbuildings</b>	<b>Replacement Dwellings 1-4 Proposed Dwellings</b>	<b>5-9 Dwellings</b>	<b>10-49 Dwellings</b>	<b>50-200 Dwellings</b>	<b>200+ Dwellings</b>
<b>Step One</b> EITHER: Initial fee for pre app advice	Planning Case Officer	<b>Total £102.00</b>	<b>Total £174.00</b>	<b>Total £222.00</b>	<b>Total £894.00</b>	<b>Total £1398.00</b>	<b>£1,998.00</b>
<b>Step Two</b> Add the inclusion of advice from 1 or more of our pre app partners as needed.	Heritage	<b>Total £330.00</b>	<b>Total £330.00</b>	<b>Total £330.00</b>	<b>Total £330.00</b>	<b>Total £330.00</b>	<b>Total £330.00</b>
	Highways	<b>Total £90.00</b>	<b>Total £420.00</b>	<b>Total £420.00</b>	<b>Total £540.00</b>	<b>Total £1620.00</b>	<b>Total £2100.00</b>
	Floods	N/A	N/A	N/A	<b>Total £363.83</b>	<b>Total £608.58</b>	<b>Total £945.95</b>
<b>What advice might I need?</b>	Landscape	<b>Total £ 252.00</b>	<b>Total £ 252.00</b>	<b>Total £ 252.00</b>	<b>Total £588.00</b>	<b>50-99 £504.00 100+ £792.00</b>	<b>Total £792.00</b>
	Ecology	<b>Total £168.00</b>	<b>Total £252.00</b>	<b>Total £252.00</b>	<b>Total £420.00</b>	<b>50-99 £504.00 100+ £588.00</b>	<b>Total £588.00</b>

# Table 4: Virtual Meeting and Written Response (Including VAT)

<b>3 Virtual Meeting and written response **</b>	<b>Type of Development Proposed:</b>	<b>House extensions/ alterations</b>	<b>Replacement Dwellings 1-4 Proposed Dwellings</b>	<b>5-9 Dwellings</b>	<b>10-49 Dwellings</b>	<b>50-200 Dwellings</b>	<b>200+ Dwellings</b>
<b>Step One</b> Initial fee for pre-app advice	Planning Case Officer	<b>Total £156.00</b>	<b>Total £360.00</b>	<b>Total £438.00</b>	<b>Total £1548.00</b>	<b>Total £2544.00</b>	<b>Total £3114.00</b>
<b>Step Two</b> Add the inclusion of advice from 1 or more of our pre-app partners as needed.	Heritage	<b>Total £420.00</b>	<b>Total £420.00</b>	<b>Total £420.00</b>	<b>Total £420.00</b>	<b>Total £420.00</b>	<b>Total £420.00</b>
	Highways	<b>Total £132.00</b>	<b>Total £540.00</b>	<b>Total £540.00</b>	<b>Total £900.00</b>	<b>Total £2340.00</b>	<b>Total £2880.00</b>
	Floods	N/A	N/A	<b>Total £509.35</b>	<b>Total £582.12</b>	<b>Total £945.74</b>	<b>Total £1308.38</b>
	Landscape	<b>Total £516.00</b>	<b>Total £516.00</b>	<b>Total £516.00</b>	<b>Total £732.00</b>	<b>50-99 £732 100+£1032</b>	<b>Total £1032.00</b>
	Ecology	<b>Total £432.00</b>	<b>Total £516.00</b>	<b>Total £516.00</b>	<b>Total £600.00</b>	<b>50-99 £768 100+ £852.00</b>	<b>Total £ £852.00</b>

## Table 5: Appointment On Site (Including VAT)

<b>4 Appointment on site and written response</b>		<b>1-4 Dwellings</b>	<b>5-9 Dwellings</b>	<b>10-49 Dwellings</b>	<b>50-200 Dwellings</b>	<b>200+ Dwellings</b>
<b>Step One</b> Initial fee for pre app advice	Planning Case Officer	<b>Total £456.00</b>	<b>Total £660.00</b>	<b>Total £1986.00</b>	<b>Total £3544.00</b>	<b>£3904.00</b>
<b>Step Two</b> Add the inclusion of advice from 1 or more of our pre app partners as needed.	Heritage	<b>Total £552.00</b>	<b>Total £552.00</b>	<b>Total £552.00</b>	<b>Total £552.00</b>	<b>Total £552.00</b>
	Highways	<b>Total £540.00</b>	<b>Total £540.00</b>	<b>Total £900.00</b>	<b>Total £2340.00</b>	<b>Total £2880.00</b>
	Floods	N/A	N/A	<b>Total £608.58</b>	<b>Total £984.94</b>	<b>Total £1367.86</b>
	Landscape	<b>Total £516.00</b>	<b>Total £516.00</b>	<b>Total £732.00</b>	<b>£50-99 £732 100+ £1032.00</b>	<b>Total £1032.00</b>
	Ecology	<b>Total £516.00</b>	<b>Total £516.00</b>	<b>Total £600.00</b>	<b>50-99 £768 100+ £852.00</b>	<b>Total £852.00</b>



## Table 6: Written Response (Including VAT)

5 Written Response Only	Type of Development Proposed:	Non-residential 1-199 sqm	Non-residential 200-999 sqm	Non-residential 1000-4999 sqm	Non-residential 5000+ sqm
<b>Step One</b> EITHER: Initial fee for pre app advice	Planning Case Officer	<b>Total £102.00</b>	<b>Total £192.00</b>	<b>Total £504.00</b>	<b>Total £792.00</b>
<b>Step Two</b> Add the inclusion of advice from 1 or more of our pre app partners as needed.  What advice might I need?	Heritage	<b>Total £330.00</b>	<b>Total £330.00</b>	<b>Total £330.00</b>	<b>Total £330.00</b>
	Highways	<b>Total £420.00</b>	<b>Total £420.00</b>	<b>Total £1800.00</b>	<b>Total £2460.00</b>
	Floods	N/A	N/A	<b>Total £363.83</b>	<b>Total £608.58</b>
	Landscape	<b>Total £ 252.00</b>	<b>Total £ 252.00</b>	<b>Total £588.00</b>	<b>Total £792.00</b>
	Ecology	<b>Total £252.00</b>	<b>Total £252.00</b>	<b>1000-2499 £420 2500+ £504.00</b>	<b>Total £588.00</b>

## Table 7: Meeting and Written Response (Including VAT)

<b>6 Meeting and written response **</b>	<b>Type of Development Proposed:</b>	<b>Non-residential 1-199 sqm</b>	<b>Non-residential 200-999 sqm</b>	<b>Non-residential 1000-4999sqm</b>	<b>Non-residential 5000+ sqm</b>
<b>Step One</b> Initial fee for pre-app advice	Planning Case Officer	<b>Total £168.00</b>	<b>Total £348.00</b>	<b>Total £792.00</b>	<b>Total £1536.00</b>
<b>Step Two</b> Add the inclusion of advice from 1 or more of our pre-app partners as needed.	Heritage	<b>Total £420.00</b>	<b>Total £420.00</b>	<b>Total £420.00</b>	<b>Total £420.00</b>
	Highways	<b>Total £540.00</b>	<b>Total £540.00</b>	<b>Total £2400.00</b>	<b>Total £3300.00</b>
	Floods	N/A	N/A	<b>Total £582.12</b>	<b>Total £945.74</b>
	Landscape	<b>Total £516.00</b>	<b>Total £516.00</b>	<b>Total £732.00</b>	<b>Total £1032.00</b>
	Ecology	<b>Total £516.00</b>	<b>Total £516.00</b>	<b>1000-2499 £600 2500+ £768.00</b>	<b>Total £852.00</b>

## Table 8: Appointment on Site and Written Response

<b>7 Appointment on site and written response</b>		<b>Non-residential 1-999 sq m</b>	<b>Non-residential 1000-4999sq m</b>	<b>Non-residential 5000+sq m</b>
<b>Step One</b> Initial fee for pre app advice	Planning Case Officer	<b>Total £396.00</b>	<b>Total £1020.00</b>	<b>Total £2166.00</b>
<b>Step Two</b> Add the inclusion of advice from 1 or more of our pre app partners as needed.	Heritage	<b>Total £552.00</b>	<b>Total £552.00</b>	<b>Total £552.00</b>
	Highways	<b>Total £540.00</b>	<b>Total £2400.00</b>	<b>Total £3300.00</b>
	Floods	N/A	<b>Total £608.58</b>	<b>Total £988.94</b>
	Landscape	<b>Total £516.00</b>	<b>Total £732.00</b>	<b>Total £1032.00</b>
	Ecology	<b>Total £540.00</b>	<b>1000-2499 £600 2500+ £768.00</b>	<b>Total £852.00</b>

## Table 9: Additional Advice (Including VAT)

	<b>8 Additional Available Advice</b>	<b>1-9 dwellings or Non-residential 1-999 sq m</b>	<b>10-49 dwellings or Non-residential 1000-4999 sq m</b>	<b>50+ dwellings or Non-residential 5000+ sq m</b>
	Multi Option Pre-App ** Only one design option is covered in the assessment of the pre-app included above, if more than one design is submitted a further charge is payable, per additional design alternative	<b>Total £78.00</b>	<b>Total £126.00</b>	<b>Total £162.00</b>
A	Review of Draft Transport Statement**	<b>Total £522.90</b>	<b>Total £749.70</b>	N/A
B	Review of Draft Transport Assessment**	N/A	N/A	<b>Total £793.80</b>
C	Review of Travel Plans**	N/A	<b>Total £297.14</b>	<b>Total £409.50</b>
D	SCC Review S.106 **	N/A	N/A	N/A
	i)Highways	<b>Total £255.16</b>	<b>Total £371.70</b>	<b>Total £510.30</b>
	ii) Legal	<b>Total £600.00</b>	<b>Total £600.00</b>	<b>Total £600.00</b>
E	Viability Review (Pre-application and planning application) **	N/A	POA	POA

F	Additional SCC S106 Infrastructure Advice	N/A	<b>Total £120.00</b>	<b>Total £120.00</b>
G	Community Infrastructure Levy Estimate **	<b>Total £120.00</b>	<b>Total £240.00</b>	<b>Total £360.00</b>
H	Stand-alone Community Infrastructure Levy Advice (Not including an estimate)	<b>Total £78.00</b>	<b>Total £108.00</b>	<b>Total £138.00</b>

\* This activity is only available as an addition to a pre-application enquiry, not as a stand-alone enquiry.

	<b>History Search</b>	<b>Householder 1-4 dwellings</b>	<b>Up to 5 dwellings, 2 commercial units, or 100 sqm of land</b>
	Request for site history information on a property including a list of all recorded planning application for a site, and a copy of all relevant decision notices.	<b>Total £75.00</b>	<b>Total £99.00</b>

For enquiries relating to more than 5 dwellings, more than 2 commercial units or over 100 sqm of land please contact the Planning Support Team to agree an appropriate fee.

<b>Confirmation of Permitted Development Rights</b>	Confirmation that your property retains its permitted development rights £35.00 (Please note that this will not confirm whether your proposal is or is not permitted development, only that your property retains these rights at the current time).
<b>Document Request Fees</b>	Email copy of up to 5 documents £35.00 – For paper copies these can be provided via post, for an extra £0.50 per sheet. For enquiries relating to further documents please contact the Planning Support Team to agree an appropriate fee.
<b>Copies of Plans Fees</b>	Email copy of up to 5 documents £35.00 – For paper copies these can be provided via post, for an extra £1.00 per sheet.
<b>Decision Notices</b>	Pre-2005 decision notices can be provided by email for free – Paper Copy £15.00 Post 2005 – Available online – Paper Copy £15.00

Following pre-application advice if you need further advice the following is available, only where advice has already been sought.

<b>10. Follow-On Advice and Meetings ***</b>	<b>Householder</b>	<b>1-9 dwellings or Non-residential 1-999 sq m</b>	<b>10-49 dwellings or Non-residential 1000-4999 sq m</b>	<b>50+ dwellings or Non-residential 5000+ sq m</b>
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Written Design Update: If following pre-app advice you have made design amendments and wish for further advice from Planning ***		<b>Total £150.00</b>	<b>Total £240.00</b>	<b>Total £318.00</b>
Heritage Update Advice: If following pre-app you have made amendments and wish for further advice from Heritage ***	<b>Total £150.00</b>	<b>Total £150.00</b>	<b>Total £150.00</b>	<b>Total £150.00</b>
DM Officer review of policy: If since your pre-application advice was provided policies may have changed and you would like an update on policy ***	(Annexe not extensions) <b>Total £114.00</b>	<b>Total £150.00</b>	<b>Total £240.00</b>	<b>Total £318.00</b>
Virtual Follow-Up Meeting Planning ***		<b>Total £150.00</b>	<b>Total £240.00</b>	<b>Total £318.00</b>
Virtual Follow-Up Meeting Heritage ***	<b>Total £78.00</b>	<b>Total £78.00</b>	<b>Total £78.00</b>	<b>Total £78.00</b>

\*\*\* Only available as a follow-up after a related pre-application enquiry on the same site and not available as stand-alone advice.

## Exemptions to Pre-Application Charges

### **Exemptions to fees will apply in the following circumstances:**

- Enquiries relating to proposals for alterations or extensions to a dwelling house for the benefit of a registered disabled person
- Enquiries relating to a proposal for operations to provide a means of access for disabled persons to a building
- Enquiries made by or on behalf of a non-profit making sports club (unless involving housing)
- Enquiries for works to properties on the Buildings At Risk Register
- Enquiries for proposals by community groups or other organisations where relevant support is already being provided by the Councils are exempt in respect of Planning Advice, and will have a 50% reduction in the fee for Heritage Advice (as below).
- Enquiries related to Heritage advice for energy efficiency improvements to listed buildings. This is for written advice only.

### **Reductions to fees will apply in the following circumstances:**



- Enquiries made by or on behalf of the Town or Parish Council are subject to a 50% reduction
- Enquiries for proposals by community groups or other organisations where relevant support is already being provided by the Councils are subject to a 50% reduction in the fee for Heritage Advice

There is no charge for advertisement enquiries

# Cancellation



Enquiries will be subject to an administrative cancellation charge of £45 if the enquiry is cancelled more than 7 days after receipt of a valid enquiry.