

Pre Application Charging Fees Schedule Fees from 1 April 2022

(Excluding / **Inclusive** of VAT at 20%)

Category of Proposed Development	Fees/Charges for pre application advice (site visit and letter)	If a meeting is offered (at the Officer's discretion) an additional fee will be required to be paid in advance of the meeting ¹	Follow up enquiry (see note below)
1. Householder development	£90/£108	(meetings offered for householder development at the Case Officer's discretion) £145.20/£174.24	£50/£60
2. Residential development			
Single dwellings incl. replacement dwellings	£376.80/£452.16	£145.20/£174.24	£72.60/£87.12
2-5 dwellings	£618/£741.60	£224.40/£269.28	£112.20/£134.64
6-9 dwellings	£924/£1108.80	£330/£396	£165/£198
10 – 24 dwellings	£1,848/£2,217.60	£660/£792	£330/£396
25+	£3,696/£4,435.20	£1320/£1,584	£660/£792
50+	£6,000/£7,200	£1320/£1,584	£660/£792
100+	£9,000/£10,800	£1320/£1,584	£660/£792
200+	£12,000/£14,400	£1320/£1,584	£660/£792
500+ (both new builds and conversions)	Fees to be negotiated on a case by case basis.	Fees to be negotiated on a case by case basis.	Fees to be negotiated on a case by case basis.
3. Non-residential development (including erection, alteration of plant or machinery on non-residential premises)			
0 - 100sqm floorspace (GFA)	£376.80/£452.16	£145.20/£174.24	£72.60/£87.12

¹ Please note that in the case of major development proposals, an additional meeting fee may be required for specialist advice (eg. Heritage or Landscape). This would be considered on a case by case basis based on the scale of the proposal and extent of specialist advice required.

101 – 500sqm	£618/ £741.60	£224.40/ £269.28	£112.20/ £134.64
501-1000sqm	£924/ £1108.80	£330/ £396	£165/ £198
1001-5000sqm	£1,848/ £2,217.60	£660/ £792	£330/ £396
5000sqm - 10,000sqm	£3,696/ £4,435.20	£1320/ £1,584	£660/ £792
10,000sqm +	Fees to be negotiated on a case by case basis.	Fees to be negotiated on a case by case basis.	Fees to be negotiated on a case by case basis.
4. Change of Use of existing buildings or land with no increase in floorspace (If change of use involves increases in floorspace then to be considered under relevant category)	£250/ £300	£132/ £158.40	£66/ £79.20
5. Agriculture and Forestry buildings (based on site area)			
465sqm and under	£85.20/ £102.24	£105.60/ £126.72	£52.80/ £63.36
466-540sqm	£250/ £300	£132/ £158.40	£66/ £79.20
541sqm +	£650/ £780	£224.40/ £269.28	£112.20/ £134.64
6. Buildings and structures for equestrian purposes including stables, menage, riding schools			
40sqm and under	£85.20/ £102.24	£105.60/ £126.72	£52.80/ £63.36
41sqm+	£202.80/ £243.36	£132/ £158.40	£66/ £79.20
7. Erection gates, walls, fences or other means of enclosure (not householder); and the construction of car parks, service roads and other means of access to land	£92.40/ £110.88	£132/ £158.40	£66/ £79.20
8. Advertisements	£92.40/ £110.88	£132/ £158.40	£66/ £79.20
9. Telecommunications development	£202.80/ £243.36	£105.60/ £126.72	£52.80/ £63.36

Notes

- Outline proposals – To be charged at the same rate as if the proposal were for full planning permission.
- If the proposal is for a mixed use development the fee will be calculated for each element of the proposal and the highest amount will be charged.
- Requests must be made using the standard pre-application form which is available [online](#).
- If a request is received to determine whether development is permitted development it will not be dealt with informally but the applicant will be advised to apply for a Certificate of Lawful Development/Use.
- Where there are pre application requests for alternative schemes each proposed scheme will be charged separately.
- Site visits will be undertaken and will be unaccompanied.
- Meetings are offered for householder applications at the Case Officer's discretion.
- For meetings, the relevant fee must be paid in advance and meetings will be a maximum of 1 hour. Whilst the applicant can request a meeting it is the Council's decision whether a meeting is necessary. The initial fee paid will be solely for written advice and a site visit, with a further fee requested if a meeting is agreed.
- The Council will endeavour to carry out statutory consultation where relevant. However, the applicant may wish to approach statutory consultees directly. Many consultees operate their own pre-application service, including the [Environment Agency](#), Hertfordshire County Council [Highways](#), and Hertfordshire County Council as [Lead Local Flood Authority](#).
- The [Duty Planning Service](#) will remain as a free service to provide general planning advice for householders in the Council's reception and on the telephone, but please note that this will be for small scale developments only. This service will continue to operate between 10am and 1pm on Monday, Wednesday and Thursday only. No appointment is necessary but enquiries are limited to a maximum of 15 minutes. No site visits or written responses will be available from this service.
- Where a follow up pre-application enquiry is made to address officer comments the fee will be equivalent to half the meeting fee for that category of development, with the exception of householder development where the follow up fee would be £50 (£60 inclusive of VAT). Please note that it is at the discretion of officers to determine whether to accept proposals as 'follow up' enquiries or to require a full pre-application fee if the proposal is materially different or does not respond to officer comments. A short summary note will be provided for 'follow up' proposals. Additional meetings will be charged at the above rates.