

# West Suffolk pre-application advice charges

## What is the purpose of a preapp:

Pre-application advice is commonly sought prior to submitting a formal planning application – it is a good way of getting feedback on your proposal. It can increase your chances of submitting a successful application and the advice can guide you through issues and policies relevant to your scheme.

## What you can expect from us:

We are committed to delivering a high quality and good value pre-application advice service, providing professional and timely information and advice to you.

## Where and when you can have a meeting:

We have offices covering Bury St Edmunds and Mildenhall. Officers are flexible with the location of pre booked face to face meetings and are usually able to accommodate your choice of venue.

For our 30 minute meeting option, face to face appointments between the hours of 9am – 1pm are required to take place at our Bury St Edmunds office. Face to face appointments between the hours of 1pm – 5pm are required to take place at our Mildenhall office. Addresses can be provided upon request.

We also offer telephone discussions at a time of your choosing for our 30 minute householder and advertisement options, and all other meeting options include 'virtual' meetings using MS Teams if preferred rather than face to face. You will not need to download any software in order to attend a virtual meeting. You will simply be e-mailed a link which you will need to click to join at the agreed time.

Please note that site visits booked under Option d are not an opportunity for discussion on site, rather they are an opportunity for the case officer to inspect the site in advance of providing any other written or

face to face feedback as might be sought. Case officers will look to inspect the site in their own time, and contact prior to such taking place will not be made, unless such is necessary in order to secure access to the site in question.

### **Example:**

You would like to construct a two storey rear extension to your residential property, but would like an officer to view the site and advise you on its acceptability prior to submission. You would also like written advice provided after the meeting on site. You would need to select option a (£81) along with option d (£120). The total fee would be £201.

The following combinations can also be sought depending on the level of advice required: **a + d, b + d, c + d.**

There is also the option to 'bolt on' additional advice from Suffolk County Council, specifically in relation to highways advice and also advice in relation to Suffolk County Council's role as lead local flood authority. Additional advice is also available from in house West Suffolk specialists if your enquiry relates to development of a significant scale.

We also now offer the opportunity for the agreement of bespoke fees for a continuation of discussions beyond the conclusion of an existing pre-application enquiry. Please contact your designated case officer to discuss this, with the agreement and payment of any further fee required before any further discussions can take place.

	Step 2 – What service do you require?			Householder Proposals		
Step 1 - What is the nature of your proposed development?	30 minute pre-booked meeting ('virtually' via MS Teams) or pre-booked telephone call with a Planning Officer, intended for use by householders.	a. Written advice only.	b. Up to one hour meeting at the council offices or 'virtually' via MS Teams.	c. Up to two hour meeting at the council offices, or 'virtually' via MS Teams, including a written follow up.	d. Add on - site visit when booked with option a, b or c (fee below is additional).	e. Add on – cost for one hour, for a follow up meeting/email/telephone discussion in relation to an existing pre-application enquiry. Any meeting required can take place face to face or 'virtually' via MS Teams.
Householder: This includes works within the curtilage of a dwelling or domestic extensions, but does not include a new dwelling within an existing garden, which should select 'minor development'.	£56	£81	Not applicable - please use 30 minute pre-booked meeting	£217	£120	Not applicable - please use 30 minute pre-booked meeting

	<b>Step 2 – What service do you require?</b>				<b>Advertisement Proposals</b>	
<b>Step 1 - What is the nature of your proposed development?</b>	30 minute pre-booked meeting ('virtually' via MS Teams) or pre-booked telephone call with a Planning Officer, intended for use by householders.	a. Written advice only.	b. Up to one hour meeting at the council offices or 'virtually' via MS Teams.	c. Up to two hour meeting at the council offices, or 'virtually' via MS Teams, including a written follow up.	d. Add on - site visit when booked with option a, b or c (fee below is additional).	e. Add on – cost for one hour, for a follow up meeting/email/telephone discussion in relation to an existing pre-application enquiry. Any meeting required can take place face to face or 'virtually' via MS Teams.
Advertisements signs or advertisements displayed on buildings or land (for example; posters, notices, banners, fascia or projecting signs, flag or balloon advertising, pole and canopy signs, advance and directional signs and so on)	£56	£81	Not applicable - please use 30 minute pre-booked meeting	£217	£120	Not applicable - please use 30 minute pre-booked meeting

	<b>Step 2 – What service do you require?</b>				<b>Minor Proposals</b>	
<b>Step 1 - What is the nature of your proposed development?</b>	30 minute pre-booked meeting ('virtually' via MS Teams) or pre-booked telephone call with a Planning Officer, intended for use by householders.	a. Written advice only.	b. Up to one hour meeting at the council offices or 'virtually' via MS Teams.	c. Up to two hour meeting at the council offices, or 'virtually' via MS Teams, including a written follow up.	d. Add on - site visit when booked with option a, b or c (fee below is additional).	e. Add on – cost for one hour, for a follow up meeting/email/telephone discussion in relation to an existing pre-application enquiry. Any meeting required can take place face to face or 'virtually' via MS Teams.
Minor development: This includes the following: <ul style="list-style-type: none"> <li>• Up to nine dwellings</li> <li>• Non residential development of less than 1000 square metres</li> <li>• Changes of use of less than 1000 square metres of floorspace or on a site of less than 1 hectare.</li> </ul>	Not applicable	£302	£247	£413	£138	£95 – please discuss and agree the fee with your case officer before proceeding.

	Step 2 – What service do you require?				Major Proposals	
Step 1 - What is the nature of your proposed development?	30 minute pre-booked meeting ('virtually' via MS Teams) or pre-booked telephone call with a Planning Officer, intended for use by householders.	a. Written advice only.	b. Up to two hour meeting at the council offices or 'virtually' via MS Teams.	c. Up to two hour meeting at the council offices, or 'virtually' via MS Teams, including a written follow up.	d. Add on - site visit when booked with option a, b or c (fee below is additional).	e. Add on – cost for one hour, for a follow up meeting/email/telephone discussion in relation to an existing pre-application enquiry. Any meeting required can take place face to face or 'virtually' via MS Teams.
Major development: This includes the following: <ul style="list-style-type: none"> <li>• Between 10 and 99 dwellings</li> <li>• Non residential development of between 1000 square metres and 4999 square metres</li> <li>• Changes of use of between 1000 square metres and 4999 square metres, or on a site of between 1 hectare and 1.99 hectares</li> </ul>	Not applicable	£929	£509	£1169	£196	£134 per hour – please discuss and agree the fee with your case officer before proceeding.

	Step 2 – What service do you require?			Development of a Significant Scale		
<b>Step 1 - What is the nature of your proposed development?</b>	30 minute pre-booked meeting ('virtually' via MS Teams) or pre-booked telephone call with a Planning Officer, intended for use by householders.	a. Written advice only.	b. Up to two hour meeting at the council offices or 'virtually' via MS Teams.	c. Up to two hour meeting at the council offices, or 'virtually' via MS Teams, including a written follow up.	d. Add on - site visit when booked with option a, b or c (fee below is additional).	e. Add on – cost for one hour, for a follow up meeting/email/telephone discussion in relation to an existing pre-application enquiry. Any meeting required can take place face to face or 'virtually' via MS Teams.
Development of a significant scale: This includes the following: • 100+ dwellings • Non residential development of 5000+ square metres • Changes of use of 5000+ square metres, or on a site of 2+ hectares	Not applicable	£2278	£989	£2458	£196	£194 per hour per officer – please discuss and agree the fee with your case officer before proceeding.

## Step 3 – what additional services, if any, do you require?

### West Suffolk Council Services

<p>Add in advice or attendance as appropriate from additional West Suffolk specialist colleagues</p> <p>This fee, which is per officer, allows involvement by the relevant specialist officer in formulating any written advice, or attendance at a meeting and input thereafter into any written response, depending on the option chosen.</p>		<b>Householder / Advertisements</b>	<b>Minor or Major Development</b>	<b>Development of a Significant Scale</b> This includes the following: <ul style="list-style-type: none"> <li>• 100+ dwellings</li> <li>• Non residential development of 5000+ square metres</li> <li>• Changes of use of 5000+ square metres, or on a site of 2+ hectares</li> </ul>	
	<ul style="list-style-type: none"> <li>• Ecological and landscape advice*</li> <li>• Heritage advice</li> <li>• Planning policy advice</li> </ul> <p>* Ecology and Landscape advice is available but will be subject to a separate fee quote, to be supplied, agreed and paid prior to any meeting or written advice.</p>	<p>Not applicable (internal specialist advice will always be sought by a case officer, at their discretion, based on the nature of any enquiry, and for which no additional fee will be payable, but the level of involvement thereafter will be dependent upon resources, at the discretion of the relevant specialist officer).</p>	<p>Written advice only</p>	<p>Attendance at a meeting (either face to face or virtually via MS Teams) of up to two hours, plus involvement in the formulation of any written advice.</p>	<p>£150</p>

Suffolk County Council Services – Highway Authority Advice (note, these fees are in addition to the fees payable for West Suffolk Council advice)

All prices include VAT at 20%  Meetings to be arranged by your West Suffolk Planning Case Officer	Householder	One - nine dwellings or non-residential 1-999 square metres		10-49 dwellings or non-residential 1000-4999 square metres		50-199 dwellings and non-residential 5000+ square metres		200+ dwellings
		Residential	Non residential	Residential	Non residential	Residential	Non residential	
<b>Written advice</b>	£90	£420	£420	£540	£1800	£1620	£2460	£2100
<b>Meeting (to take place either face to face or 'virtually' using MS Teams) and written advice</b>	£132	£540	£540	£900	£2400	£2340	£3300	£2880

Suffolk County Council services – Lead Local Flood Authority Advice (note, these fees are in addition to the fees payable for West Suffolk Council advice)

All prices include VAT at 20% Meetings to be arranged by your West Suffolk Planning Case Officer	<b>Householder</b>	<b>Five - nine dwellings or non-residential 1-999 square metres</b>	<b>10-49 dwellings or non-residential 1000-4999 square metres</b>	<b>50 -200 dwellings and non-residential 5000+ square metres</b>	<b>200+dwellings</b>
<b>Written advice</b>	Not applicable	Not applicable	£346.50	£579.60	£900.90
<b>Meeting (to take place either face to face or 'virtually' using MS Teams) and written advice</b>	Not applicable	£485.10	£554.40	£900.19	£1246.08
<b>Meeting on site and written advice</b>	Not applicable	Not applicable	£579.60	£941.86	£1302.72
<b>Additional fee for 1hr time / attendance</b>	£79.20 for each hour or part hour thereof				