

## APPENDIX A – Pre Application Charging

From 1st September 2023, the Borough Council will introduce a charge to prospective applicants for advice provided prior to submitting a formal planning application.

The schedule of charges can be found below in part 1 together with expected service standards in part 2.

If you have already made a planning application and wish to discuss this with your Case Officer, their contact details will be on your acknowledgement letter.

If you want to know if planning permission would be required for development, you should refer to the relevant legislation (non-domestic development) and guidance available on the Planning Portal (for householder development) at [interactive.planningportal.co.uk](https://www.interactive.planningportal.co.uk). For a formal determination as to the need for planning permission you should submit an application for a Certificate of Lawfulness of Proposed Use or Development and details of how to do this are available on the Planning Portal website.

Pre-application enquiries must be submitted in writing (ideally by email to [planning@chesterfield.gov.uk](mailto:planning@chesterfield.gov.uk)) with the requisite fee. **The fee should be paid over the telephone on 01246 345007. Please provide details of the site address at that stage and advise that the fee relates to a request for pre-application advice.** You are advised to provide sufficient details of sufficient quality to allow the council to fully understand and interpret your proposals and to allow a proper assessment of the proposed works.

Upon receipt, your enquiry will be attached to the Council's system and given a reference code. It will be allocated to a Planning Officer and you will receive an acknowledgement giving their contact details and the reference code. Please allow the Officer time to consider the proposals, in accordance with the service standards below, before contacting them for an update. The Officer will contact you if you have requested a meeting or further information/clarification is required.

You should note that whilst pre-application advice is always given in good faith and on the basis of the facts available at the time, the advice you are given is not binding on the council in the event of the submission of a planning application when full consultations will be undertaken and a full assessment will be made.

Chesterfield Borough Council retains the right not to respond to requests for pre-application advice which are not entered into cordially or objectively.

### Fee Schedule

Any enquirer: Enquirers will be referred to Town & Country Planning (General Permitted Development) Order 2015 (as amended) or Planning Portal. Written confirmation of need for planning permission will be given following assessment of an application for a Certificate of Lawfulness of Proposed Use or Development. (see planning application fees schedule)

No fee will be charged for preapplication advice sought by Local Voluntary and Community Groups, Parish Councils, County Council and government agencies or for development proposals by the Council.

## Part 1

	letter	Meeting and letter
Household	£48.97	n/a
Change of Use	£48.97	n/a
Advertisement	£48.97	n/a
Listed Building	£114.59	£151.31
Trees	£48.97	n/a
Minor Residential (1-9 units or < 0.5ha)	£279.07	£315.79
Small Scale Major Residential (10-199 units or 0.5ha – 4.0ha)	£588.52	£661.96
Large Scale Major Residential (> 200 units or > 4.0ha)	£789.17	£936.05
Minor None Residential (< 1,000m <sup>2</sup> or 1.0ha)	£279.07	£315.79
Small Scale Major None Residential (1,000m <sup>2</sup> – 9,999m <sup>2</sup> or 1.0ha – 2.0ha)	£588.52	£661.96
Large Scale Major None Residential (> 10,000m <sup>2</sup> or 2.0ha)	£789.17	£1,009.49
Subsequent meetings	n/a	£55.08 per officer

## Part 2: Service Standards for Charged Pre-Application Advice

1. Advice will be based on the proposals as originally made in writing. Consequently proposers are urged to ensure that sites can be readily identified, and that proposals are adequately described, to enable a meaningful response. To this end, site location maps, block plans, and written descriptions including details of the scale of proposals are recommended. Detailed elevations are encouraged especially in conservation areas, and where proposals concern listed buildings.
2. All proposals will receive a planning history and planning policy review. Proposals for non-householder minor or major development will also receive an unaccompanied site visit from the public realm however it may be necessary to make arrangements to access land and property to undertake an appropriate inspection.
3. Requests for written advice will normally receive a written response to the matters raised within 6 weeks of receipt of the detailed query and fee.
4. Requests for a meeting will normally result in the offer of a meeting within 4 weeks of receipt of the detailed query and fee, and a written response to the matters raised in the initial query as discussed at the meeting within 2 weeks of the meeting.

5. All written responses to proposals will include a list of the validation requirements for a planning application for those proposals, the heads of terms to be sought in any supporting s106 agreement for such an application, and a list of the consultees Chesterfield Borough Council would approach on receipt of such an application.
6. Chesterfield Borough Council cannot be held accountable for advice from third parties, including the Highways Authority or other statutory consultees. Consequently responses from third parties on proposals cannot be guaranteed within the above timescales, and may be subject to additional fees payable to them by the proposer.
7. Requests to consider revised schemes will be treated as a new request for advice subject to a new fee, with the exception of Major proposals where they will be considered as a request for an additional meeting and be subject to that additional fee.