

SERVICES WE CAN PROVIDE

The Strategic Planning and Infrastructure Department at Plymouth City Council covers a wide range of Council functions. These are:

- The statutory development management Planning function of the Council (planning applications, enforcement, tree consents and mineral planning authority functions)
- Proactive delivery of Plymouth's growth agenda through the preparation and delivery of the Plymouth Plan and Joint Local Plan
- Proactive support to housing registered providers to deliver affordable housing, accessible and adaptable dwellings and reuse of long term empty homes
- Delivery of Strategic Transport projects within the City
- Maintaining the Highway register and issuing transport consents (such as S278 and S38 transport agreements)
- Providing advice and support on sustainable transport options and travel planning (Smarter Choices)
- Management of public transport options (including the provision of bus passes)
- Historic Environment support and maintaining the Historic Environment Register
- Management of the Council's Capital Programme
- Providing advice on the viability of major developments
- The management of the Plymouth Energy Community organisation and support for the low carbon agenda in the city
- Management of the Council's greenspaces and the delivery of projects within the city's open spaces
- Support to the Tamar Estuaries Consultative Forum and marine related development relevant to the Coastal Concordat
- Management of the city's allotments
- The provision of the Council's Building Control function
- Structural, highway and drainage engineering review and advice

We are pleased to be able to offer a number of services to our customers that will hopefully make the process of delivering these Council functions as smooth as possible. Plymouth is a growing city and the Council is focused on delivering this growth providing it meets the City's vision of creating one of Europe's most vibrant waterfront cities where an outstanding quality of life is enjoyed by everyone.

We also understand that the development process for many people is quite daunting and therefore our focus in our brochure is to, wherever possible, create a one-stop-shop for advice and information. For example, we now provide a comprehensive pre planning application service where we will guide applicants through the planning requirements prior to the submission of a planning application. We also provide a joined up service between the planning applications and building regulations processes so that, if you wish to use our Building Control Service, then we can guide you through the requirements of both.

The first part of the brochure focuses on the Council's pre application service which we refer to as the Development Enquiry Service (DES). This is the most complex service we offer and so is outlined in detail, but we do provide a range of other services that you may find helpful.

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PART I

PRE-APPLICATION FEES (REFERRED TO AS DEVELOPMENT ENQUIRY SERVICE (DES))

The Council can provide you with advice and information if you are considering a development proposal and welcomes discussions before you submit a planning application – whatever it is for. This is called the Development Enquiry Service (DES).

Pre-application engagement is promoted through Government guidance within the National Planning Policy Framework:

“Early engagement has significant potential to improve the efficiency and effectiveness of the planning application system for all parties. Good quality pre-application discussion enables better coordination between public and private resources and improved outcomes for the community.”

The purpose of this guidance is to clearly identify how prospective applicants can obtain constructive pre-application advice to identify any key issues that should be addressed as early as possible.

We want to adopt a responsive, adaptable project management framework for handling pre-application enquiries, working collaboratively with you to provide timely, consistent and clear advice to improve the quality of the decision-making process.

This pre-application advice is referred to in Plymouth as the Development Enquiry Service. For any further information, please email planningconsents@plymouth.gov.uk or call 01752 304366.

We will ensure that (where possible) the case officer dealing with your pre-application enquiry will be the case officer on your planning application.

No information is provided on planning application fees in this document because they are set nationally by the Department for Communities and Local Government. Below is the link to these fees

https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf

Why make a pre-application enquiry?

De-risks development proposals – The submission of a pre-application enquiry enables you to obtain clear, impartial professional advice, at an early stage, regarding any key issues that should be addressed before submitting a formal development proposal. This will help you minimise any potential constraints to the development project before your proposal even gets to planning application stage.

More effective and efficient collaborative working – By adopting a partnership approach, we aim to provide the pre-application advice you specifically require, proactively tailoring the service to answer the questions you have raised to mutually-agreed timescales.

Early notification of likely planning conditions – The service will enable you to gain an early understanding of what conditions are likely to be imposed on any grant of planning consent, saving you time post permission.

Saves you time and money – Pre-application advice can help to prevent unacceptable schemes from entering the formal planning process (reducing the time and money spent by your professional advisors in working up such proposals in more detail), and will provide you with clear, proactive guidance on what you can do to turn such a scheme into an acceptable one.

Speeds up the application determination – Addressing key issues at pre-application stage helps you prepare a higher quality application so we can process it more quickly and give you a decision sooner. As a result, this can assist in speeding up the determination of your planning application and improve the quality of the development proposal.

Helps streamline the consultation and notification process – The Development Enquiry Service can help you identify and address at an early stage whether any specialist advice is necessary (for example about land quality, listed buildings, trees, archaeology, ecology, transport, landscape). The submission of complete and accurate applications can greatly assist in providing third parties with a clear and concise development proposal on which to make comments. This can help to streamline the consultation and notification process to the benefit of both applicant and third parties alike.

Provides the opportunity to present your development proposals to local ward members - On 'Major' application proposals, the ability to be able to present your proposals to the relevant local ward members before the formal submission of your application will enable an early understanding of any key local issues that should be taken into account prior to submitting.

Applications not using Development Enquiry Service will be determined as submitted – Applications submitted without pre-application discussions, or without regard to advice given at pre-application stage, will normally be determined as submitted as officers are unable to enter in to significant discussion or negotiation during the consideration of a formal application.

Provision of general advice (Householder proposals only)

There is lots of free and useful information on our website

<https://www.plymouth.gov.uk/planningandbuildingcontrol>.

You can also visit the Planning Portal for useful tips and helpful information

<https://www.planningportal.co.uk/>

If you want to use the Development Enquiry Service, these are some things to consider in order to help you to get the most out of it:

- Undertake some initial research about the planning history of the site yourself – you can gain a lot of information from the Planning website.
- Sound out the views of those that may be affected by your proposals, such as the occupants of neighbouring properties.
- On complex issues be prepared to seek private professional help – our service is not intended to be an alternative to employing professional consultants.
- Try to contact us at the earliest reasonable opportunity in your project.

Remember the more information you can give us, the more accurate and helpful our response can be. Vague proposals will receive only limited advice. Make sure you can provide an adequate level of information in advance.

Advice we provide for free

- Major Development schemes solely for “employment” generating use (Use Classes B1 and B2) for 1 meeting and one piece of written advice. Additional meetings will be charged at £565 per meeting with written advice if required.
- Advice on proposed facilities that are solely for adaptations for the disabled.
- Post refusal or withdrawal (one meeting) – The meeting will be free if it is within six months of a refusal or withdrawal of an earlier application.
- Applications that involve 100% of dwellings that are “self or custom build”. The number of meetings will be based on the category as outlined in the next section. Any additional meetings will be charged at the standard rate.
- Applications for those dwellings requiring planning permission that have stood empty for two years or more.
- Advice and support for public consultation events and consultation methods, venues and community links. Advice is provided by the Council’s City Planning Team.

Charging Schedule

Application Type		Description
Need for planning permission / help to complete forms	Definition	A face-to-face meeting with a Planning Officer to talk through the need for planning permission or to check through a planning application to ensure it has been completed correctly. This service is for private individual's not professional architects or agents.
	Conditions	Bookings will need to be made in advance and the meetings will be limited to a maximum of 1 hour.
	Charge	£52
Listed Buildings minor works advice	Definition	A face to face meeting with a historic environment officer to talk through works associated with a Listed Building. This service includes advice on the information required for submission and whether or not consent may or may not be supported. The applicant may also wish to discuss the certain materials proposed.
	Conditions	Bookings will need to be made in advance and the meetings will be limited to a maximum of 1 hour.
	Charge	£52
Householder	Definition	Development within the curtilage of residential property which requires an application for planning permission and is not a change of use. (See Council website)
	Conditions	Up to one hour meeting and one piece of written comments provided (£80 each additional meeting). A site visit will be carried out if it is considered necessary by the officer.
	Charge	£108
Tree Preservation Orders & Conservation Area Trees;	Definition	Preliminary pre-application advice on works that may be considered appropriate for the maintenance & well-being of a protected tree or trees.
	Conditions	A site meeting with the Council's Tree Officer and written advice
	Charge	£108
Minors (Residential)	Definition	Residential 1 to 9 Houses/Up to 0.49 Ha
	Conditions	Up to two meetings and up to two pieces of written advice provided if required. (£412 each additional meeting with written advice if required)
	Charge	£244 per dwelling (1 to 5 dwellings); additional £140 per dwelling (up to 9 dwellings)

Application Type		Description
Minors (New commercial / non-residential floor space)	Definition	Commercial / non-residential floor space up to 1,000sqm / Site Area up to 0.99 Ha.
	Conditions	Up to two meetings and up to two pieces of written advice provided (if required). (£400 each additional meeting with written advice if required)
	Charge	£422 (up to 499sqm); £710 (500 to 999sqm)
Others	Definition	<ul style="list-style-type: none"> ▪ Changes of Use where no operational development and floor area up to 1,000sqm; ▪ Advertisements; ▪ Alterations where no floor space is created; ▪ Telecommunications; ▪ Renewable Energy (including Wind Turbines etc.) up to site area of 1Ha; ▪ Listed Building Consent (where significant advice, redesign or a site visit is needed) ▪ Section 73 (amendment to condition) proposal.
	Conditions	Up to one meeting and one piece of written advice provided if required. (£103 each additional meeting with written advice if required)
	Charge	£240
Small Scale Majors	Definition	<ul style="list-style-type: none"> ▪ Residential 10 to 30 Houses/Up to 1.99 Ha, or ▪ Commercial / non-res floor space 1,000 to 4,999sqm / site area between 1 to 1.99 Ha <p>*for mixed use schemes the combined residential units and commercial floorspace should be used to assess the category</p>
	Conditions	<p>Up to three* meetings and up to three pieces of written advice provided if required. (£390 each additional meeting with written advice if required).</p> <p>*Includes facilitating a meeting with local ward Councillors where required</p> <p>Assessment of viability appraisals provided by the Council's in house Viability Officer will be charged separately as outlined in the section titled "Fees for Assessment of Viability Appraisals"</p> <p>(see also conditions where no charge is made)</p>
	Charge	£1,980

Application Type		Description
Medium Scale Majors	Definition	<ul style="list-style-type: none"> ▪ Residential 31 to 149 houses or site area 2 to 3.99Ha. or; ▪ Commercial / non-residential floor space – 5000 to 9,999sqm or site area 2 to 3.99Ha. <p>*for mixed use schemes the combined residential units and commercial floor space should be used to assess the category</p>
	Conditions	<p>Up to four* meetings and up to four pieces of written advice provided if required. (£565 each additional meeting with written advice if required).</p> <p>*Includes facilitating a meeting with local ward Councillors where required</p> <p>Assessment of viability appraisals provided by the Council's in house Viability Officer will be charged separately as outlined in the section titled "Fees for Assessment of Viability Appraisals"</p> <p>A further charge will be made if the applicant wishes to negotiate a Planning Performance Agreement to assist the consideration of the planning application. This charge will be negotiated based on the complexity of the agreement required, but will normally be in the region of £3,000 if no additional staff need to be employed to meet the PPA requirements.</p> <p>(see also conditions where no charge is made)</p>
	Charge	£3,580
Large Scale (Super) Majors	Definition	<ul style="list-style-type: none"> ▪ Residential – Greater than 150 houses or site area over 4Ha, or; ▪ Commercial / non-res floor space – Over 10,000sqm or site area over 4Ha.

Application Type		Description
	Conditions	<p>Precise number of meetings to be negotiated. Includes facilitating a meeting with Local Ward Councillors where required.</p> <p>Assessment of viability appraisals provided by the Council's in house Viability Officer will be charged separately as outlined in the section titled "Fees for Assessment of Viability Appraisals"</p> <p>A further charge will be made if the applicant wishes to negotiate a Planning Performance Agreement to assist the consideration of the planning application. This charge will be negotiated based on the complexity of the agreement required, but will normally be in the region of £3,500 if no additional staff need to be employed to meet the PPA requirements.</p> <p>(see also conditions where no charge is made)</p>
	Charge	Negotiated. Minimum charge will normally be £6,500 and will exclude the cost of a Planning Performance Agreement.
Minerals and landfill	Definition	Monitoring of mineral and landfill permissions
	Conditions	Monitoring of implementation to aftercare condition of the planning permission. During a site visit, the local planning authority may also check compliance with other permissions and planning obligations which apply to the site.
	Charge	£350 for site visit where site is active, £116 in any other case.
Design Panel item	Charge	<p>Applicants may wish to refer proposals to the Design Review Panel. The charge will be based on the resources required to hold the Design Panel meeting and the length of required for the review.</p> <p>The fee can be negotiated as part of the overall DES fee, a Planning Performance Agreement or as a standalone fee.</p>
Scoping meetings	Definition	A one off scoping meeting for any Major development proposal to primarily consider the principle of a proposal only
	Charge	£530
S106 Heads of Terms	Definition	Advice on likely S106 asks from the Council when an application is submitted

Application Type		Description
	Conditions	A one off meeting for the Council to outline its likely S106 requirements based on the information provided by the applicant. This information would normally be provided as part of comprehensive pre- application advice but an applicant may want this service prior to committing to a full DES enquiry.
	Charge	£530

If the nature of your enquiry does not reflect the above, you are advised to contact the Planning Department on **01752 304366** to negotiate an appropriate charging schedule specific to the level of your enquiry.

General concessionary policy for all Development Enquiry Service applications

A reduction of up to 50% of the DES charge may be given to any applicant who is representing a voluntary / community group. A 50% reduction may also be given if an applicant is submitting their own proposal and, at the time of application they can demonstrate that they can be applied to any of the following customer categories:

1. A student in full time education within the City
2. Eligible for any of the following means tested benefits:
 - a. Income support
 - b. Job Seekers Allowance (income based)
 - c. Working Tax Credit
 - d. Child Tax Credit
 - e. Pension Credit
 - f. Housing Benefit
 - g. Council Tax Support
 - h. Employment Support Allowance (income based)
 - i. Universal Credit

In all cases the reduction will be at the discretion of the Head of Development Management based on the circumstances put forward.

Please note that other statutory consultees may choose to charge for their services separately. If this is the case then these charges will be in addition to the charges outlined above. The Planning Officer will always advise applicants in advance if additional charges are likely.

What matters can be covered in the Development Enquiry Service?

- Planning history of the site.
- Statutory designations applying to the site, such as conservation areas, listed buildings, Areas of Outstanding Natural Beauty, protected trees and Sites of Special Scientific Interest.
- Relevant planning policies applying to the site, together with other planning and technical requirements such as car parking and open space standards.
- The forms, plans and supporting information necessary to provide a valid planning application.
- Advice on the procedure, consultation arrangements and estimated timescale for processing the application.
- Any likely requirements for developer contributions to the infrastructure necessary to support the proposed development, for example affordable housing, open space, accessibility and education provision.
- Informal, and without prejudice, comments on the content, preparation and presentation of an application likely to satisfy the Council's planning policies.
- The provision of copies of any relevant documents, subject to the Council's standard copying charges.

- Where requested, a pre-registration check of any proposed planning application, including an assessment of any application fees.
- In the case of 'Major' applications the opportunity to present your scheme to Local Ward Councilors will be facilitated where required.

We will always try to work to your timetable so that you receive the appropriate advice, to the detail you want, in the most appropriate timescale. However we monitor pre applications very closely so that they can be used as part of the statutory decision making process. Therefore if we do not hear from you after three months from us giving you initial advice we will assume that the pre application process has been concluded with no refund.

What you need to do to book the Development Enquiry Service

You can make your application electronically via our website at <https://www.plymouth.gov.uk/planninganddevelopment/planningapplications/makeplanningapplication/developmentenquiryservice>.

Provide appropriate supporting information.

There is no validation process for pre-applications except the requirement to complete the DES form and providing the correct payment. However the quality and certainty of advice that the Council is able to offer is in part dependant on the quality and accuracy of the information you submit. We therefore suggest that you include the following:

- 1:1250 Site location plan (all applicants)
- Notional floor plans and elevation drawings of proposal (all applicants)
- Photographs of site and surroundings (Minor and Major applications)
- Draft Design and Access Statement (Minor, Major and Listed Building applications)

You can pay by credit card by calling 01752 304366, or by cheque made payable to 'Plymouth City Council'.

You can also pay direct by BACS payment direct to our bank account:

Sort Code **20.30.54**

Account Number **23129195**

Reference No. **01938306** (please include your name or company name)

(If this method of payment is used please ensure you supply details of the transaction, including the date the transaction was made).

If you are unsure please do not hesitate to contact us on 01752 304366 or email us planningconsents@plymouth.gov.uk.

What we will do

When we receive your form, you will receive an acknowledgement within three working days.

If we do not feel we have sufficient information to answer your enquiry we will contact you to request the further information we need, before we proceed to arrange any meeting.

Your enquiry will be allocated to an appropriate officer who will contact you within 10 working days of initial receipt of your enquiry to discuss your timescales and arrange a meeting (if required).

Please note that your case officer will make every effort to work with you to deliver your timescales. However, the timing of the first meeting will depend on the complexity of the scheme and the amount of work needed prior to the meeting, including the time needed to obtain the initial views of other interested parties or agencies involved in the planning process, and for officers to visit the site in advance of the meeting as required. Attendance of other officers at the meeting, including specialist advisers, will be organised by the case officer in consultation with yourself.

All meetings will normally be at the offices of Plymouth City Council but we will also consider other locations if required.

Just remember...

Each project or separate site referred to in an enquiry will be charged at the appropriate rate.

Any advice given by Council officers following pre-application enquiries does not constitute a formal response or decision of the Council in respect of any future planning applications.

Any views or opinions expressed are given in good faith, and to the best of ability, based on existing planning policies and standards, without prejudice to the formal consideration of any future planning application. The final decision on any application that you may then make can only be taken after the Council has consulted local people, statutory consultees and other interested parties. The final decision on an application will then be made by senior planning officers or by the Council's Planning Committee and will be based on all of the information available at the time.

It follows that officers cannot give any guarantees about the final formal decision that will be made on any future planning application. However, any pre-application advice that has been provided will be carefully considered in reaching a decision or recommendation on an application, subject to the proviso that circumstances and information may change, and alter that position. (The weight given to pre-application advice notes will inevitably decline over time and little or no weight may be given to the Council's pre-application advice for schemes which are submitted more than two years after the advice being issued).

Any advice given in relation to planning history of the site, planning constraints or statutory designations does not constitute a formal response under the provisions of the Local Land Charges Act 1975.

Pre-application requests for advice will be publicised on our website. We may be obliged to release documents if we receive a Freedom of Information (FOI) request or Environmental Information (EIR) Request. Our file notes will form part of the public file if an application follows.

Need more information?

You can find lots of information by visiting our website at:

<https://www.plymouth.gov.uk/planningandbuildingcontrol>

Here you will find more detailed guidance notes to help you with your enquiry.

There is also a lot of help and useful information at the Planning Portal with guidance especially for householders. Visit their website at <https://www.planningportal.co.uk/>

If you have any comments or suggestions to help improve the service please send them to us at:

Strategic Planning and Infrastructure

Plymouth City Council

Floor 2, Ballard House

West Hoe Road

Plymouth

PL1 3BJ

or email: planningconsents@plymouth.gov.uk

PART 2 – OTHER FEES

Fees for returned planning applications

If the Planning Authority has to return a planning application to an applicant because it has not been possible to validate the application due to lack of information requested, we will retain a 10% administration fee for the cost of officer time in dealing with the enquiry. Once received, we will hold an application as 'Invalid' for a minimum period of 28 days.

Fees for the assessment of the viability of developments

Where a viability appraisal is received as part of a planning application submission or at pre application stage this will require an assessment to be undertaken to verify the assumptions being made. The cost for undertaking this assessment will be met by the developer. The Council provides an in-house Viability Officer to undertake this process, the costs for this service are a fixed charge. Where a mixed use scheme is proposed, a scheme may be charged a rate for both elements.

Development Type	Rate
Residential	
Up to 7 units	£1,200
8 to 15 units	£1,750
15-50 units	£2,750
51-150 units	£3,500
151-299 units	£4,500
300-499 units	£5,500
over 500 units	£6,750
Commercial	
Up to 9,999sqm	£3,500
10,000-19,999sqm	£4,500
20,000+sqm	£6,500
Day rates	£750
VAT	
These prices exclude VAT, which will be charged at the standard rate.	

Historic Environment Record

A charge of **£54** an hour will be charged for any research requests related to the Council's Historic Environment Record electronic and paper information sources. A quote will be provided for any requests made and customers will be informed in advance of any additional costs that are likely to be incurred

Request to Modify or Discharge a Section 106 Obligation

If an applicant makes a request to vary a Section 106 agreement a fixed fee of **£1060** will be charged plus the actual costs of the Council's Legal Service to draw up the necessary legal documentation. (Please note if any invoices have already been raised these cannot be cancelled and the full invoice amount must be paid)

If the request to modify or discharge a Section 106 Obligation comes from the Council there is no charge.

Request to Confirm Compliance with a Section 106 Obligation

To check whether obligations have been complied with affecting a site or individual property, a fee for **£42** is payable per planning application. Any request(s) should be emailed to SI06@plymouth.gov.uk.

Request to Confirm Compliance with Community Infrastructure Levy Obligation

To check whether compliance has been achieved with respect to a site or individual property, a fee for **£42** is payable per planning application. Any request(s) should be emailed to CIL@plymouth.gov.uk.

Confirmation that no Planning Enforcement action will be taken or Enforcement Notice withdrawn

If an interested party, such as a solicitor or owner, wishes to receive in writing from the Planning Service either that no enforcement action will be taken following an investigation or that an enforcement notice will be withdrawn, this can be confirmed by letter for an administration fee of **£90**.

Building Control Fees

The [Building Control](#) team, provides a service to determine Building Regulations. All charges relating to this service are available by contacting the Building Control Team for further information on:

Email buildcon@plymouth.gov.uk

Phone 01752 304343

In addition the Building Control provide other services as outlined below:

Building Control Discretionary Services

EConsult fees	
Standard Assessment Procedure (SAP) compliance check with Energy Performance Certificate (EPC)* (Pre-planning permission)	£240
SAP compliance check with EPC * (pre-Building Regulation decision)	£240
SAP compliance check with EPC * (post Building Regulation decision)	£300
Simplified Building Energy Model (SBEM) with EPC	Price on application
Air Pressure test	£300
Water Usage calculations*	£95
SAP – Highly glazed extension	£300

*For multiple units of similar design, please contact us as this fee may be reduced.

Building Control Historic Searches and Decision Notices

As a local authority, we have a duty to keep records of building regulations application information for 15 years in line with our retention policy. Some of the information is given to us to administer by approved inspectors. Charges are as follows.

Copies of certificates/notices	
Copy of a completion certificate/decisions	£45
Acknowledgment of Initial Notice letter	£45

Safety at Sports Grounds

The Building Control Team has delegated authority to ensure the public are safe in the city's sports stadiums that hold more than 500 persons under a covered roof (i.e. Plymouth Argyle Football Club as a designated sports ground and Plymouth Albion RFC which has two 'regulated stands')

These stands require certification. Each of the two stadiums have existing safety certificates but these are required to be updated/amended when required. Special safety certificates need to be issued for any other event that takes place in the grounds other than football or rugby (i.e. pop concerts/religious gatherings/other sporting events other than what the certificates specify)

Safety certificate fees	
New safety certificate	£3,000
Amendment to existing safety certificate	£500 - £2,000*
Special safety Certificate	£3,000

*Dependent on complexity/involvement with the emergency services/public notice.

Dangerous Structure Call Out Charges

A charge will be made for attending a dangerous structure based on an hourly rate. The first hour is free but an hourly rate will be applicable (after the first hour) until the project has been completed / closed. This is to be made clear to the building owner/responsible person at the first visit or if not possible, via land charges route if the owner is not known.

Dangerous Structure charges	
During office hours (8.00am – 5.00pm)	£66 per hour
Out of office hours (5.00pm – 8.00am)	£85 per hour

Concessionary Bus Pass - Replacement

A fee of **£10** will be charged if you need a replacement bus pass due to it being lost, stolen or damaged, or where a new pass is requested due to a renewal being sent to an old address when we have not been notified of a new address.

Replacement bus passes can either be paid for with a credit / debit card via the Contact Centre on 01752 668000, or paid in cash over the counter at the 1st Stop shop on New George Street, or at your local library.

Highway and Other Engineering Advice

The Council can provide advice on structural engineering and drainage. The rates are charged on hourly basis as outlined below:

- Structural Technical review / advice - **£62** per hour.
- Drainage Technical review / advice - **£52** per hour.

Flood Defence Consent The Local Lead Flood Authority will make a charge of £50 for a Flood Defence Consent application.

Highway Agreement Fees

In progressing works and procedures under Section 38 and Section 278 of the Highways Act 1980 the following charges will be made. The fee is calculated on the basis of a percentage of the estimated cost of the works based on a sliding scale of charges as below. Half of this fee will be secured at the Technical Approval stage when the details of the works are agreed; the remaining 50% is secured on

formal completion of the Agreement prior to commencement of works on site. A non-refundable deposit is paid at the outset and deducted from the total fee.

Charging schedule				
Estimated Cost of works £	Fee %	Fee minimum £ payable	Non-refundable deposit £	Bond - estimated cost of works plus %
less than 130,000	10	3,100	3,100	15%
130,000 – 500,000	7	13,400	3,100	15%
500,000 – 1,000,000	6	36,000	5,150	10%
Greater than 1,000,000	5	62,000	7,750	10%

For smaller schemes costing under £20,000 a lower minimum fee of £2,100 will be charged.

THE COUNCIL WILL REQUIRE A FINANCIAL BOND TO BE PAID TO GUARANTEE THE COMPLETION OF THE WORKS IN THE EVENT OF DEFAULT IN ORDER TO COVER THE POTENTIAL COST TO THE AUTHORITY IF REQUIRED TO STEP IN AND COMPLETE SUCH WORKS. THE BOND IS CALCULATED IN ACCORDANCE WITH THE FINAL COLUMN OF THE ABOVE TABLE.

The fees cover technical approval of schemes and associated admin costs and Adoption fees together with on-site Inspections. An application form and further information is available at:

<http://www.plymouth.gov.uk/roadsandpavements/publicandprivateroads>

Other Fees

Other fees may be collected through the highway agreement as and when required as follows:-

- Street Light design Checking
- Traffic Regulation Orders
- Road Safety Audit
- Structural AIP checks
- Traffic signal and CCTV design checks

Any other fees required under the Highways Act 1980 that may be appropriate to the scheme.

Developers will be advised whether additional fees will be required during the early stages of the approval process. Estimates will be provided by the Council and presented in the Highway Agreement.

Highway Register

Under Section 36 of the Highways Act 1980, the Council are obliged to keep a list of all the streets in the city which are highways maintainable at public expense (HMPE).

This list can be viewed following the link below. The information given is for guidance only as the register is regularly amended and updated.

<http://www.plymouth.gov.uk/roadsandpavements/listroadsmaintainedcouncil>

Where further information is required regarding the limits of public highway please either:

- Email highwaystech@plymouth.gov.uk
- Phone 01752 304366
- Write to Highways Register Enquiries, Strategic Planning and Infrastructure Department, Ballard House, West Hoe Road, Plymouth, PL1 3BJ.

An administrative charge will be made as follows:

- **£46** for a letter
- **£88** for a letter and a plan
- **£114** for a letter and a plan and additional information

If you require a copy of an order in relation to a highways agreement, this can be obtained for a fee of **£45**.

Planning Obligations Management Fee

The Planning Obligations management fee is a standard charge relating to the administration, monitoring and management of a Planning Obligation. It is sought as part of the wider negotiation process on Section 106 agreements.

Standard Rate

Part 1

Number of financial obligations x number of trigger points x **£667**

Part 2

Number of non-financial obligations x **£667**

The management fee is payable at commencement of development unless alternative arrangements have been agreed.

Please note these charges will be subject to review in Spring 2019 during the adoption of the Supplementary Planning Document (SPD) that forms part of the Joint Local Plan

Allotment Charges

(see also <http://web.plymouth.gov.uk/allotments>)

Administration (start-up fee)

There is a one-off administration fee of **£35** (non-refundable).

This covers:

- Administration of waiting lists, plot offers, welcome pack, issue of tenancy agreement.
- Processing payment and annual invoicing.
- Pre-start strim and clearance of inherited debris.

Keys

Each tenant is given a key at a cost of **£5** (non-refundable) - you will be invoiced for this. Any replacement or additional keys are charged at **£6** each.

Rent

There is an annual non-refundable rent for a Council allotment. The season runs from 1 September to 31 August.

The current season's fees are:

- **£44** per plot of any area up to 179 square metres
- **£88** per plot of any area over 179 square metres up to 300 square metres

Notice of Allotment Rent Increases

- From 1 September 2019 - small plot **£65**, large plot **£130**
- From 1 September 2020 - small plot **£76**, large plot **£152**

A small plot is any size up to 179sqm.

A large plot is any size over 179sqm

By 2020 this will equate to a weekly cost of £1.46 for a small plot and £2.92 for a large plot.

Payment

You can now pay your allotment rent over the counter at the 1st Stop shop, New George Street. The opening hours are:

- Monday - 8.30am to 5pm
- Tuesday and Wednesday - 8.30am to 7pm
- Thursday - 8.30am to 8pm
- Friday - 8.30am to 5pm
- Saturday - 9am to 5pm

Please note: If you are visiting Prince Rock Depot, Macadam Road to pay and collect keys the office closes at 4.30pm from Monday to Thursday and 4pm on Friday.

Water

Water charges are additional according to usage. Each site is metered and usage is shared equally amongst all tenants and invoiced annually in arrears.

Water is turned off in the week following 5 November and on again in March or earlier, weather dependent.

For further information please contact allotments@plymouth.gov.uk

Plymouth Outdoor Learning Network (POLEN) (formerly known as Natural Connections Project)

The Council (through the Natural Infrastructure Team) co-ordinate POLEN – Plymouth's Outdoor Learning Community across the city's schools. As part of this it provides an annual subscription service to schools to support the development of Outdoor Learning. The annual charge this year is **£350** and provides the school with:

- POLEN advisor to provide one visit to each school per term to provide support with Outdoor Learning action plans or related events.
- Half-termly updates on latest research, resources and funding.
- POLEN advisor to organise one outdoor learning event per year in a local natural space.
- Access to free POLEN CPD sessions each term.
- Funding support to develop local spaces for outdoor learning – e.g. biodiversity improvements, study areas, outdoor classroom.

For further information please contact natinfra@plymouth.gov.uk

Making a Change to a Public Right of Way

If you need to alter the route or width of a public right of way to allow your development to take place or if you need to extinguish one entirely you can apply to the Council for a Public Path Order to be made. It will be necessary to identify a need for the diversion or extinguishment of a public right of way early in the planning process as the timescales can be extensive and is subject to public consultation and the Council offer free advice on any changes to the public rights of network

Where further information is required please either:

- Email prow@plymouth.gov.uk
- Phone 01752 668000
- Write to Public Rights of Way, Strategic Planning and Infrastructure Department, Ballard House, West Hoe Road, Plymouth, PL1 3BJ.

If a permanent change to a public right of way is required the cost to the applicant will be **£1,850**

Neighbourhood Planning Advice

The Council provides general support to communities undertaking Neighbourhood Planning at no cost. However, we can also provide a range of additional professional services to help communities produce their plans. For details of what is provided for free and what additional services are available see: *Neighborhood Planning protocol*.

<https://www.plymouth.gov.uk/localismandneighbourhoodplanning/neighbourhoodplans>

The rates are charged on hourly basis of £45 per hour.

Copies of Planning Application Documents

If you require a copy of the Planning Application Consent or Tree Preservation Orders, these can be obtained from our Local Land Charges. For the provision of this document, there'll be a charge of **£45**. Any requests for these documents should be sent to lcsearches@plymouth.gov.uk, or contact them on 01752 304478.

Publications

The Department provides all its publications on its website and we ask you to print off copies direct as we do not keep paper copies. However if you have problems printing copies then please contact the department on 01752 304336.

A limited number of paper copies may be printed for public consultation purposes and priority will be given to community groups and people with reduced means to access publications electronically.