

# FEES POLICY 2022/23

Strategic Planning & Infrastructure



## 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
- Management of public transport options (including the provision of bus passes)
- Historic Environment support and maintaining the Historic Environment Register
- Urban Design advice and design services such as feasibility studies, masterplans and planning briefs.
- 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. 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

**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.**

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.

**For any further information, please email [planningconsents@plymouth.gov.uk](mailto: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 Government. Below is the link to these fees:**

[https://ecab.planningportal.co.uk/uploads/english\\_application\\_fees.pdf](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** – Pre applications 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. For major applications of strategic significance or impact for the city, usually allocated sites or major infrastructure proposals we can, by agreement, facilitate an informal presentation to Planning Committee and other interested Councillors.

**Applications not using our pre application 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 pre application 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**

- Post refusal or withdrawal (one meeting) – If we consider the meeting is helpful to agree a way forward it will be free if it is within six months of a refusal or withdrawal of an earlier application. However, if we consider it is not required and the applicant still wants a meeting then it will be charged in line with the fees policy classed as ‘additional meeting’.
- Applications for those dwellings requiring planning permission that have stood empty for two years or more.

**Charging schedule**

**Where a pre application request crosses between two charges the higher fee will be charged. All fees are shown as inclusive of VAT.**

| Application type   | Description      |   |
|--|------------------|---|
| <b>Need for planning permission/help to complete forms</b> | Service provided | A virtual meeting (via MS Teams) or telephone call 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 only not professional architects or agents and will be verbal advice only. |
|  | The process      | Bookings will need to be made in advance and the meetings will be limited to a maximum of 1 hour.   |
|  | Charge           | <b>£71</b>  |
| <b>Assistance to agents on general planning issues</b>     | Service provided | Assistance to agents on interpreting Permitted Development and other Planning legislation. Also PCC policies and guidance (not related to an individual planning consent).  |
|  | The process      | Bookings will be made in advance and will be prioritised by officer time available for the service.   |
|  | Charge           | <b>£71 per hour</b>   |
| <b>Condition checking</b>                                  | Service provided | Checking details of a condition or confirmation that conditions have been discharged  |
|  | The process      | Written confirmation by the officer for each condition requested.   |
|  | Charge           | The charge will be based on the estimated time that the officer considers will be taken depending on the complexity of the request. A minimum charge of £125 will be made on application covering up to 2 hours Officers time. Further charges will be agreed in advance based on the relevant officer's hourly rate.                 |

| Application type  | Description      |   |
|---|------------------|---|
| <b>Listed buildings minor works advice</b>                  | Service provided | A meeting either in person, virtual (via MS Teams) or by telephone) with a historic environment officer to talk through works associated with a Listed Building. This service includes advice on the information required for submission. The applicant may also wish to discuss the certain materials proposed. This service is for private individuals only not professional architects or agents and will be verbal advice only. |
|   | The process      | Bookings will need to be made in advance and the meetings will be limited to a maximum of 1 hour.   |
|   | Charge           | <b>£87</b>  |
| <b>Householder</b>  | Service provided | Advice on development within the curtilage of a residential property which requires an application for planning permission and is not a change of use (see Council website).  |
|   | The process      | Up to one hour meeting and one piece of written comments provided. A site visit will be carried out if it is considered necessary by the officer. Further charges will be agreed in advance based on a standard rate of £71 per hour.   |
|   | Charge           | <b>£142</b>   |
| <b>Tree preservation orders and conservation area trees</b> | Service provided | Preliminary pre-application advice on works that may be considered appropriate for the maintenance and well-being of a protected tree or trees.   |
|   | The process      | A site meeting with the Council's Tree Officer and written advice.  |
|   | Charge           | <b>£175</b>   |
| <b>Minors (residential)</b>                                 | Service provided | Advice on residential developments of 1 to 9 houses or up to 0.49 Ha of floorspace.   |
|   | The process      | One meeting and up to one piece of written advice provided if required.   |

| Application type   | Description      |   |
|--|------------------|---|
|  | Charge           | <b>£319</b> per dwelling (1 to 5 dwellings); additional <b>£182</b> per dwelling (up to 9 dwellings).   |
| <b>Minors (new commercial/non-residential floor space)</b> | Service provided | Advice on commercial/non-residential floor space proposals up to 1,000sqm/Site area up to 0.99 Ha.  |
|  | The process      | One meeting and one piece of written advice provided (if required).   |
|  | Charge           | <b>£542</b> (up to 499sqm); <b>£924</b> (500 to 999sqm) (£525 each additional meeting with written advice if required)  |
| <b>Others</b>  | Service provided | Advice on the following: <ul style="list-style-type: none"> <li>▪ Changes of use where no operational development and floor area up to 1,000sqm;</li> <li>▪ Advertisements;</li> <li>▪ Alterations where no floor space is created;</li> <li>▪ Telecommunications;</li> <li>▪ Renewable energy (including wind turbines etc.) up to site area of 1Ha;</li> <li>▪ Listed building consent (where written advice, redesign or a site visit is needed).</li> </ul> |
|  | The process      | Up to one meeting and one piece of written advice provided if required.   |
|  | Charge           | Minimum of <b>£312</b> with additional cost subject to complexity of the enquiry agreed on a case by case basis ( <b>£131</b> each additional meeting with written advice if required)  |
| <b>Small scale majors</b>                                  | Service provided | Advice on the following: <ul style="list-style-type: none"> <li>▪ Residential 10 to 30 Houses/up to 1.99 Ha, or</li> <li>▪ Commercial/non-residential floor space 1,000 to 4,999sqm/site area between 1 to 1.99 Ha.</li> </ul> *for mixed use schemes the combined residential units and commercial floorspace should be used to assess the category.   |

| Application type           | Description      |   |
|----------------------------|------------------|---|
|                            | Service provided | <p>Up to two meetings and up to two pieces of written advice provided if 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>   |
|                            | Charge           | <p><b>£2,533 (£1,249</b> each additional meeting with written advice if required)</p>   |
| <b>Medium scale majors</b> | Service provided | <p>Advice on the following:</p> <ul style="list-style-type: none"> <li>▪ Residential 31 to 149 houses or site area 2 to 3.99Ha. or;</li> <li>▪ Commercial/non-residential floor space – 5000 to 9,999sqm or site area 2 to 3.99Ha.</li> </ul> <p>For mixed use schemes the combined residential units and commercial floor space should be used to assess the category.</p> |
|                            | The process      | <p>Up to two meetings and up to two pieces of written advice provided if 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>   |
|                            | Charge           | <p><b>£4651 (£1,249</b> each additional meeting with written advice if required).</p>   |
| <b>Large scale majors</b>  | Service provided | <p>Advice on the following:</p> <ul style="list-style-type: none"> <li>▪ Residential – Greater than 150 houses or site area over 4Ha, or;</li> <li>▪ Commercial/non-res floor space – Over 10,000sqm or site area over 4Ha.</li> </ul>  |
|                            | The process      | <p>Due to the complexities of a scheme of this scale it is assumed that these will be dealt with under our premium pre-application service where a bespoke package of meetings and responses will be agreed.</p>  |

| Application type             | Description      |   |
|------------------------------|------------------|---|
|                              | Charge           | To be agreed based on the service required  |
| <b>S73 applications</b>      | Service provided | Advice on amendments to conditions to existing planning consent.  |
|                              | The process      | <p>The number of meetings to be negotiated depending on the complexity of the changes requested by the applicant and the scale of the original planning consent. The fee will be agreed in advance between the applicant and the Planning Authority.</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> |
|                              | Charge           | The fee will be calculate by officers based on the number and scale of changes which are being considered. The fees will initially be based upon the fee categories set out above subject to the consideration of officers.   |
| <b>Minerals and landfill</b> | Service provided | Advice on the monitoring of mineral and landfill permissions.   |
|                              | The process      | 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           | The fee will be calculate by officers based on the number and scale of the advice sought. A calculation of the fee will be based on the hourly rates of all officers required to provide the advice.  |
| <b>Design Panel item</b>     | Service provided | <p>Applicants may wish to refer proposals to one of the region's Design Review Panel. The charge will be based on the resources required to hold the Design Panel meeting and the length of time required for the review.</p> <p>The fee can be negotiated as part of a Planning Performance Agreement or as a standalone fee.</p>  |

| Application type  | Description      |  |
|---|------------------|--|
| <b>Scoping meetings</b>                                     | Service provided | A one off scoping meeting for any major development proposal to primarily consider the principle of a proposal only. It will be held with the case officer and any other officer who the case officer requires to discuss the principle of the development but will not involve detailed responses from consultees. These meetings will remain confidential unless otherwise advised by the applicant. |
|   | Charge           | <b>£687</b>  |
| <b>S106 Heads of Terms</b>                                  | Service provided | Advice on likely S106 asks from the Council when an application is submitted.  |
|   | The process      | 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           | <b>£687</b>  |
| <b>Senior Manager attendance</b>                            | Service provided | The involvement of a more senior manager to assist with negotiations where a request has been made by the applicant and is not included in a Planning Performance Agreement  |
|   | The process      | The applicant will agree with the Local Planning Authority for a senior manager to either attend a scheduled pre application meeting or attend a separate meeting with the applicant and case officer.   |
|   | Charge           | Service Director of Strategic Planning and Infrastructure £125 per hour<br>Head of Development Management £94 per hour<br>Other Head of Service £94 per hour<br>Team Manager £79 per hour  |
| <b>Pre-application for condition discharge applications</b> | Service provided | An advanced consideration of detail which is required to discharge planning conditions.  |

| Application type | Description |  |
|------------------|-------------|--|
|                  | The process | For the initial fee one meeting and one piece of written advice will be provided which includes engagement with the consultee who recommended the condition. The fee will increase if more than one consultee needs to be involved.  |
|                  | Charge      | <p>The fees below are the minimum for each category for each condition detail being considered. Further fees will then be advised by the case officer in advance.</p> <p>Household £142</p> <p>Minor £152</p> <p>Small and Medium scale Major (as defined above) £175</p> <p>Large scale Major (as defined above) – the fee will always be negotiated based on the complexity of the issues.</p> |

### Premium Pre-application Service

The premium pre-application service fee will be calculated in a bespoke way with applicants based upon the scale of service which is required including timeframes and resources and will be advanced through a PPA

To commence the joint establishment of a PPA a administration fee for the PPA production and advanced service fee will be required as set out below, referred to as a Commencement Fee. Usually we will only provide this service for Major developments, but we are happy to discuss this further on a case-by-case basis. The commencement fee in all cases will be £1,250 to cover the cost of officer time to draft a PPA, to negotiate with the applicant on an appropriate pre application process and to brief other relevant consultees on the scope of the work required.

### Additional PPA fees

For clarity premium pre application services will, as a starting point, be charged based on the PPA commencement fee plus the standard pre-application fee for the scale of the project set out in the standard pre-application charges above. This will then be added to based upon the requirements of the applicant. The exception to this will be large scale Majors that will always be charged on a bespoke fee level that will normally involve negotiation with the Head of Development Management.

| Application type                 | Description   |
|----------------------------------|---|
| <b>Strategic Liaison service</b> | <p>This will be a yearly service providing engagement with an applicant at a strategic level, rather than the traditional provision of written pre-application advice. This service is only available for key strategic partners and should be discussed directly with a Manager in the planning service to establish if it is suitable for a proposed scheme. The service can be used alongside the wider premium service where specific advice is needed on projects or phases of larger development.</p> |

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

### **General concessionary policy for all pre applications**

A reduction of up to 50% of the pre application charge may be given to any applicant who is representing a voluntary/community group who wishes to put forward a proposal for a community activity (such as a improvements to a community hall or community enterprise). 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. Advice on proposed facilities that are solely for adaptations for the disabled.
2. Applications that involve 100% of dwellings that are 'self or custom build' and are community led initiatives. 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.
3. 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 pre application?**

- 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.
- In the case of major applications of strategic significance or impact for the city, usually allocated sites or major infrastructure proposals, the opportunity to present your scheme informally to Planning Committee and Ward Members will be facilitated.

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 pre application service**

You can make your application electronically on our website at

<https://www.plymouth.gov.uk/planningandbuildingcontrol/planningapplications/whenyouneedplanningpermission/planningpreapplicationadvice>

### **Provide appropriate supporting information**

There is no validation process for pre-applications except the requirement to complete the pre-application 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:

- I: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 for the pre application by following the guidance on the website

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

Meetings will normally be held on-line via MS Teams or 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 unless it is a scoping meeting or the applicant identifies a specific reason that it should remain confidential and this is agreed by the Head of Development Management. 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:

<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

Email: [planningconsents@plymouth.gov.uk](mailto: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. Where an applicant's viability case relies on specialist information outside of the whole plan viability evidence base, such as detailed cost or engineering reports, the Local Planning Authority may require further specialist advice to review them and an additional fee to cover those costs may apply. Work related to implementing s106 viability review mechanisms will be charged at the corresponding rate for planning applications.

| <b>Development type</b>   | <b>Rate (Excluding VAT)</b> |
|---|-----------------------------|
| <b>Residential</b>  |                             |
| Up to 7 units   | <b>£1301</b>                |
| 8 to 15 units   | <b>£1,895</b>               |
| 15 to 50 units  | <b>£2,936</b>               |
| 51 to 150 units   | <b>£3,789</b>               |
| 151 to 299 units  | <b>£4,872</b>               |
| 300 to 499 units  | <b>£5,944</b>               |
| over 500 units  | <b>£7,313</b>               |
| <b>Commercial</b>   |                             |
| Up to 9,999sqm  | <b>£3789</b>                |
| 10,000 to 19,999sqm   | <b>£4,872</b>               |
| 20,000+sqm  | <b>£7,313</b>               |
| <b>Day rates</b>  | <b>£812</b>                 |
| <b>VAT</b>  |                             |
| These prices exclude VAT, which will be charged at the standard rate. |                             |

### **Historic environment record**

A charge of **£72** an hour inclusive of VAT 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

### **Urban design advice and design services**

The Council can provide advice on urban design in relation to existing schemes or provide a design service to carry out work such as feasibility studies, planning briefs or masterplans. The rates are charged on hourly basis as outlined below and customers will be provided with an estimate for each project.

- Urban design review/advice/design - **£72** per hour inclusive of VAT

### **Strategic planning services**

The Council offers strategic planning advice on a range of matters to local planning authorities and other organisations involved in the production of development plans, neighbourhood plans and other planning policy documents. Services offered include providing critical friend support from the start of the plan making process through to examination, including support at hearings; specific advice on evidence base, including housing need matters, housing supply (including 5 year land supply); strategic options development and any other matters where support may be required. Please contact us for more information including detailed requirements and fees.

### **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 **£127** inclusive of VAT.

### **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](mailto:buildcon@plymouth.gov.uk)

Phone: 01752 304343

In addition Building Control provide other services as outlined below:

### **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 | £50 inclusive of VAT |
| Acknowledgment of initial notice letter    | £50 inclusive of VAT |

### 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 (in other words, 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 (in other words, pop concerts/religious gatherings/other sporting events other than what the certificates specify).

| Safety certificate fees                  |                 |
|--|-----------------|
| New safety certificate                   | £3,060          |
| Amendment to existing safety certificate | £510 to £2,040* |
| Special safety certificate               | £5,000**        |

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

\*\* Dependent on submission of information and application in line with the times stated on the safety certificate

### 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 (8am to 5pm) | £55 per hour  |
| Out of office hours (5pm to 8am) | £103 per hour |

## Travel plan audit and monitoring fee

The Sustainable Transport Team supports the development and delivery of travel plans. For more information on the travel plan audit and monitoring fee please contact the Sustainable Transport Team on:

Email: [travelplans@plymouth.gov.uk](mailto:travelplans@plymouth.gov.uk)

Phone: 01752 304585

Where a travel plan is required, a travel plan audit and monitoring fee, as set out in Table I, will be payable to Plymouth City Council by the developer.

There is no audit and monitoring fee for a travel plan statement.

The full travel plan audit and monitoring fee amount will be due on commencement of development.

**Table I: Travel plan audit and monitoring fee**

| Use Class   | Size of development                | Management and Audit Fee Exclusive of VAT |
|---|------------------------------------|---|
| B2 General industrial   | 5,000m <sup>2</sup> and over       | £3,595                                    |
|   | 4,000 – 4,999m <sup>2</sup>        | £2,865                                    |
| B8 Storage or distribution  | 7,500m <sup>2</sup> and over       | £3,595                                    |
|   | 5,000 - 7,499m <sup>2</sup>        | £2,865                                    |
| C1 Hotels   | 150 bedrooms and over              | £3,595                                    |
|   | 100 – 149 bedrooms                 | £2,865                                    |
| C2 Residential institutions – Residential care homes, hospitals, nursing homes, | 75 beds and over                   | £3,595                                    |
|   | 50 – 74 beds                       | £2,865                                    |
| C2A Secure Residential institutions – residential education                     | 225 students and over              | £3,595                                    |
|   | 150 – 224 students                 | £2,865                                    |
| C3 Dwelling houses  | 150 dwellings and over             | £3,595                                    |
|   | 50 – 149 dwellings                 | £2,865                                    |
| C4 Houses in Multiple Occupation  | 150 dwellings and over             | £3,595                                    |
|   | 50 – 149 dwellings                 | £2,865                                    |
| E – Commercial Business and Service   | 3,500m <sup>2</sup> and over       | £3,595                                    |
|   | 800 - 3,499m <sup>2</sup>          | £2,865                                    |
| F Local Community and Learning  | 1,500m <sup>2</sup> and over       | £3,595                                    |
|   | 1,000 - 1,499m <sup>2</sup>        | £2,865                                    |
| Sui Generis   | Discuss with Plymouth City Council |   |

## 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.

## Bus Pass Marketing

We are offering businesses the opportunity to insert their leaflets alongside the concessionary bus pass. The initial contract will be for delivery of 4,000 leaflets at a total cost of £1,000 (including VAT) which is a cost of 0.25p per leaflet. This price does not include the production or printing of the leaflets, this is so that your business can use their existing leaflets without incurring additional design costs. All leaflets will need to comply with the insert specification and be approved by Plymouth City Council.

Please contact the Sustainable Transport Team at [publictransport@plymouth.gov.uk](mailto:publictransport@plymouth.gov.uk) for more information.'

## Flood risk assessments, surface water drainage strategies and highway design advice

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

- Highway / Structural technical review/advice - **£72** per hour inclusive of VAT
- Drainage technical review/advice - **£72** per hour inclusive of VAT

## Flood defence consent

The Local Lead Flood Authority will make a charge of £250 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 200,00          | 10    | £3,357                | £3,357                   | 15%                                   |
| 200,000 to 500,000        | 7     | £13,945               | £3,357                   | 15%                                   |
| Greater than 500,00       | 6     | £37,455               | £5,355                   | 10%                                   |

For smaller schemes costing under £20,000 a lower minimum fee of £2,275 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](mailto: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 inclusive of VAT will be made as follows:

- **£69** for a letter
- **£116** for a letter and a plan
- **£162** 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 **£69 inclusive of VAT**.

### 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 calculated on the basis of the following formula:

For planning obligations with triggers - Number of obligations x number of trigger points x **£890**

For planning obligations without triggers – Number of planning obligations x **£890**

The management fee is a planning obligation in its own right, payable at commencement of development unless alternative arrangements have been agreed

### **Developer Contribution Enquiries**

### **Community Infrastructure Levy (CIL) Compliance Check**

A check on potential or actual CIL liability in relation to land or property. The charge for this compliance check is **£63** Inclusive of VAT

If a site visit is required, a charge of **£116** Inclusive of VAT will apply.

Any request(s) should be emailed to [CIL@plymouth.gov.uk](mailto:CIL@plymouth.gov.uk).

### **Planning Obligation Compliance Check**

A check on potential or actual Section 106 liability in relation to land or property. The charge for this compliance check is **£63** Inclusive of VAT

If a site visit is required a charge of **£116** Inclusive of VAT will apply.

Any request(s) should be emailed to [S106@plymouth.gov.uk](mailto:S106@plymouth.gov.uk).

### **Developer Contribution History Search**

Relates to CIL or Section 106 search requests on the where relevant key documents such as CIL Notices, s106 agreements or planning application references are not provided by the enquirer for any specific site. The fee for this is **£36** Inclusive of VAT

Request(s) can be emailed to [S106@plymouth.gov.uk](mailto:S106@plymouth.gov.uk) or [CIL@plymouth.gov.uk](mailto:CIL@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](mailto: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 **£2,004**.

### **Register of landowner statements, highway statement and declarations**

If you are the owner of land which is used by the public and you wish to protect your land against village green or public rights of way claims you can apply to deposit a statement of intent, accompanied by a map, with the Council under Section 31(6) of the Highways Act 1980 or Section 15A of the Commons Act 2006.

Where further information is required please either:

- Email: [prow@plymouth.gov.uk](mailto: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

A basic fee for logging an application, making it available on the register and placing notices where required will be charged at **£400**. **For large/ complex site additional charges will apply**.

### **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. Please contact the City Planning Team direct for further information at [planningpolicy@plymouth.gov.uk](mailto:planningpolicy@plymouth.gov.uk).

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

### **Mapping and Graphics**

The Council are able to provide specialist mapping and graphics support for a range of development and community projects.

The rates are charged on an hourly basis of £60 per hour inclusive of VAT.

### **DATA Play**

The Council are able to run and facilitate DATA Play sessions on behalf of other partners and organisations. DATA Play days are focussed on working with local talent and tech companies to explore how open data and technology can be used to help the organisation deliver services in new ways.

The Council will provide a team of officers to lead the organisation of the event, prepare the agenda, support the cleaning and opening of data to be used for challenges, identify suitable speakers and facilitate the DATA Play day sessions.

Please contact the Infrastructure Planning Team direct for further information at [DATAplymouth@plymouth.gov.uk](mailto:DATAplymouth@plymouth.gov.uk)

**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. Any requests for these documents should be sent to [llcsearches@plymouth.gov.uk](mailto:llcsearches@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.