

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO DEVELOPMENT CONTROL COMMITTEE

31st March 2016

REPORT OF THE CORPORATE DIRECTOR – COMMUNITIES

Proposed Statutory and Non-Statutory Pre-Application Advice Charging Regime

1. Purpose of Report

- 1.1 To seek Development Control Committee Members' approval for the adoption of a statutory and an updated non-statutory/bespoke pre-application advice charging regime.
- 1.2 A member workshop session on the new Development Management procedures will take place before the Planning Committee meeting on 31st March, 2016 which will include a summary of the Welsh Government's proposals for a statutory pre-application advice service that came into force on 16th March, 2016.

2. Connection to Corporate Improvement Plan / Other Corporate Priorities

- 2.1 The changes to the development management procedures (insofar as they relate to pre-application advice services provided by Local Planning Authorities) apply to all Welsh Local Planning Authorities as part of the Welsh Government's wider positive planning programme.
- 2.2 The delivery of of the County Borough's statutory planning function has links to the Council's Corporate Priorities in particular number 1 Supporting a successful economy.

3. Background

- 3.1 Bridgend CBC has operated a system of charging for pre-application advice since April 2011 (see existing pre-application guidance note at Appendix 1).
- 3.2 The Planning (Wales) Act 2015 (6th July, 2015) introduced new pre-application processes that will be key to the delivery of effective frontloading of applications. More specifically, Section 18 of the Act (see Appendix 2) introduced a new statutory requirement for LPAs to provide pre-application services to applicants.
- 3.3 The regulations have set a standard, national fee for the purposes of the statutory pre-application service and this came into force on 16th March, 2016 under Parts 1 and 2 of the Town and Country Planning (Fees for Applications, Deemed Applications and Site Visits) (Wales) (Amendment) Regulations 2016.
- 3.4 Any additional written advice from, or meetings with, LPAs regarding a pre-application enquiry will not form part of the statutory (basic level) service. However, the Welsh Government are actively encouraging LPAs to provide a more comprehensive pre-application service over and above the statutory minimum and recognise that this may be subject to a discretionary charge under section 93 of the Local Government Act 2003.

- 3.5 Members will recall the Workshop Session on 22nd January, 2016 which included a summary of the proposed changes and a discussion on the proposed charging regime for the Council's non-statutory service. The workshop explored charging levels, the expected response times, in-house specialist advice and exceptions to charging.
- 3.6 The new regulations require all local planning authorities in Wales to provide a statutory pre-application advice service. Applicants must submit a completed pre-application advice enquiry form containing information on their proposal to enable a response from the LPA. As a minimum they will be required to provide:
- Name, address and contact details
 - Description of the proposal (inc. an indication of increase in floor space, and/or number of new units proposed)
 - Site Address
 - Location Plan
 - Fee
- 3.7 The fees that will be charged for the statutory pre-application services are the same across Wales, although they also vary depending upon the size and scale of the proposed development:
- Householder - £25
 - Minor development - £250
 - Major development - £600
 - Large major development - £1000
- 3.8 The regulations require LPAs to provide a **written response** to all valid pre-application enquiries within 21 days, unless an extension of time is agreed between the authority and applicant.
- 3.9 As a minimum, applicants for householder developments should expect to receive the following information within their written response:
- The relevant planning history of the site
 - The relevant development plan policies against which the development proposal will be assessed
 - Relevant supplementary planning guidance (i.e. design, conservation etc.)
 - Any other material planning considerations
 - An initial assessment of the proposed development
- 3.10 For all other development proposals, applicants will receive all the information outlined above, as well as whether any Section 106 or Community Infrastructure Levy contributions are likely to be sought and an indication of the scope and amount of these contributions. Without payment of the appropriate fee, the LPA will be under no obligation to accept a pre-application enquiry form.
- 3.11 The WG will collect information on the number of enquiries received and the time authorities take to respond via the Development Management Quarterly Survey from the end of March 2016.

3.12 The BCBC Pre-Application Advice Guidance Note will be updated to differentiate between the statutory and non-statutory streams of pre-application advice.

3.13 An informal consultation exercise with local planning agents was undertaken in February 2016. No comments were received.

4. Current Situation

4.1 As our pre-application advice guidance note and pre-application enquiry form have not been reviewed since 2011 and Planning application fees were increased by approximately 15% in October 2015, it is proposed to update our guidance and charging regime to include the basic service as required by the Welsh Government and our own charges for a more bespoke/comprehensive level of service.

4.2 The main changes to how we currently apply our pre-application advice include:

- a tailored and equitable charging system for different types and scale of development;
- a new charge for householder design advice;
- a bespoke and comprehensive advice service to developers to include meetings and site visits; and,
- an initial free “scoping” meeting with developers on major developments (of up to an hour) to identify the information required to be included with a pre-app submission and the required input from other departments of the Council such as Highways and Public Protection etc.

4.3 Under the new regulations applicants for major developments and for developments of national significance (DNS) must now seek pre-application advice from the local planning authority. Pre-app advice for minor and householder development is not mandatory. Householder advice is currently provided free of charge. The WG scheme now introduces a £25 charge for advising if planning permission is required for a householder extension.

4.4 Developers will have a choice as to which service they wish to receive from the LPA - the WG statutory scheme, which does not involve a meeting or internal consultations, or the BCBC scheme, which may involve a free scoping meeting, consultation with various internal specialists and further meetings/site visits as necessary. Discretionary advice would be appropriate, for example when a householder or other party wants to find out if a proposed extension would fall within permitted development limits or not, or wishes to know what surveys may be required.

4.5 If a prospective applicant has not submitted a pre-application enquiry form and paid the requisite fee then the local planning authority does not have to provide the statutory pre-application service, and is free to provide advice on a discretionary basis.

4.6 The proposed charging schedule, which includes the statutory and non-statutory/discretionary services, is attached at Appendix 3.

5. Next Steps

5.1 The WGs statutory service came into force on 16th March, 2016.

5.2 The Council's non-statutory service (charging schedule and guidance note) will be reported to Cabinet With a view to being introduced in May or June 2016.

6. Effect upon Policy Framework & Procedure Rules

6.1 The new Development Management Procedures and the statutory pre-application advice service have to be implemented by all LPAs in Wales.

6.2 The Welsh Government actively encourages LPAs to provide a non-statutory pre-application advice service in tandem with the statutory service.

7. Equality Impact Assessment.

7.1 An Equality Impact Assessment Screening has been undertaken and the proposed recommendations are unlikely to have an impact on equality issues.

8. Financial Implications

8.1 The pre-application advice service will result in the use of additional staff resources but this will be off-set by the income generated.

8.2 The HMRC have confirmed through the CIPFA VAT Committee that the pre-application service provided by Welsh LPAs is carried out under a statutory requirement and, when the system came into force on the 16th March 2016, the statutory service is to be treated as non-business and outside the scope of VAT. The non-statutory/discretionary service will remain VAT-able and the charging schedule includes VAT.

9. Recommendations

9.1 That Members of the Development Control Committee:

- (1) Approve the content of this report and the proposed charging regime before referring the matter to Cabinet.

Mark Shephard
Corporate Director Communities
31st March 2016

Contact Officer

Mr. Rhodri Davies

Development and Building Control Manager

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Background documents

Appendix 1: BCBC's Existing Pre-Application Advice Guidance Note (since April 2011)

Appendix 2: Section 18 of the Planning (Wales) Act 2015

Appendix 3: Proposed Statutory and Non-Statutory Pre-Application Advice Charging Schedule

Appendix 1

BRIDGEND COUNTY BOROUGH COUNCIL - COMMUNITIES DIRECTORATE - DEVELOPMENT GROUP

CHARGING FOR PRE-APPLICATION ADVICE - GUIDANCE NOTE

We encourage and welcome the opportunity to provide advice before an application is made. Our aim is to enable and promote high quality development. We have reviewed how we can put more effort into achieving this. Whilst we have to introduce charges, they will enable us to provide a more responsive and professional service which will reduce uncertainty and be highly cost effective for people preparing a planning application. These fees are in addition to the fees payable for the submission of applications. If you make an application having received advice for which you have paid, the full application submission fee remains applicable.

The advice is intended to help you understand the best way to go about seeking permission. It should not be confused with whether you need planning permission which is handled through a different process.

There are considerable benefits in seeking our advice as

- It gives you an opportunity to understand how our policies will be applied to your development.
- It can identify at an early stage where there is a need for specialist input, for example about listed buildings, trees, landscape, noise, flooding, transport, contaminated land, ecology or archaeology.
- It will assist you in preparing proposals for formal submission which, providing you have taken our advice fully into account, will be handled more quickly.
- It may lead to a reduction in time spent by your professional advisors in working up proposals.

It may indicate that a proposal is completely unacceptable, saving you the cost of pursuing a formal application.

In addition to determining applications for planning permission, advertisement consent and listed building consent, the Development Control Section is able to provide you with advice and information on a variety of topics such as design.

You may be able to find the information you need on the planning pages of our website www.bridgend.gov.uk/planning or on the Planning Portal's website www.planningportal.gov.uk. Householders seeking to extend their homes can access our expert system as to whether planning permission is required and can also access our Supplementary Planning Guidance advice on householder development on the web.

Charges will now be made for pre-application advice, compliance checks and researching planning histories for permitted development restrictions.

WHAT MATTERS CAN BE COVERED?

The matters which could be the subject of pre application advice include:-

- Planning History of the site;
- Statutory designations of the site, such as Conservation areas, listed buildings, protected trees, nature conservation etc.
- Relevant planning policies and other material factors applying to the site/development
- The necessary forms, plans and fee

- Supporting information and documents including Access and Design Statements and Energy Efficiency requirements
- Advice regarding the procedure, consultation arrangements and estimated time scale for processing the application;
- Any requirements for developer contributions to the infrastructure necessary to support the proposed development, for example affordable housing, open space, accessibility etc;
- Informal, and without prejudice, comments on the content, preparation and presentation of an application likely to satisfy the Council's planning policies;
- The merits of draft proposals (e.g. appropriateness of design) **and**
- The provision of copies of any relevant documents, subject to the Council's standard charges for documents.

INFORMATION WE WILL NEED FROM YOU

We will always ask you to write to us with details of your proposal if you want us to comment on a particular building, extension, design etc. If you wish us to meet you on site or outside the Council Offices or involve the Legal Officer, you will need to pay an additional fee.

For **all enquiries** you will need to send us the following as a minimum:

- Written details of the address and proposal;
- Description of the nature and scale of the development proposed and the uses to which land and buildings are to be put;
- Site location plan with the site clearly marked (to a recognised scale, north point etc);
- Sketch drawings providing details of the proposal (to a recognised scale);
- Photographs of the site and surrounding area, with particular regard to any nearby houses or other development which might be affected by your proposal
- Contact details including phone number and email address;
- Request for a site meeting (if any)
- The appropriate fee - **No detailed work will be undertaken until the full fee has been paid.**
- An initial design and access statement
- Access and parking arrangements
- This may also need to be accompanied by ecological, landscape, contamination, flood and transport assessments depending upon the location, nature and complexity of the development.

A standard form is available for use on the planning page of the Council's website.

WHAT WE WILL DO

On receipt of your initial enquiry, we will decide whether it requires pre application advice and what type of advice is most suitable. We will then check that the appropriate fee has been paid. If it has not, we will write to you confirming that we will not progress your enquiry until the appropriate fee has been paid.

Once the fee has been paid, your enquiry will be allocated to an appropriate officer.

We will do our best to reply within 20 working days; however we cannot guarantee a response within this time period. In particularly complex cases, more time may be needed and we will advise you when you may expect a reply.

The written reply setting out our advice will comprise the service for the standard charge. Further enquiries will be charged another fee.

If we do not have enough information to answer your enquiry then we will write to you by letter or email, setting out what information we need. If the enquiry relates to a major proposal then you will be contacted by the officer allocated to your enquiry, who will confirm whether there is sufficient information to provide advice and, if not, will ask for additional information. In either case, the clock will stop until all of the information is received.

Where a meeting is sought, we will arrange a suitable date depending on the complexity of the scheme and the amount of work that will be needed beforehand. This may include any time necessary to obtain initial views of other interested parties such as the Highways Engineer, Design Quality Officer etc. However, no meetings will take place without prior sight of the requested information.

Attendance of other officers at the meeting, including specialist advisors, will be at our discretion but will not require the payment of additional fees.

Following the meeting, we will confirm the advice in a letter or email. Again, this will usually be within 20 working days unless the proposal is particularly complex, when an alternative timescale will be agreed at the end of the meeting.

Should a further meeting be required, the scope for such a meeting will be established beforehand together with the relevant fee which must be received together with any relevant document before the subsequent meeting.

Any meeting will normally take place at the Civic Offices, Bridgend. The Development Control Manager may exceptionally vary this to allow a request for a meeting on site or outside the Civic Offices. If so, the fee will be adjusted to reflect time and cost spent travelling.

The Development Control Manager has the right to decline a request for pre application advice where it is not considered either appropriate or necessary.

WHAT ARE THE CHARGES?

Major Developments

- New residential development of 10 or more new dwellings or on 0.5ha of land or more;
- Change of use of buildings or and where the gross floorspace or site area is 1,000m² or more;
- New non-residential buildings and extensions to non-residential buildings of 1,000m² or more of gross floorspace;
- Mixed use developments where the combined gross floorspace is of 1,000m² or more.
- Other large scale or complex/specialist applications that require significant officer input (e.g to cover cases such as a Wind Farm which might otherwise fall as a 'minor development' based on these criteria)

Fee

- *£250 plus VAT (total fee £300) or 1% of the appropriate fee under the Application Fees Regulations, whichever is the greater, for written advice only. Additional advice may be required and will be charged at the same rate;*
- *£500 plus VAT (total fee £600) or 1.5% of the appropriate fee under the Application Fees Regulations, whichever is the greater for up to an hour long meeting plus written*

confirmation, additional meetings may be required and these will be charged at the same rate. The Development Control Manager will agree the need for additional meetings and may recommend the involvement of third parties if it is felt necessary.

Minor Developments

- New residential developments of 1 to 9 dwellings;
- Residential conversions involving change of use to more than one dwelling;
- Change of use of buildings or land where the gross floorspace or site area is less than 1,000m²;
- New non-residential buildings and extensions to non-residential buildings from 100m² to less than 1,000 m² of gross floorspace;
- Mixed use developments where the combined gross floorspace from 100m² to less than 1,000 m².
- Advertisements

Fee

- *£150 plus VAT (total fee £180) for written advice only. Additional advice may be required and will be charged at the same rate;*
- *£250 plus VAT (total fee £300) for up to an hour long meeting plus written confirmation, additional meetings may be required and these will be charged at the same rate. The Development Control Manager will agree the need for additional meetings and may recommend the involvement of third parties if it is felt necessary.*

In the Development Control Manager's absence a Development Control Team Leader or the Development Planning Manager will act on his behalf.

Householder Development/Heritage Proposals (Listed Buildings, Conservation Area Consent, Design in Conservation Areas)/Council Proposals/Town/Community Council proposals/Where Permitted Development Rights Removed/District Valuer queries/Tree advice /A small development for a non profit making community facility scheme by a registered charity or Voluntary Sector Organisation.

In addition there will be no charges for:

- *Enquiries relating to developments involving the enlargement or change of use of existing business by up to 500 square metres falling within Use Classes B1, B2 and B8.*
- *Initial enquiries relating to key employment and regeneration sites identified in the Development Plan for uses falling within Use Classes B1, B2 and B8. (The provision of detailed advice following that initial meeting would be subject of the existing pre-application advice arrangements.)*

What the costs cover

These fees cover administration costs and the time spent in research, assessment, a meeting as necessary, and in making a written response.

Any requests for written advice must be accompanied by the relevant fee otherwise advice cannot be provided. Each project or separate site referred to in an enquiry will be charged at the appropriate rate. Sites may not be artificially divided in an attempt to attract a different tariff. Multiple requests will attract the appropriate multiple fees. The Development Control Manager has the right to determine the fee. In the event of any disputes, the issue will be referred to the

Head of Regeneration and Development whose word will be final. Where the appropriate fee is not paid within 15 works days after a reminder, no response will be given.

We would prefer payment to be made by credit card by telephoning the department (tel. No. 01656 643675) where the payment can be taken. Alternatively you may pay by cash at the Customer Services Centre of Bridgend County Borough Council.

PLEASE NOTE

Our pre application advice service is offered to both developers and individual applicants including householders. In either case there are some general points which you should take into account before you contact us:

- Try to contact us at the earliest reasonable opportunity in your project;
- Undertake some initial research yourself including looking at our notes on how to submit a valid application;
- Sound out the views of those who may be affected by your proposals;
- Remember the more information you can give us, the more accurate and helpful our response can be - vague proposals can receive only vague advice. The key to the success of this service will be you providing us with adequate information in advance - this is set out in more detail in the documents mentioned above; and
- On complex issues be prepared to seek private professional help - our service is not intended to be an alternative to employing professional consultants.

We will always do our best to give you the best advice we can on the information which is to hand. However, you need to be aware that any advice given by Council Officers for pre application enquiries does not constitute a formal decision by the Council as Local Planning Authority. Any views or opinions are given in good faith, and to the best of our ability but without prejudice to the formal consideration of any planning application.

The final decision on any application that you may then make can only be taken after we have consulted local people, statutory consultees and any other interested parties. It will be made by the Development Control Committee or by planning officers and be based on all of the information available at that time.

You should therefore be aware that officers cannot guarantee the final formal decision that will be made on your application(s). 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 or come to light that could alter that position.

Please note that the weight given to pre application advice will decline over time, and can be superseded by new government advice or new planning policies.

Fees are non refundable.

Research of Permitted Development Rights and Planning Histories

This provides confirmation of whether or not permitted development rights have been removed from a dwelling. You may need to know this to confirm if planning permission is required or not.

- Research on Permitted Development Rights per plot: £30*
- Research on Planning Histories per plot back to 1974: £30*

- Research on whether planning conditions discharged for minor/householder applicants £30*
- Research on whether planning conditions discharged for major applications £80*
- * *All charges include 20% VAT*
- If no research is required there will be no fee but a charge of £7.20 per decision notice and S106 Agreement will apply.

Appendix 2

Section 18 of the Planning (Wales) Act 2015

18 Requirement to provide pre-application services

In TCPA 1990, after section 61Z (as inserted by section 17) insert—

“61Z1 Wales: pre-application services

(1) The Welsh Ministers may by regulations make provision for and in connection with the provision of pre-application services by a local planning authority in Wales or the Welsh Ministers.

(2) Regulations under this section may, in particular, make provision—

(a) about circumstances in which pre-application services are required to be provided (including provision about the form and content of requests for pre-application services, and information that is to accompany a request);

(b) about the nature of the services required to be provided, and when and how they are to be provided;

(c) for information and documents relating to services provided under the regulations, or relating to requests for such services, to be published or otherwise made available to the public, or to persons specified in the regulations, by a local planning authority or the Welsh Ministers;

(d) about other steps required to be taken by any person in connection with, or for the purposes of, the provision of services under the regulations.

(3) References in this section and section 61Z2 to pre-application services are to services provided to a person, in respect of a qualifying application proposed to be made by the person in respect of the development of land in Wales, for the purpose of assisting the person in making the application.

(4) A “qualifying application” is an application, under or by virtue of this Part, that is of a description specified in regulations made by the Welsh Ministers.

61Z2 Pre-application services: records and statement of services

(1) The Welsh Ministers may by regulations make provision requiring—

(a) records to be kept of requests for pre-application services;

(b) records to be kept of pre-application services provided;

(c) a statement, giving information about the range of pre-application services provided by an authority or the Welsh Ministers, to be prepared and published or otherwise made available.

(2) The regulations may, in particular, include provision about—

(a) the form and content of the records to be kept;

(b) the form and content of the statement;

(c) the way in which records are to be kept;

(d) the publication of the statement and the persons to whom, and circumstances in which, it is to be made available.

(3) Regulations under this section or section 61Z1 may contain incidental, supplementary and consequential provision.”



BRIDGEND COUNTY BOROUGH COUNCIL DEVELOPMENT MANAGEMENT

Guidance on Pre-Application Charges –
 Welsh Government Statutory Service to take effect from 16th March, 2016
 BCBC Service to take effect from 2nd May 2016

Category/Scale of Development	Written Only Statutory service from 16 th March, 2016)	Advice (WG service from 16 th March, 2016)	Written Response (BCBC from April 2016)	Advice Only from April	Written and a Meeting (office)	Advice and a 1 hour Meeting (site or office)	Additional Advice and/or Meetings	Written and/or	Target Response Time from Enquiry or Meeting Date (Days)
Householder Advice re: Permitted Development	-	£25	£25	£50	£50	£25	£25	£25	14
Householder design advice	£25	£90	N/A (site visit inc. in fee)	£50	£50	£50	£50	£50	21
Planning History	-	£50 per plot	N/A	N/A	N/A	N/A	N/A	N/A	21
PD Rights Removal	-	£50 per plot	N/A	N/A	N/A	N/A	N/A	N/A	21
Compliance with Conditions/Notices	-	£50/£150	£100/£300	£100	£100	£50	£50	£50	14
Works to Protected Trees	-	£50	£100	£250	£350	£100	£100	£200	14
Minor Agricultural and Forestry Development	-	£150	£250	£350	£500	£100	£100	£200	21
Minor Commercial Development/CoU* (up to 500 sq. m. gross floorspace)	£250	£250	£350	£500	£700	£100	£100	£200	21
Minor Works to Listed Buildings/in Con Areas	-	£100	N/A (site visit inc. in fee)	£150	£150	£100	£100	£100	21
Adverts	-	£10	£10	£10	£10	N/A	N/A	N/A	7
Copies of Decision Notices	-	£10	£10	£10	£10	N/A	N/A	N/A	7
Copies of S.106 Legal Agreements	-	£10	£10	£10	£10	N/A	N/A	N/A	7
Copies of TPO	-	£100	£150	£200	£250	£100	£100	£100	14
Confirmation conditions/S.106 have been discharged	-	£100	£150	£200	£250	£100	£100	£100	14

* Pre-app advice fee to be determined by Planning Officers in conjunction with Economic Development e.g. for employment uses B1, B2 or B8

Category/Scale of Development	Written Only Statutory service from 16 th March, 2016	Advice (WG service from 16 th March, 2016)	Written Response (BCBC from April 2016)	Advice Only from April	Written and a Meeting (site office)	Advice and a 1 hour Meeting (site or office)	Additional Written Advice and/or Meetings	Target Response Time from Enquiry or Meeting Date (Days)
Larger Scale Development								
New dwellings/conversion to residential								
1-2 dwellings	£250		N/A site visit inc.		£350		£100	21
3-4 dwellings	£250		N/A site visit inc		£500		£200	28
5-9 dwellings (inc. Planning Obligations)	£250		N/A site visit inc		£1000		£300	35
Rural Enterprise Dwelling	£250		N/A site visit inc		£600		£250	35
Barn Conversions	£250		N/A site visit inc		£500		£200	28
Agricultural and Forestry Development (500-1000 sq. m.)	£250		£300		£400		£150	28
Commercial Development/CoU *	£250		£750		£850		£250	35
(500 – 1000 sq. m.)								
Non-PD Domestic Scale Renewable Energy Schemes**								
- Small Scale Hydro Schemes	£250		£250		£350		£100	28
- Solar Panels/Photovoltaics	£250		£250		£350		£100	28
- Single Turbines up to 40m to blade tip	£250		£500		£600		£200	35

* Pre-app advice fee to be determined by Planning Officers in conjunction with Economic Development e.g. for employment uses B1, B2 or B8

** To be confirmed by the Planning Officer based on the details provided

Category/Scale of Development	Written Only Statutory service from 16 th March, 2016	Advice (WG service from 16 th March, 2016)	Written Response (BCBC from April 2016)	Advice/ Only from April	Written Meeting and a 1 hour Meeting (site or office)	Additional Advice or Meetings	Written and/or	Target Response Time from Enquiry or Meeting Date (Days)
Major Development								
(N.B. first scoping meeting with Officers is free)								
10 or more dwellings (or 32 dph) inc. Planning Obligations	£600 < 25 units £1000 > 24 units		N/A site visit inc.		£2500	£1000		35
Agricultural and Forestry Development (> 1000 sq. m.)	£600 < 2000 sq. m. £1000 > 1999 sq. m.		N/A site visit inc.		£5000	£2500		42
Commercial Development/CoU * (> 1000 sq. m.)	£600 < 2000 sq. m. £1000 > 1999 sq. m.		N/A site visit inc.		£2500	£1000		42
Commercial Renewable Energy Schemes (inc. EIA)					£3000	£1000		42
- Hydro Schemes	-		N/A site visit inc.		£5000	£500	£100	35
- Waste to Energy Schemes	-		N/A site visit inc.		£5000	£300	£300	42
- Solar Parks/Farms	-		N/A site visit inc.		£5000	£500	£500	42
- Wind Farms	-		N/A site visit inc.		£5000	£750	£750	42
Winning and Working of Minerals	£600		N/A site visit inc.		£5000	£500	£500	42
Waste Development	£600		N/A site visit inc.		£5000	£500	£500	42

* Pre-app advice fee to be determined by Planning Officers in conjunction with Economic Development e.g. for employment uses B1, B2 or B8

“Major development” is defined as development involving any one or more of the following:

- a) the winning or working of minerals or the use of land for mineral-working deposits¹;
- b) waste development;
- c) the provision of dwellinghouses where
 - i) the number of dwellinghouses to be provided is 10 or more; or
 - ii) the development is to be carried out on a site having an area of 0.5 hectare or more and is not known whether the development falls within paragraph (c)(i);
- d) the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more, or,
- e) development carried out on a site having an area of 1 hectare or more. (as defined in Article 2 of the *Town and Country Planning Development Management Procedure (Wales) Order 2012*).

Exemptions

Town Council/Community Council Enquiries (except for Commercial Development)

Registered Charities

Other BCBC Service Areas

Non-profit making groups/Community Interest Companies/Churches etc.

Conservation advice - urgent structural repairs to Listed Buildings only

Works to improve access for registered disabled

Specialist Advice	Additional Cost Per Hour (inc. meetings/site visits)	Additional flat rate cost per major development
BCBC Ecologist	£50	£300
BCBC Highways	£50	£300
BCBC Building Conservation/Heritage	£50	£300
BCBC Public Protection	£50	£300
BCBC Economic Development	£50	£300
BCBC Parks	£50	£300

Local Planning Authority Pre-application Services

The Town and Country Planning (Pre-Application Services) (Wales) Regulations 2016 require all local planning authorities (LPAs) in Wales to provide a **statutory pre-application service**.

Applicants must submit a completed pre-application advice enquiry form containing information on their proposal to enable a response from the LPA. As a minimum they will be required to provide:

- Name, address and contact details
- Description of the proposal (including an indication of increase in floor space, and/or number of new units proposed)
- Site Address
- Location Plan
- Fee

The fees that can be charged for statutory pre-application services are the same across Wales, although vary depending upon the size and scale of the proposed development:

Householder - £25

Minor development - £250

Major development - £600

Large major development - £1000

The regulations require LPAs to provide a written response to all valid pre-application enquiries within 21 days, unless an extension of time is agreed between the authority and applicant.

As a minimum, applicants for householder developments should expect to receive the following information within their written response:

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- The relevant development plan policies against which the development proposal will be assessed
- Relevant supplementary planning guidance (i.e. design, conservation etc.)
- Any other material planning considerations
- An initial assessment of the proposed development, based on the information above

For all other development proposals, applicants should receive all the information outlined above, as well as whether any Section 106 or Community Infrastructure Levy contributions are likely to be sought and an indication of the scope and amount of these contributions.

Without payment of the appropriate fee, the LPA will be under no obligation to accept a pre-application enquiry form.

If, in the opinion of the LPA, a pre-application enquiry form is submitted without the correct fee, the LPA should explain to the applicant as soon as possible in writing that the pre-application service cannot begin until the correct fee is received and identify what payment is due.

If a fee is paid to the LPA but the pre-application enquiry is subsequently rejected as being invalid for any reason except for payment of an incorrect fee, the fee must be refunded.