

Cambridgeshire County Council

Pre Application planning advice

Charging Schedules 2019-20

Charging Schedules

Early discussion between applicants and the Local authorities is a valuable part of the planning application process. It can save wasted costs and ensure a quicker and smoother application process. In order that the County Council is able to sustain and improve the current level of service, a range of charges are applicable for planning related advice.

The level of resource needed to provide pre application advice varies according to the scale and complexity of the proposals being put forward. Therefore the charges are set against scales of development as defined below. The corresponding charges reflect a routine level of involvement for each scale of development. Exceptions may apply dependent on unique site circumstances. Where variations are necessary, all parties will be advised as soon as is feasible.

For sites in excess of 500 homes (or equivalent) a Planning Performance Agreement (PPA) may be necessary. Developers will be advised should this be the case. PPAs are drafted on a site by site basis to establish working arrangements and a timeframe. PPAs often include the local planning authority. The agreement provides greater certainty and includes costs associated with securing appropriate resources.

- All charges and fees shown below exclude VAT.
- Additional involvement such as repeat site visits, additional meetings and follow up written advice will incur an additional fee calculated based on the hourly rate of staff time, plus travel costs/other expenses incurred (typically pool car costs or mileage reimbursement).
- In all instances where the local planning authority has provided Ecology and Biodiversity advice; this would not be provided by Cambridgeshire County Council.
- In all instances, the timescale for provision of pre-application advice, in addition to payment arrangements, will be agreed between the parties.
- Cambridgeshire County Council charges for a range of advice and services in addition to those included in this schedule. Details are available on the County Council web site. Other services you may use when considering a development include...

Historic Environment Team. – Archaeology advice.

<https://www.cambridgeshire.gov.uk/residents/libraries-leisure-&-culture/archaeology/archaeological-advice-for-planning-developments/>

Pre Application Planning advice – Applications to the County Council for Regulation 3 and waste management permission.

<https://www.cambridgeshire.gov.uk/business/planning-and-development/planning-applications/submitting-a-planning-application/>

Pre Application Surface Water advice.

<https://www.cambridgeshire.gov.uk/business/planning-and-development/flood-and-water/surface-water-and-sustainable-drainage-systems-suds-planning/>

Public Rights of Way – Public rights of way and highway records.

<https://www.cambridgeshire.gov.uk/residents/libraries-leisure-&-culture/arts-green-spaces-&-activities/definitive-map-and-statement/>

**Pre Application Planning Advice - Scales of development.
The categories 1- 4 are defined as follows:**

Category 1 Proposals - Small Scale

- Proposals for up to 5 residential units
- Proposals for between 100 and 500 sqm of commercial floor space
- Change of use up to 500 sqm
- Proposals for Small Mixed use developments of up to 2 dwellings and 300 sqm commercial use floor space

Category 2 Proposals - Medium Scale

- Proposals for between 6 and 50 residential units
- Proposals for between 500 and 1000 sqm of commercial floor space
- Change of use up to 1000 sqm
- Proposals for Medium Mixed use developments of up to 24 dwellings and 500 sqm commercial use floor space

Category 3 Proposals - Large Scale

- Proposals for between 51 and 500 residential units
- Proposals for between 1001 and 10,000 sqm of commercial floor space
- Change of use up to 10,000 sqm
- Proposals for Large Mixed use developments of up to 250 dwellings and 5,000 sqm commercial use floor space

Category 4 Proposals - Major Scale

- Proposals between 501 and 2000 residential units
- Proposals between 10,000 sqm and 40,000 sqm of commercial floor space
- Change of use up to 40,000 sqm
- Proposals for Major Mixed use developments of up to 750 dwellings and 15,000 sqm commercial use floor space

Category 5 Proposals - Strategic Scale

- Proposals above 2000 residential units
- Proposals above 40,000 sqm of commercial floor space
- Change of use above 40,000 sqm
- Proposals for Major Mixed use developments of 750 and above dwellings, and 15,000 sqm and above commercial use floor space

Note: Charges for transport and highways advice relating to non-residential, non-commercial or sui generis developments will be calculated on a 'residential trip equivalent' basis. Please contact the Transport Assessment team for clarification of the charge that will be made for such developments.

Planning Advice

Charges below do not include VAT which will need to be added.

Planning	Enquiry type	Category 1	Category 2	Category 3	Category 4	Category 5
	(Residential units or equivalent)	(5 units or below)	(6-50 units)	(51 - 500 units)	(501 - 2000 units)	(>2000 Units)
		- Small	- Medium	- Large	- Major	- Strategic
	Pre-application planning advise on County Council matters including possible developer contributions sought. Standard report produced. (Additional work and attendance of meetings charged at hour rate below plus expenses.)		£315			PPA
	Additional work	£70 /Hr plus expenses				

Highways and Transport Pre Application Advice

Charges below do not include VAT which will need to be added.

Highways and Transport	Enquiry type	Category 1	Category 2	Category 3	Category 4	Category 5
	(Residential units or equivalent)	(5 units or below)	(6-50 units)	(51 - 500 units)	(501 - 2000 units)	(>2000 Units)
		- Small	- Medium	- Large	Major	- Strategic
	1. Pre Application Meeting and Written Advice: CCC meet with the developer team to discuss the proposals and subsequently provide written advice on the scope and methodology of the assessment as well as any key transport considerations pertaining to the proposals.	£228	£350	£630	£1,260	PPA
	2. Pre Application Written Advice: CCC provide written advice on the scope and methodology of the assessment required for the proposals, as well as any key transport considerations pertaining to the proposals	£175	£280	£490	£700	PPA
	3. Pre-application Transport Assessment / Transport Statement review: Review pre-submission draft transport assessment / transport statement	n/a	£420	£1,610	PPA	PPA
	Tailored advice/ Additional work	£70 /Hr plus expenses				

All charges may vary according to the complexity of the development. Agreement will be sought before any additional work is undertaken. For developments above 500 homes (or equivalent) it is at the officer's discretion if a Planning Performance Agreement is appropriate. Otherwise the charges associate with developments of 51-500 homes (or equivalent) will apply.

Travel Planning Advice

In addition to pre application advice, travel planning advice is available through Travel for Cambridgeshire. The charges are based on separate categories of development as shown below.

Travel Planning categories 1- 6 are defined as follows:

Category 1 Proposals - Small Scale

- Proposals for up to 5 residential units
- Proposals for between 100 and 500 sqm of commercial floor space
- Change of use up to 500 sqm
- Proposals for Small Mixed use developments of up to 2 dwellings and 300 sqm commercial use floor space

Category 2 Proposals - Medium Scale/

- Proposals for between 6 and 50 residential units
- Proposals for between 500 and 1000 sqm of commercial floor space
- Change of use up to 1000 sqm
- Proposals for Medium Mixed use developments of up to 24 dwellings and 500 sqm commercial use floor space

Category 3 Proposals - Large Scale/

- Proposals for between 51 and 100 residential units
- Proposals for between 1000 and 2,000 sqm of commercial floor space
- Change of use up to 2,000 sqm
- Proposals for Large Mixed use developments of up to 49 dwellings and 1000 sqm commercial use floor space

Category 4 Proposals - Major Scale/

- Proposals for between 101 and 250 residential units
- Proposals for between 2000 and 5000 sqm of commercial floor space
- Change of use up to 5000 sqm
- Proposals for Major Mixed use developments of up to 70 dwellings and 2000 sqm commercial use floor space

Category 5 Proposals - Strategic

- Proposals for 251 and 1000 residential units
- Proposals for 5000 sqm and 25000 sqm commercial floor space
- Change of use up to 25,000 sqm
- Proposals for Complex Mixed use developments of more than 199 dwellings and 5000 sqm commercial use floor space.

Category 6 Proposals - Project Work, which can be addressed by Planning Performance Agreements.

- Proposals for 1001 or more residential units
- Proposals for 25000 sqm or more of commercial floor space
- Change of use over 25000 sqm
- Proposals for Complex Mixed use developments of more than 400 dwellings and 25000 sqm commercial use floor space.

Charges below do not include VAT which will need to be added.

Enquiry type (Residential units or equivalent)	Category 1	Category 2	Category 3	Category 4	Category 5	Category 6	
	5 or below – Small	6 - 50 – Medium	51- 100 – Large	101 - 250 – Major	251 - 1000 – Strategic	1000> - Project Work	
Travel Planning	Pre-Application Enquiry 1. General discussion on TP: requirement, provision of info and sign-posting of further information sources; support and advice available (from T4C and elsewhere); advice on TPs adjacent/near the proposed development; advice on the monitoring requirement	n/a	n/a	£133	£164	£190	PPA
	Pre-Application Enquiry 2. All elements of 1. above, plus: Specific discussion on the development of the site travel plan having taken account of the outcome of the Transport Assessment; - Response/evaluation of first draft of TP with advice on improvements where necessary	n/a	n/a	£190	£379	£474	PPA
	3. After elements 1. and/or 2. above responding and advising on improvements of further iterations of the draft TP with written feedback on how to improve the TP& meeting if necessary. Evaluation of final Travel Plan	n/a	n/a	£190 per iteration/evaluation	£252 per iteration/evaluation	£316 per iteration/evaluation	PPA
	Monitoring Fee & Survey per year including T4C running the online Travel for Cambridgeshire Survey, analysing results and providing written report feedback -Receiving Development Monitoring Report; providing written response and meeting if required	n/a	n/a	£948	£1,137	£1,642	by negotiation
	Monitoring Fee per year including receiving Development Monitoring Report, providing written response, and meeting if required	n/a	n/a	£631	£948	£1,137	by negotiation
	Additional work			£54.60/Hr plus expenses			

Important notes

- Please note that any views or opinions expressed in responses are made at officer level in good faith, and to the best of ability, without prejudice to the formal consideration of any planning application which will be subject to public consultation and ultimately determined by the relevant Planning Authority.
- Any advice given by officers does not constitute a formal response or decision of the County Council. In no event will the County Council be liable for any loss or damage including without limitation, indirect or consequential loss or damage, or any loss or damage whatsoever arising from or in connection with, the use of the advice.
- The pre-application advice given may not necessarily be exhaustive but will be intended to highlight the main issues that need to be addressed/considered as part of the application process on the basis of the discussions that have taken place and the information that is available at the time.
- In providing written advice officers will not draft planning statements or other reports to accompany an application as that is the responsibility of the applicant. In this respect the applicant should appoint its own professional advisers as necessary, particularly on more complex proposals.
- Should the detail or the nature of the proposal change from those given, further advice should be sought. Similarly, once the detail of any proposal has been worked up if not previously available, it may be helpful to seek further advice prior to the submission of an application. This will incur additional charges.
- The advice and any attachments to it are solely for the use of the individual to whom it is addressed. If you are not the intended recipient of the advice, you must neither take any action based upon its contents, nor disclose the communication to a third party.
- The County Council has the right to decline a request for pre-application advice where it is not considered either appropriate or necessary.