

Public Document Pack



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7 November 2023

Dear Councillor

I am now able to enclose, for consideration at the meeting of the **PLANNING COMMITTEE** on Thursday 9 November 2023 at 6.00 pm, the following report that was unavailable when the agenda was printed.

9 **PLANNING FEES AND CHARGES 2024/25** (Pages 2-19)

To consider the attached report of the Head of Planning and Development.

Yours sincerely

A handwritten signature in black ink, appearing to be "N. Smith", written over a horizontal line.

Chief Executive

Subject:	FEES AND CHARGES 2024/25
Meeting and Date:	Planning Committee (for information) – 9 November 2023 Cabinet – 15 January 2024 (part of larger report)
Report of:	Sarah Platts, Head of Planning and Development
Portfolio Holder:	Councillor Edward Biggs, Portfolio Holder for Planning and Built Environment
Decision Type:	Key Decision
Classification:	Unrestricted

Purpose of the report: This report has been prepared to bring the levels of fees and charges (F&Cs) for the financial year 2024/25 to Members’ attention. These revised F&Cs will be included in the budget estimates for 2024/25.

Recommendation: Planning Committee

That Members note the Council’s fees and charges set out in Appendices 5.1 and 5.3 and note the national planning fees set out in Appendix 5.2.

Cabinet

That Members approve the Council’s fees and charges set out in Appendices 5.1 and 5.3 and note the national planning fees set out in Appendix 5.2

Minor adjustments to the local fees and charges to be delegated to the Head of Planning and Development, in consultation with the Head of Finance and Investment.

1. Summary

1.1 The Constitution specifies that the Council’s F&Cs shall be reviewed annually. To meet this requirement, all Directors have been asked to review the F&Cs within their areas of responsibility and to produce recommended levels for 2024/25. The fees and charges for planning are included in Appendices 5.1 and 5.3 for members to note. Members will also note the national fees for planning included in Appendix 5.2.

2. Introduction and Background

2.1 The Council’s constitution specifies that F&Cs shall be reviewed annually.

2.2 The level of Member approval required is dependent upon the types of F&Cs raised and therefore reports must be submitted to:

- Licensing Committee
- Regulatory Committee
- Planning Committee
- Cabinet

2.3 To meet this requirement, the following reports are produced for setting the Planning fees:

- Planning Committee – Report to the meeting on 9 November 2023 of all F&Cs relevant to the Planning Committee.
- Cabinet – Report to the meeting on 15 January 2024 of all F&Cs, but seeking specific approval of those F&Cs set by Cabinet.

2.4 Members are reminded that there is a framework of broad guidelines to be considered in formulating proposals for F&Cs in place. This includes a checklist, which has been circulated to all Service Directors and to all officers considering F&Cs so that a rigorous and consistent approach is taken. A copy is attached at Appendix 1.

2.5 As in previous years, to assist Members, the data on F&Cs has been tabulated into a standard format that has been used for Appendix 5.1. Appendix 5.1 sets out the following information and the columns titles in the appendix provide the following details:

Detail and Narrative - A summary of the type of service being provided.

Set by Government - This indicates whether a charge is statutory or not. If a charge is statutory, then it is effectively set by Government and although formal Member approval is still sought, there is no scope to make changes.

2023/24 Charge inc VAT - The charge has been provided inclusive of VAT for two reasons. Firstly, it shows what the customer will pay. Secondly, charges for some services, (car parking, for example) which are not simply a direct recovery of costs, are set at a level, inclusive of VAT, having regard to relevant considerations including market level, where appropriate. The VAT is therefore a deduction from the amount of charge retained by DDC and is not a key factor in determining the appropriate charge. Members are asked to approve this approach.

2024/25 Proposed Charge inc VAT - This is the recommended charge for 2024/25 and will, subject to Members' approval, be included in the 2024/25 budget.

2024/25 Total Expected Income excluding VAT - This gives a broad indication as to how much income DDC is expected to receive and has been included to provide Members with a sense of the relative importance of individual charges or group of similar charges. The more significant income streams (generating over £3k) have been highlighted in **bold** type.

(In some cases, where the level of use is very low, or infrequent, or the service has only recently been introduced, no level of income has been included).

3. **Basis for Setting of Fees**

3.1 Members should consider the following matters when noting the fees and charges proposed:

- The statutory basis for levying the charges.
 - All relevant legal requirements and government guidance.
 - The cost of providing the service.
 - The need to maximise income at a time of grant cuts and council tax capping to ensure that in so far as possible, and taken year on year, the fees and charges are sufficient to meet the costs of providing the services.
 - Comparable charges at neighbouring authorities.
 - What the market can bear.
 - The matters referred to in the checklist of issues to consider (at Appendix 1).
- 3.2 The following paragraphs provide Members with a brief explanation for the changes proposed in the attached appendices. This will often be due to inflation or “catch up” inflation if the increase has been previously deferred until it can be made to a sensible rounded figure.
- 3.3 Planning application fees are nationally set, as set out in Appendix 5.2. The target forecast for 2024/25 is proposed at £700,000 (the 2023/24 target is £700,000, revised down from £850,000).
- 3.4 Government has, for many months, been progressing a proposal to raise planning fees and the current proposal would look to raise planning application fees by between 25% and 35%. If this were to be implemented, Planning Application Fees would continue to be nationally set and the income could potentially then exceed the forecast for 2024/25, however, this cannot currently be relied upon.
- 3.5 The pre-application fees were quite significantly increased a couple of years ago. They are proposed to be raised by inflation (6.8% - Consumer Price Index (CPI), rounded up to the nearest £5 (see Appendix 5.3).
- 3.6 For monitoring costs associated with Unilateral Undertakings and Section 106 Agreements, the current fees are £236 per trigger or negotiated for more complex cases, which evidence suggests is set very low compared to other authorities. The proposal is to introduce a £250 flat rate for Unilateral Undertakings/S106s for SPA mitigation and a £500 fee per trigger event on all other S106s for financial obligations and non-financial obligations.
- 3.7 Remaining fees and charges generate very small sums (for instance, copying charges are reducing significantly due to the availability of increased online information).
4. **Climate Change and Environmental Implications**
- 4.1 There are no climate change implications.
5. **Resource Implications**
- 5.1 See Appendices.
6. **Corporate Implications**
- 6.1 Comment from the Head of Finance & Investment (linked to the MTFP): Accountancy has been consulted on the report and have no further comments to add.
- 6.2 Comment from the Solicitor to the Council: “The Solicitor to the Council has been consulted in the preparation of this report and has no further comments to make”.
- 6.3 Comment from the Equalities Officer: This report seeking approval for the proposed planning fees and charges for 2024/25 does not specifically highlight any equality implications, however in discharging their duties members are required to comply with

the public sector equality duty as set out in Section 149 of the Equality Act 2010
<http://www.legislation.gov.uk/ukpga/2010/15/section/149>

7. **Appendices**

Appendix 1	Fees and Charges checklist
Appendix 5.1	Schedule of recommended F&Cs
Appendix 5.2	A Guide to National Fees for Planning Applications in England
Appendix 5.3	Pre-application Planning Fees

Contact Officers

Sarah Platts, Head of Planning and Development
Shane Kempster, Accounting Technician

Fees and Charges Checklist

Corporate and Service Objectives

Are links made between charges and our corporate and service objectives and are we able to use charges to help deliver these objectives?

Users of the Service

Is there sufficient understanding of our service users and their needs and wishes?

Have we considered different pricing to specific target groups and has the potential impact of charges or the changes to existing charges been assessed?

Ensure that you consider the potential diversity and equality issues and where necessary consider and document any issues and mitigation.

Ensure that you consider the potential climate change and environmental issues and where necessary consider and document any issues and mitigation.

Comparison with other providers

Is there a complete picture of competition and providers of similar services – including other Local Authorities?

Consultation

Has the relevant Portfolio holder been consulted and do charges meet with their aspirations and requirements?

Is wider community consultation appropriate for any of your charges? Has it been undertaken?

Performance Management

Are the principles for charges clearly defined and are clear targets set and monitored. Do we have a clear picture of what is a success?

Financial Considerations

Is the charge at a level to fully recover all costs or if is subsidised - why?

Have we considered all services for which we can / should charge a fee?

Are there any fees that we charge, that have not been included in the schedule?

Are we being radical in our approach to charging and are our charges cost effective?

Corporate Income Policy

Please ensure you adhere to the main principals of the Corporate Income Policy when setting your fees and charges.

Legal Considerations and Other Guidance

Does the Council have the power to levy the charges. Is there any ministerial or other guidance that should be taken into account?

Customer Access Review

Consider whether the CAR for your service includes any issues for specific fees.

				2023/24	2023/24	2023/24	2024/25	2024/25	2024/25		
	Detail	Narrative	Set by Govt? Y/N	Charges inc VAT	Units / Comments	Total Expected Income ex VAT	Proposed Charges inc VAT	Units / Comments	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income and other information
Planning - R Walton - S Platts - Councillor E A Biggs											
1	General	Printed Section 52 Agreements, Section 106 Agreements, Tree Preservation Orders and Article 4 Directions and Enforcement Notices	N	£5.00		£300.00	£5.00	No change	£300.00	£0.00	
2	General	Plans submitted with planning applications or accompanying other planning documents and other miscellaneous photocopying	N	£0.10	A4		£0.10	No change		£0.00	
3	General	Plans submitted with planning applications or accompanying other planning documents and other miscellaneous photocopying	N	£0.20	A3		£0.20	No change		£0.00	
4	General	Plans submitted with planning applications or accompanying other planning documents and other miscellaneous photocopying	N	£5.00	Over A3		£5.00	No change		£0.00	
5	General	Research on Planning Histories, Permitted Development Rights and Use classes	N	£35.00	Per request		£35.00	No change		£0.00	
6	General	Planning Application Fees (see Appendix 5.2 - A Guide to the Fees for Planning Applications in England)	Y	See Appendix 5.2		£700,000	See Appendix 5.2	No change	£700,000		Taking into account current number of applications, economic downturn and potential implementation of fee increases
7	General	Pre-application advice (see Appendix 5.3)	N	See Appendix 5.3		£75,000		See updated appendix 5.3	£70,000		Increase in fees to reflect inflation (CPI) rounded up to nearest £5
8	General	Details pursuant to conditions (see Appendix 5.2)	Y	See Appendix 5.2		£10,000	See Appendix 5.2	No change			
9	General	Advice on compliance of conditions information (see Appendix 5.2)	Y	£116.00			£116.00	No change		£0.00	
10	General	S.106 Monitoring Fee	N	£236 (per trigger) or negotiated for more complex cases		£7,500	£250 flat rate for Unilateral Undertakings/S106 for SPA mitigation and £500 per trigger event on all other S106s for financial obligations and non-financial obligations		£10,000		Evidence suggests our monitoring fee is very low and it's not covering costs. The intention is to introduce a £250 flat rate fee for Unilateral Undertakings/S106 for SPA mitigation and a £500 fee per trigger event on all other S106s for financial obligations and non-financial obligations (which we currently are not applying it to)

A Guide to the Fees for Planning Applications in England

These fees apply from 17 January 2018 onwards (unless stated)

This document is based upon [‘The Town and Country Planning \(Fees for Applications, Deemed Applications, Requests and Site Visits\) \(England\) Regulations 2012’ \(as amended\)](#) including all amendments up to the 1 February 2022.

The fee should be paid at the time the application is submitted.

If you are unsure of the fee applicable, please [contact your Local Planning Authority](#).

Householder Applications		
Alterations/extensions to a single dwellinghouse , including works within boundary	Single dwellinghouse	£206

Outline Applications		
Site area	Not more than 2.5 hectares	£462 for each 0.1 hectare (or part thereof)
	More than 2.5 hectares	£11,432 + £138 for each additional 0.1 hectare (or part thereof) in excess of 2.5 hectares Maximum fee of £150,000

Full Applications (and First Submissions of Reserved Matters; or Technical Details Consent)		
Alterations/extensions to dwellinghouses , including works within boundaries	Single dwellinghouse (or single flat)	£206
	Two or more dwellinghouses (or two or more flats)	£407
New dwellinghouses	Not more than 50 dwellinghouses	£462 for each dwellinghouse
	More than 50 dwellinghouses	£22,859 + £138 for each additional dwellinghouse in excess of 50 Maximum fee of £300,000

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Full Applications

(and First Submissions of Reserved Matters; or Technical Details Consent)
continued...

Erection of buildings (not dwellinghouses, agricultural, glasshouses, plant nor machinery)

Gross floor space to be created by the development	No increase in gross floor space or no more than 40 square metres	£234
	More than 40 square metres but no more than 75 square metres	£462
	More than 75 square metres but no more than 3,750 square metres	£462 for each 75 square metres (or part thereof)
	More than 3,750 square metres	£22,859 + £138 for each additional 75 square metres (or part thereof) in excess of 3,750 square metres Maximum fee of £300,000

The erection of buildings (on land used for agriculture for agricultural purposes)

Gross floor space to be created by the development	Not more than 465 square metres	£96
	More than 465 square metres but not more than 540 square metres	£462
	More than 540 square metres but not more than 4,215 square metres	£462 for first 540 square metres + £462 for each additional 75 square metres (or part thereof) in excess of 540 square metres
	More than 4,215 square metres	£22,859 + £138 for each additional 75 square metres (or part thereof) in excess of 4,215 square metres Maximum fee of £300,000

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Full Applications

(and First Submissions of Reserved Matters; or Technical Details Consent)
continued...

Erection of glasshouses (on land used for the purposes of agriculture)

Gross floor space to be created by the development	Not more than 465 square metres	£96
	More than 465 square metres	£2,580

Erection/alterations/replacement of plant and machinery

Site area	Not more than 5 hectares	£462 for each 0.1 hectare (or part thereof)
	More than 5 hectares	£22,859 + £138 for each additional 0.1 hectare (or part thereof) in excess of 5 hectares Maximum fee of £300,000

Applications other than Building Works

Car parks, service roads or other accesses	For existing uses	£234
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Waste (Use of land for disposal of refuse or waste materials or deposit of material remaining after extraction or storage of minerals)

Site area	Not more than 15 hectares	£234 for each 0.1 hectare (or part thereof)
	More than 15 hectares	£34,934 + £138 for each additional 0.1 hectare (or part thereof) in excess of 15 hectares Maximum fee of £78,000

Operations connected with exploratory drilling for oil or natural gas

Site area	Not more than 7.5 hectares	£508 for each 0.1 hectare (or part thereof)
	More than 7.5 hectares	£38,070 + £151 for each additional 0.1 hectare (or part thereof) in excess of 7.5 hectares. Maximum fee of £300,000

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Full Applications

(and First Submissions of Reserved Matters; or Technical Details Consent)
continued...

Applications other than Building Works continued...

Operations (other than exploratory drilling) for the winning and working of oil or natural gas

Site area	Not more than 15 hectares	£257 for each 0.1 hectare (or part thereof)
	More than 15 hectares	£38,520 + additional £151 for each 0.1 hectare in excess of 15 hectares Maximum fee of £78,000

Other operations (winning and working of minerals) excluding oil and natural gas

Site area	Not more than 15 hectares	£234 for each 0.1 hectare (or part thereof)
	More than 15 hectares	£34,934 + additional £138 for each 0.1 hectare in excess of 15 hectares Maximum fee of £78,000

Other operations (not coming within any of the above categories)

Site area	Any site area	£234 for each 0.1 hectare (or part thereof) Maximum fee of £2,028
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Change of Use of a building to use as one or more separate dwellinghouses, or other cases

Number of dwellinghouses	Not more than 50 dwellinghouses	£462 for each dwellinghouse
	More than 50 dwellinghouses	£22,859 + £138 for each additional dwellinghouse in excess of 50 Maximum fee of £300,000

Other Changes of Use of a building or land

		£462
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Lawful Development Certificate

Existing use or operation	Same as Full
Existing use or operation - lawful not to comply with any condition or limitation	£234
Proposed use or operation	Half the normal planning fee.

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Prior Approval (under Permitted Development rights)	
Larger Home Extensions (from 19 August 2019)	£96
Additional storeys on a home (from 30 July 2021)	£96
Agricultural and Forestry buildings & operations	£96
Demolition of buildings	£96
Communications (previously referred to as 'Telecommunications Code Systems Operators')	£462
Change of use from Commercial/Business/Service (Use Class E), or Betting Office or Pay Day Loan Shop to mixed use including up to two flats (Use Class C3) (from 1 August 2021)	£96
Change of Use of a building and any land within its curtilage from Commercial/Business/Service (Use Class E), Hotels (Use Class C1), Residential Institutions (Use Class C2), Secure Residential Institutions (Use Class C2A) to a State Funded School	£96
Change of Use of a building and any land within its curtilage from an Agricultural Building to a State-Funded School	£96
Change of Use of a building and any land within its curtilage from an Agricultural Building to a flexible commercial use within Commercial/Business/Service (Use Class E), Storage or Distribution (Use Class B8), or Hotels (Use Class C1)	£96
Change of Use of a building and any land within its curtilage from Commercial/Business/Service (Use Class E) to Dwellinghouses (Use Class C3) (from 30 July 2021)	£100 for each dwellinghouse
Change of Use of a building and any land within its curtilage from an Agricultural Building to Dwellinghouses (Use Class C3)	£96; or
	£206 if it includes building operations in connection with the change of use
Change of use of a building from Betting Office, Pay Day Loan Shop, Launderette; a mixed use combining one of these uses and use as Dwellinghouse(s); or Hot Food Takeaways to Dwellinghouses (Use Class C3)	£96; or
	£206 if it includes building operations in connection with the change of use
Change of Use of a building and any land within its curtilage from Amusement Arcades/Centres and Casinos to Dwellinghouses (Use Class C3)	£96; or
	£206 if it includes building operations in connection with the change of use

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Prior Approval (under Permitted Development rights) continued...		
Change of Use of a building from Shops (Use Class A1), Financial and Professional Services (Use Class A2), Betting Offices, Pay Day Loan Shops and Casinos to Restaurants and Cafés (Use Class A3) (redundant from 1 August 2021)		£96; or
		£206 if it includes building operations in connection with the change of use
Change of Use of a building from Shops (Use Class A1) and Financial and Professional Services (Use Class A2), Betting Offices, Pay Day Loan Shops to Assembly and Leisure Uses (Use Class D2) (redundant from 1 August 2021)		£96
Change of Use from Shops (Use Class A1), Professional and Financial Services (Use Class A2), Takeaways (Use Class A5), Betting Offices, Pay Day Loan Shops or Launderettes to Offices (Use Class B1a) (redundant from 1 August 2021)		£96
Temporary Use of Buildings or Land for the Purpose of Commercial Film-Making and the Associated Temporary Structures, Works, Plant or Machinery required in Connection with that Use		£96
Provision of Temporary School Buildings on Vacant Commercial Land and the use of that land as a State-funded School for up to 3 Academic Years		£96
Development Consisting of the Erection or Construction of a Collection Facility within the Curtilage of a Shop		£96
Installation, Alteration or Replacement of other Solar Photovoltaics (PV) equipment on the Roofs of Non-domestic Buildings, up to a Capacity of 1 Megawatt		£96
Erection, extension, or alteration of a university building (from 21 April 2021)		£96
Movable structure within the curtilage of a historic visitor attraction, or listed pub/restaurant/etc (from 2 January 2022)		£96
Erection, extension or alteration on a closed defence site by or on behalf of the Crown of single living accommodation and/or non-residential buildings (from 11 January 2022)		£0 (no fee set)
Construction of new dwellinghouses (from 2 September 2020)	Not more than 50 dwellinghouses	£334 for each dwellinghouse
	More than 50 dwellinghouses	£16,525 + £100 for each dwellinghouse in excess of 50 Maximum fee of £300,000

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Reserved Matters

Approval of reserved matters following outline approval	Full fee due or if full fee already paid then £462 due
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Removal/Variation/Approval/Discharge of condition

Removal or variation of a condition following grant of planning permission		£234
Discharge of condition(s) – Approval of details and/or confirmation that one or more planning conditions have been complied with	Householder permissions	£34
	All other permissions	£116

Advertising

Relating to the business on the premises	£132
Advance signs which are not situated on or visible from the site, directing the public to a business	£132
Other advertisements	£462

Non-material Amendment Following a Grant of Planning Permission

Householder developments	£34
Any other development	£234

Permission in Principle

Site area	£402 for each 0.1 hectare (or part thereof)
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Concessions

Please note: Not all concessions are valid for all application types. Upon receipt of your application, the local authority will check the fee is correct and if the concession is applicable.

Exemptions from payment

An application solely for the alteration or extension of an existing dwellinghouse; or works in the curtilage of an existing dwellinghouse (other than the erection of a dwellinghouse) for the purpose of providing:

- Means of access to or within it for a disabled person who is resident in it, or is proposing to take up residence in it; or
- Facilities designed to secure that person's greater safety, health or comfort.

An application solely for the carrying out of the operations for the purpose of providing a means of access for disabled persons to or within a building or premises to which members of the public are admitted.

Listed Building Consent

Planning permission for relevant demolition in a Conservation Area

Works to Trees covered by a Tree Preservation Order or in a Conservation Area
Hedgerow Removal

If the application is the first revision of an application for development of the same character or description on the same site by the same applicant:

- For a withdrawn application: Within 12 months of the date the application was received
- For a determined application: Within 12 months of the date the application was granted, refused or an appeal dismissed
- For an application where an appeal was made on the grounds of non-determination: Within 12 months of the period when the giving of notice of a decision on the earlier valid application expired

If the application is for a lawful development certificate, for existing use, where an application for planning permission for the same development would be exempt from the need to pay a planning fee under any other planning fee regulation

If the application is for consent to display an advertisement following either a withdrawal of an earlier application (before notice of decision was issued) or where the application is made following refusal of consent for display of an advertisement, and where the application is made by or on behalf of the same person

If the application is for consent to display an advertisement which results from a direction under Regulation 7 of the 2007 Regulations, dis-applying deemed consent under Regulation 6 to the advertisement in question

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Concessions continued...

Please note: Not all concessions are valid for all application types. Upon receipt of your application, the local authority will check the fee is correct and if the concession is applicable.

Exemptions from payment continued...

If the application relates to a condition or conditions on an application for Listed Building Consent or planning permission for relevant demolition in a Conservation Area

If the application is for a Certificate of Lawfulness of Proposed Works to a listed building

If an application for planning permission (for which a fee is payable) being made by the same applicant on the same date for the same site, buildings or land as the prior approval application (for larger home extensions, additional storeys on a home, or change of uses)

Reductions to payments

If the application is being made on behalf of a non-profit making sports club for works for playing fields not involving buildings then the fee is £462

If the application is being made on behalf of a parish or community council then the fee is 50%

If the application is an alternative proposal being submitted on the same site by the same applicant on the same day, where this application is of lesser cost then the fee is 50%

In respect of reserved matters you must pay a sum equal to or greater than what would be payable at current rates for approval of all the reserved matters. If this amount has already been paid then the fee is £462

If the application is for a Lawful Development Certificate for a Proposed use or development, then the fee is 50%

If two or more applications are submitted for different proposals on the same day and relating to the same site then you must pay the fee for the highest fee plus half sum of the others

Fees for cross boundary applications

Where an application crosses one or more local or district planning authorities.

- The amount due is usually 150% of the 'single' fee that would have been payable for the proposed development (as if there had only been one application to a single authority covering the entire site); unless
- The 'total' fee (the sum total of each separately calculated fee for each part of the development within each authority's boundary) is smaller. In which case this 'total' fee is the fee due

In either case, the fee should be paid to the authority that contains the larger part of the application site within its boundary.

ENDS

Pre-application Advice

Why seek advice?

Whether you are a developer of a large scheme or a householder wishing to improve your home, it is advisable to seek advice before submitting your planning application. We can let you know whether your proposals are supported by planning policy and whether there are any issues that may prevent planning permission being granted.

Basic, free of charge advice on the planning process is available by visiting the main Council Offices at Whitfield or over the telephone. Useful guidance can also be found on the [Planning Portal](#). If you would prefer a specific review of your proposals and detailed guidance on the application process, we recommend that you obtain formal pre-application advice. This is a charged-for service and is available for any scale of development. We are happy to provide advice at any time, whether it is just a discussion on some initial ideas or a review of more detailed plans.

Seeking our advice gives you an opportunity to understand how local and national policies will be applied to your development. We will identify at an early stage where there is a need for specialist input, for example about:

- Heritage assets (including listed buildings and conservation areas)
- trees
- landscape
- noise
- transport
- contaminated land
- ecology
- flood risk
- archaeology

We will assist you in preparing proposals for formal submission which, providing you have taken our advice fully into account, will be handled more smoothly and may lead to a reduction in time spent by your professional advisors in preparing proposals. Amendments or alternative forms of development may be suggested if a proposal is unlikely to be acceptable. You can use the service just once or you may find it beneficial to obtain advice throughout the evolution of your scheme.

Our charges

We have established a menu of charging to reflect the size and complexity of particular schemes. Hopefully your scheme will fit into these categories, but if not, please contact us for a quote.

Charge	Written £	Written + Meeting £
Householder	150	215
1-4 dwellings	430	700
1-4 dwellings follow up advice*	215	375
5-9 dwellings	750	1070
5-9 dwellings follow up advice*	375	645
10-49 dwellings	-	3205

Charge	Written £	Written + Meeting £
10-49 dwellings follow up advice*	535	1285
50+ dwellings	-	5340
50+ dwellings follow up advice*	1070	2670
Commercial up to 250m ²	190	345
Commercial up to 500m ²	325	535
Follow up advice*	110	215
Commercial up to 1000m ²	-	1285
Follow up advice*	215	430
Commercial over 1000m ²	-	1285+535 per 500m ²
Follow up advice*	430	645
Listed Building Advice	235	375
Charities and Parish Councils	Half the applicable fee (NB. Non-residential floorspace is based on the Commercial fee rate)	
Highways	Kent Highways DevelopmentPlanningEast@kent.gov.uk	
Surface Water/Suds	KCC Coastal/River suds@kent.gov.uk	
Flooding/Water quality	Environment Agency Pre-application Enquiry Form	

* This additional fee is applicable only if you require a formal review. It is not chargeable for matters of clarification

We also need the following information for schemes of 10 dwellings and above:

- 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
- 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

Listed building advice

If you are considering carrying out works to a listed building you may wish to seek advice from the Heritage team before submission of a listed building consent application. If your question is brief and requires a general response you can telephone for free of charge advice. However, if your query requires research, a site visit or a written response from the Heritage team a fee will apply.

In order for the Officer to provide an appropriate and informed response you will need to provide the following information:

- Written details of the address
- Description of the works proposed. You may also be requested to submit an initial Heritage Statement.
- Site location plan with the site clearly marked (to a recognised scale, north point etc)
- Sketch drawings providing details both of the existing Listed Building and the proposal alterations (to a recognised scale)
- Photographs of the Listed Building as relevant to your query
- Contact details including phone number and email address

There are exemptions to the fee for Listed Building pre-application advice for queries regarding alterations proposed to respond to disability issues such as access, for parish or town councils and for works that are classed as an emergency. Please contact us to discuss.

Listed building consent is free of charge.

What the costs cover

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

How long for a response

Where your enquiry seeks written advice only, we will do our best to reply within 20 working days. If such an enquiry is deemed to require a meeting and/or site visit prior to a response being given, you will be contacted and asked to provide an additional fee in-line with our charges. Once the additional fee has been received your enquiry will be processed.

If you have paid for a meeting, the case officer will arrange a suitable date depending on the complexity of the scheme and the amount of work that will be needed beforehand. We will aim to provide a written follow-up of the meeting within 15 working days of the meeting taking place. If your enquiry is of a complex nature, more time may be needed and we will advise you of when you may expect a reply.

How to apply

Please email preappadvice@dover.gov.uk

Telephone: 01304 872486

Pre-application advice cannot guarantee the final formal decision that will be made on your application. For instance: It's possible, after the advertising of the application, other material planning considerations will emerge that couldn't be anticipated at the pre-application stage e.g. as a consequence of statutory consultee views; new policy considerations can also come into play e.g. changes in Government planning guidance since the advice was given; and ultimately, while officers can provide advice, in some cases the final decision on an application will be made by the Planning Committee. That said, any pre-application advice that has been provided will be carefully considered when reaching a decision.