

Appendix 1 – Examples of Pre-app charging elsewhere in the North West @ April 2012

To provide a cross-section of potential charging, the pricing structures for Wyre, Hyndburn and Salford have been assessed. The results are as set out as below:-

Wyre

	Major Proposals	Significant Major Proposals
Initial Meeting	£ 300	£ 500
Follow-up meeting	£ 150	£ 250

“Major” schemes include:

- Residential between 10 and 49 units or where the number of dwellings are not specified, a site area of between 0.5 and 2.499Ha
- Retail, commercial and industrial schemes with a floor space of between 1000sqm and 1999 sqm or on sites of between 1Ha and 1.999Ha
- Educational, hospital, leisure and recreational schemes on sites of between 1 Ha and 1.999 Ha
- Schemes with 2 more land uses on sites of between 1 Ha and 1.499 Ha
- Changes of use of building(s) with a gross floor area of between 1000sqm and 1499 sqm

“Significant Major” schemes include:

- Residential schemes over 50 units or, where the number of dwellings is not specified, a site area of over 2.5Ha
- Retail, commercial and industrial schemes with a floor space of 2000 sqm or more or on sites of 2Ha or more
- Educational, hospital, leisure and recreational schemes on sites of 2Ha or more
- Schemes with 2 or more land uses on sites of 1.5Ha or more
- Changes of use of buildings (s) with a gross floor area of 1,500sqm or more
- Schedule 1 or 2 Environmental Impact Assessment (EIA) development.

Requests for a meeting need to be made on a form with the following information submitted:

- Site location plan at an appropriate scale
- Details of current use
- Draft Design and Access Statement
- Photographs and /or sketches of site and surroundings
- Drawings showing height and scale of development
- Drawings showing layout
- Freedom of information statement

If the appropriate information is submitted, Wyre contact the potential applicant within 10 working days of receipt of the form and seek to set a meeting within 28 days. The Head of Planning normally attends the initial meeting. If a scheme put forward is in principle

unacceptable, the applicant is informed in writing, If after being informed the applicant still wishes to proceed, the charges as specified apply.

Once all have accepted the request for the meeting, the relevant fee is paid at least one week before the meeting is held, if not, the meeting is cancelled or rescheduled.

Once the fee is received and the meeting confirmed, a senior planner is nominated as case officer and prior to the meeting will:

- Research the history of the site
- Undertake a site visit
- Identify and assess the prospective application against Council policies and standards
- Arrange and attend the meeting. The meeting arranged and operated in accordance with the Council’s development team approach

After the meeting the case officer will:

- Within 10 working days, provide a detailed written response in the context of the plans provided and meeting discussions, which will be issued in the name of, and signed off by the Head of Service
- Invite follow up meetings if considered necessary

The written response will make clear that any views or opinions expressed are given in good faith, without prejudice to the formal consideration of the application and that any subsequent alterations to local or national policy may affect the advice given, particularly if there is a significant time delay between pre-application submission and formal submission.

Member Panel

Following initial discussions, further input can be obtained from a member panel. The members will seek to identify potential issues and provide constructive comments: This meeting will be charged as per a follow up meeting.

Hyndburn

	Minor – flat rate	Major – flat rate
Fee	£100	£200

Minor Developments

- Less than 10 dwellings
- Offices / Research / Business and light Industry less than 1000sqm or 1 ha
- Heavy Industry / Manufacturing / Storage and warehousing less than 1000sqm or 1 ha
- Retail distribution and servicing less than 1000sqm or 1ha
- All other minor developments

Major Development

- More than 10 dwellings
- Offices / Research / Business and light Industry >1000m² or >1 ha
- Heavy industry / manufacturing / storage and warehousing >1000m² or >1ha

- Retail distribution and servicing >1000m² or >1ha
- All other major developments

No fees will be charged for enquires relating to:

- Changes of Use
- Householder developments
- Advertisements
- Listed Building Consents
- Conservation Area Consents

All enquiries will be responded to in writing and payment must be received at the time of the enquiry.

The services offered by Hyndburn are similar if a little more nebulous in description than Wyre's. The main difference, however, is Hyndburn's refusal to validate major applications unless a pre-application meeting has been held. There is doubt amongst RBC officers as to whether this approach could be sustained if challenged.

Salford

Type of development	Charge	Fee
Major development <ul style="list-style-type: none"> • 10 residential units or more • Residential development on site of 5ha or more • 1000sqm of commercial floor space or more • Commercial development on site of 1ha or more • Scheme subject to EIA 	Fixed fee and hourly rate Associate Director (UV)/Head (SCC) £100 + VAT Group Leader £70 + VAT Principal Planning Officer £62 + VAT	£300 plus VAT (covers one letter, site visit and a 1 hour meeting) plus hourly rate for officer's time thereafter.
Other significant development <ul style="list-style-type: none"> • Telecommunications development 	As Above	£100 per letter plus £150 per 1 hour meeting plus VAT plus hourly rate for officer's time thereafter
Minor development <ul style="list-style-type: none"> • Schemes of 1-9 dwellings • Commercial development resulting in new floor space on sites smaller than 1ha or less than 1000sqm. • Changes of use 	As Above	£50 per letter plus £100 for each 1 hour meeting +VAT + hourly rate for officer's time thereafter.

At Salford, the approach advises that to work properly, be consistent, fair, and impartial and to ensure that they add value during the pre application process the charging regime needs to apply universally, with the exception of householder development. That includes development proposals promoted by Council Directorates as well as developers external to the Council. This means that if a prospective applicant is not prepared to pay, they will receive no pre-application advice from Urban Vision or City Council officers, whether they be external to, or within, the Council.