

**PRE-APPLICATION PLANNING ADVICE
CHARGING SCHEDULE
1st January 2022**

The Council's Scheme for charging for planning advice is set out below. When submitting an enquiry, which must be on the Council's standard form, you will receive an acknowledgement, letting you know who the case officer is and setting out the target date for the Council to respond. The department aims to provide 'Basic' written advice within 35 days from validation and, for more 'Detailed' written advice or a meeting, 56 days from validation; meetings will usually be scheduled after the internal consultation period has concluded (thus after 28 days) to enable the meeting to be useful. These target timeframes are, however, only a guide and are not binding on the service.

N/A means the option is not available for that Development Type

Prices include VAT

Cat	Development Type	Basic Written Advice	Detailed Written Advice	Officer Meeting & written advice	Follow-up Written Advice (or meeting instead – see explanatory note 1)
	Residential				
1	Householder Development (alterations/extensions and other works within existing single domestic properties; does not include new dwellings)	£74	£104	£176	£74
2	1 - 25 residential units (including replacement dwellings and retirement dwellings/care home units)	N/A	£349	£523	£176
3	26 - 100 residential units (including retirement dwellings/care home units)	N/A	£1,449	£2,168	£726
4	101 - 200 residential units (including retirement dwellings/care home units)	N/A	£2,894	£4,336	£1,449
5	200+ residential units (including retirement dwellings/care home units)	N/A	£4,287	£6,440	£2,157
	Non-Residential				
6	Creation of under 500 sq.m of non-residential floorspace or site coverage for open storage sites, battery storage facilities or solar farms	N/A	£286	£422	£148
7	Creation of 500 sq.m to 999 sq.m of non-residential floorspace or site coverage for open storage sites, battery storage facilities or solar farms	N/A	£286	£422	£224
8	Creation of 1000m sq.m to 2499m sq.m of non-residential floorspace or site coverage for open storage sites, battery storage facilities or solar farms	N/A	£616	£820	£422
9	Creation of 2500m sq.m to 4999m sq.m of non-residential floorspace or site coverage for open storage sites, battery storage facilities or solar farms	N/A	£616	£820	£633
10	Creation of 5000m sq.m to 9999m sq.m of non-residential floorspace or site coverage for open storage sites, battery storage facilities or solar farms	N/A	£2,070	£2,670	£1,056
11	Creation of 10,000 sq.m or more of non-residential floorspace or site coverage for open storage sites, battery storage facilities or solar farms	N/A	£2,070	£2,670	£2,111
	Other				
12	Advertisements, telecommunications, changes of use & external alterations only	£118	£176	£292	£118
13	Listed Building Advice only – householder only**	N/A	£144	£176	£74
14	Specialist Tree Advice only	N/A	N/A	£74	N/A

** Note, for non-householder listed building advice only, the charges in Category 12 will apply, with the exception of the basic advice charge, as basic listed building advice is not available.

Exemptions & Reductions

1. Basic Planning Advice will be given free of charge to assist people with disabilities for the alteration or extension of an existing dwellinghouse, or development in the curtilage of an existing dwellinghouse for the purpose of providing means of access to or within the dwellinghouse for a disabled person. The applicant will be required to provide proof of disability (for example from a GP or Social Services). That information will be held confidentially. Requests for detailed advice or meetings will require 50% of the full fee to be paid.
2. Basic Planning Advice in Category 12 will be given free of charge to Parish Councils, Town Councils and internal Bedford Borough Council Departments for their own developments. Requests for detailed advice or meetings in all categories will require 50% of the full fee to be paid.
3. Basic Planning Advice in Categories 1 and 12 will be given free of charge to registered charities for the initial request only. All other options require the fee to be paid in full.
4. An exemption will also apply in cases where a developer has already entered into a Planning Performance Agreement or similar formal agreement relating to staff resourcing with the local planning authority.

Explanatory Notes

1. Each pre-application enquiry will result in a single response of the Development Type paid for. If applicants would like further advice following the initial pre-application response, then a request for follow-up advice can be submitted and additional fees will apply. This may be for further advice on provision of additional information or for further advice on a slightly amended scheme, prior to the submission of an application.

The follow-up pre-application procedure is not applicable to significantly altered proposals and is only available to the original requestor and to requests made within a year of the original response date.

The follow-up advice is written advice only. However, if an additional meeting is required instead of follow up written advice one may be offered at the discretion of the planning authority. If both a follow-up meeting and follow-up written advice is required the 'officer meeting & written advice fee' would be charged in full again.

Basic pre-app advice will not include a site visit. Detailed pre-app advice may include a site visit at the discretion of the assigned officer.

2. The pre-application service fee is non-refundable unless the application for advice is withdrawn prior to any internal consultations being commenced, and before any meeting being held (where one was paid for) and prior to any written advice being provided. Although every effort will be made to meet the target timescales, if we require a longer response period in individual circumstances, council officers will endeavour to notify developers/householders accordingly. Missing the target timescales for responses will not result in an automatic right to refund.
3. The request for pre-application advice must provide sufficient detail for the planning department to determine the most appropriate fee category and the level of officer experience required to provide the response. The request must therefore specify an approximate amount of residential development sought or the approximate amount of commercial floorspace sought (or site coverage in cases for open storage and solar arrays). Where outline proposals are submitted with no specific or approximate quantum of development identified, the Council will make a decision as to which fee category the pre-application enquiry falls into.
4. In cases where proposals fall within more than one of the development type categories, the charge will not be the sum of the relevant fees but will be set at the highest of those relevant fees. The decision on which charge to apply will rest with the planning department.
5. The pre-application service does not consult external consultees, and applicants requiring advice from other statutory bodies, such as Highways England, Historic England, The Environment Agency, etc., should make independent enquiries with those bodies.
6. 'Basic' advice is planning officer advice only and will not include comments from any other Council department. No consultation with other departments will therefore take place on requests for basic advice.

7. For 'detailed' advice applications, the planning department undertakes to consult all relevant Council departments before providing a formal response; it also aims to invite the appropriate consultees of all relevant Council departments to any scheduled meeting which has been paid for. However, consultee attendance cannot be guaranteed and the unavailability of a consultee to attend the meeting will not result in a reduced fee or any fee refund.
8. The officer meeting time may be in person or via video conference, is up to one hour, except for proposals of 200+ residential units or 10,000 sq.m or more of non-residential floorspace, where the meeting may be up to two hours. Follow-on meetings, when offered at the discretion of the planning authority will be up to one hour only.
9. For pre-application fees for proposals which are outside of the above categories please contact the Development Management Team via planning@bedford.gov.uk for advice on a possible bespoke fee and how to proceed.
10. Requests for advice on whether an existing use(s) or existing development is lawful will not be accepted. Applicants are advised to submit an application for a Lawful Development Certificate, as such requests require a formal legal decision to be made. Further information on a Lawful Development Certificate can be found at <https://www.gov.uk/guidance/lawful-development-certificates>.
11. Requests for advice on whether a proposed use or a proposed development is 'permitted development' and does not require planning permission will be processed. However, applicants are hereby advised to submit an application for a Lawful Development Certificate or a relevant Prior Notification application instead if they wish to be provided with a formally binding decision. Pre-application advice will only be an informal officer opinion, it is not binding and in some circumstances the advice may conclude that a Lawful Development Certificate should still be submitted, thereby incurring you, the applicant, additional costs and time for another decision to be made. Further information on a Lawful Development Certificate can be found at <https://www.gov.uk/guidance/lawful-development-certificates>.
12. Any pre-application advice given is made in good faith and represents the informal opinion of an officer and not necessarily that of the council. Advice will be as accurate as possible, based on current policies and based on the quality of information you submit. Any advice given doesn't constitute a formal decision and doesn't prejudice any future formal decisions made by the council of any formal planning application which will be subject to wider consultation and publicity. Planning applications submitted without pre-application discussions which require significant amendments to make the development acceptable are likely to be refused.
13. Please note that documents submitted as part of pre-application requests and the advice given by the planning department may need to be released as part of a Freedom of Information request. As a result, the Council cannot guarantee confidentiality of the applicant, supporting documents or the officer's advice.



HISTORIC ENVIRONMENT TEAM (ARCHAEOLOGY)

CHARGING SCHEDULE

1ST JANUARY 2022

Cat	Charges for commercial use of the Bedford Borough Historic Environment Record based on a licence fee for the re-use of information provided	Charge up to 1km radius (or equivalent search area up to 314ha)	Charge up to 2km radius (or equivalent search area up to 1256ha)	Charge up to 4km radius (or equivalent search area up to 5024ha)
1	Standard Commercial Search (5-10 working day turnaround)	£145	£217	£289
2	Priority Commercial Search (2-5 working day turnaround)	£181	£253	£325
3	Additional charge for Pdf. map on all searches	£78	£78	£78
Charges for Stage 1: Archaeological Evaluation				
Setting the requirements for and quality control checking of the evaluation to ensure that both it and the resultant report meet the approved written scheme of investigation and provide an accurate and understandable account of the work and its results, so that where necessary sufficient mitigation can be identified and implemented as a follow on stage of work				
1	1 residential unit	£181		
2	2-10 residential units or other development < 0.5Ha	£311		
3	11-49 residential units or other development 0.5-2Ha	£466		
4	50-99 residential units or other development 2-5Ha	£621		
5	100-249 residential units or other development 5-10Ha	£828		
6	250-999 residential units, other development 10-20Ha	£1,242		
7	250-999 residential units or other development 10-20Ha	£2,277		
Charges for Stage 2: Archaeological Investigation/Mitigation				
Setting the requirements for and quality control checking of the programme of mitigation to ensure that both it and the resultant report meet the approved written scheme of investigation.				
1	1 residential unit	£286		
2	2-10 residential units or other development < 0.5Ha	£518		
3	11-49 residential units or other development 0.5-2Ha	£785		
4	50-99 residential units or other development 2-5Ha	£1,037		
5	100-249 residential units or other development 5-10Ha	£1,553		
6	250-999 residential units, other development 10-20Ha	£2,070		
7	250-999 residential units or other development 10-20Ha	£3,364		