

Pre-application & Fast Track

Guidance Notes and Fees Schedule
1st April 2022 Charges



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Introduction to planning

We know that making a planning application is often the first major step of any development project. Whether it's for a home improvement, business or for a major build, it is important that you have access to specialist advice. We are here to help you with your building or development projects.

No matter how big or small your project is we offer a range of services to ensure your development proposals are established quickly and efficiently.

Together the London Borough of Barnet and Re work in partnership to deliver planning services. In addition to the statutory planning service, we offer a range of premium options to speed up your planning application.

We can fast-track all types of planning applications and pre-application planning advice request – giving you guaranteed timescales and allowing you to begin work on your project more quickly.

When choosing any of the fast-track services, we guarantee to contact you and provide advice from an experienced planner within an accelerated timescale. While the service does not impact on whether planning permission is granted, you will receive a quicker decision on your application.

Benefits of using the fast-track service

Example:



Pre-Application Advice – Notes and Charges

Town and Country Planning Act 1990 (as amended)
Planning and Compulsory Purchase Act 2004

Local Government Act 2003

Under the Local Government Act 2003, the London Borough of Barnet operates a scheme of charging for pre-application advice on certain types of development proposals and certain development briefs. This document provides guidance in respect of the charges, requirements and procedures.

The Council welcomes and encourages developers to seek pre-application advice for all types of application and particularly for major or complex schemes. In order that a consistent and high-quality pre-application advice service can be provided, the Council has taken the decision that the cost of the service should be recovered directly and not fall as a cost to the council taxpayer.

Pre-application discussions and/or written advice notes are primarily of benefit to the applicant/developer by identifying the planning issues and requirements and thereby speeding up the development process. They can help to minimise subsequent planning application costs and avoid abortive applications.

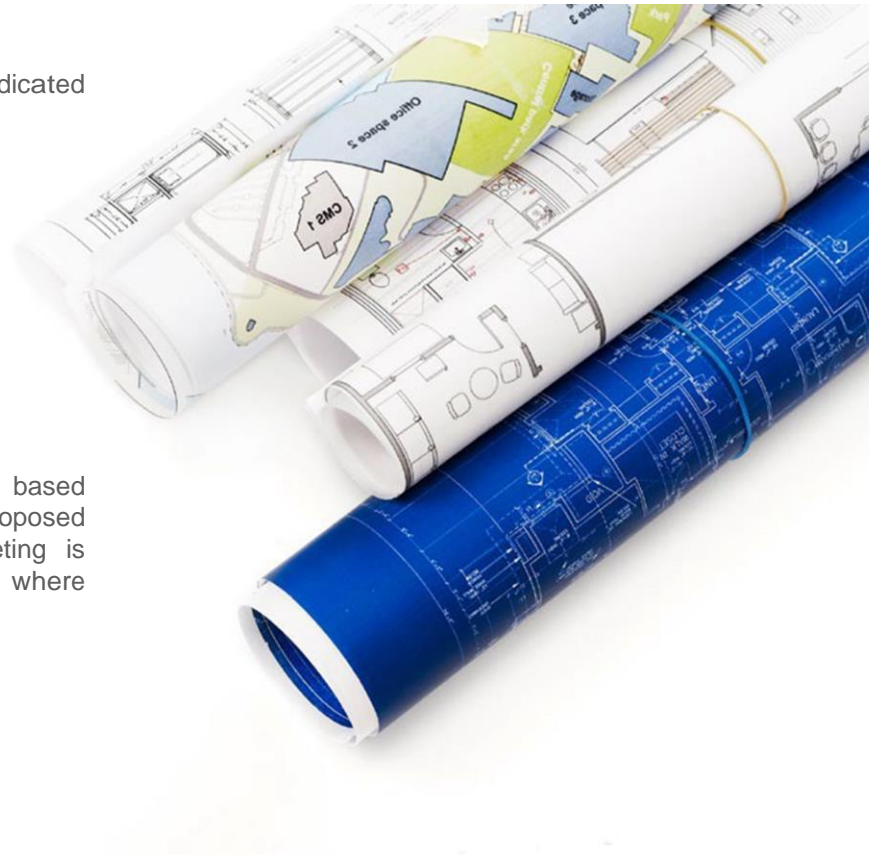
Pre-application requests are processed by a dedicated pre-application team.

For pre-application queries, contact;

Planning.Preapp@barnet.gov.uk

Charges and categories

The charges for pre-application advice are based primarily on the size and complexity of the proposed development, and whether a face to face meeting is included. Additional charges may also apply where meetings include additional specialist advice.



The charging regime covers the following categories of proposed development:

Category and cost	Service provided
<p>Category 'A' proposals - £ 10,865.00 (£13,038.00 incl. VAT)</p> <p>Very Large Scale, Complex Development</p> <ul style="list-style-type: none"> • 150 or more residential units • 4000 m2 or more of mixed use commercial floor space 	Meeting and written advice
<p>Category 'B' proposals - £ 8,449.00 (£10,138.80 incl. VAT)</p> <p>Very Large Scale, Complex Development</p> <ul style="list-style-type: none"> • 100 - 149 residential units • 4000 m2 or more of commercial floor space 	Meeting and written advice
<p>Category 'C' proposals – £ 6,044.00 (£7,252.80 incl. VAT)</p> <p>Major Complex Development</p> <ul style="list-style-type: none"> • 10 - 99 residential units • 1000m2– 3999 m2 of commercial floor space • Development involving a site of 0.5ha and over • Mixed use developments <p>Complex Proposals</p> <ul style="list-style-type: none"> • Large or complex change of use or development proposals e.g. sport and leisure proposals • Development requiring an EIA* Note: EIA (Environmental Impact Assessment) refers to development proposals which fall under the provision of categories 1 and 2 of the Town and Country Planning (Environment Impact Assessment) Regulations 1999. • Planning proposals which are associated with complex heritage listed building or conservation issues • Entertainment uses • Telecommunications equipment and masts – composite proposals for 10 or more sites. <p>Planning / development briefs / frameworks / master planning</p> <ul style="list-style-type: none"> • Sites for which the landowner wishes to establish their potential value, or where a clear and consistent advice for potential developers will expedite the development process. 	Meeting and written advice
<p>Category 'D' proposals - £ 1,852.00 (£2,222.40 incl. VAT)</p> <p>Minor development</p> <ul style="list-style-type: none"> • 2-4 new units (where a meeting is sought) • 5-9 new residential units • 100-999 m2 of commercial floorspace (including change of use) • HMOs (100 m2 - 999 m2) (where a meeting is sought) 	Meeting and written advice
<p>Category 'E' proposals - £ 990.00 (£1,188.00 incl. VAT)</p> <p>Minor development</p> <ul style="list-style-type: none"> • 2-4 new residential units (where no meeting is sought) • 100-999 m2 of commercial floorspace (including change of use) • Individual proposals for Telecommunications equipment and masts • Advertisement application for hoardings • HMOs (100 m2 - 999 m2) (where no meeting is sought) 	Written advice only

Category and cost	Service provided
<p>Category 'F' proposals - £ 328.00 (£393.60 incl. VAT)</p> <p>Creation of one residential unit</p> <ul style="list-style-type: none"> • Creation of 1 additional residential house or flat • Replacement of an existing residential unit • Conversion of 1 property into 2 residential units, including demolition and rebuild <p>Note: This category does not apply to sites with complex heritage issues including listed buildings or sites in a conservation area (refer to Categories G/H). Where there are tree/landscaping issues, a replacement or additional dwelling may still fall within one of the above categories.</p>	<p>Written advice only</p> <p>(Site Visits or meeting requests will be charged at an hourly rate)</p>
<p>Category 'G' proposals - £ 997.00 (£1,196.40 incl. VAT)</p> <p>Creation of one residential unit in a conservation area / listed building / or with associated complex heritage issues with meeting including Heritage Officer.</p>	<p>Meeting and written advice</p>
<p>Category 'H' proposals - £ 703.00 (£843.60 incl. VAT)</p> <p>Creation of one residential unit in a conservation area / listed building / or with associated complex heritage issues.</p>	<p>Written advice only</p>
<p>Category 'I' proposals - £ 235.00 (£282.00 incl. VAT)</p> <p>Small Scale Development</p> <ul style="list-style-type: none"> • Small extensions / alterations (including advertisements) to commercial or similar premises, below 100 m2; • Small changes of use to commercial or similar premises, below 100 m2; • Other small-scale developments below the threshold of category E; • HMO below 100 m2. 	<p>Written advice only</p> <p>(Site Visits or meeting requests will be charged at an hourly rate)</p>
<p>Category 'J' proposals - £ 130.00 (£156.00 incl. VAT)</p> <p>Written Householder Advice – one house or a single flat</p> <ul style="list-style-type: none"> • Extensions / development within the curtilage of the property 	<p>Written advice only</p> <p>(Site Visits or Meeting requests will be charged at an hourly rate)</p>
<p>Category 'K' proposals - £ 195.00 (£234.00 incl. VAT)</p> <p>Written Householder Advice – one house or a single flat</p> <ul style="list-style-type: none"> • Extensions / development within the curtilage of the property with heritage issues. 	<p>Written advice only</p> <p>(Site Visits or Meeting requests will be charged at an hourly rate)</p>

Exemptions

The charging scheme will not apply to informal initial discussions in connection with very small business premises, or very minor schemes or householder schemes (small extensions / alterations), certificates of lawfulness, enforcement or advice to any local resident affected by a development. Such verbal advice at this time will continue to be provided free of charge.

Additional fees including hourly rates and specialist advice

Those fees apply in the event of:



Additional investigations or meetings with the case officer being required for Categories A - D development above and beyond the standard fee



Specialist advice, for example on housing or conservation matters. (Note that separate Highways advice is subject to a different charging scheme, please email the Highways Group at highways.consultations@barnet.gov.uk for more details)



Any meetings or additional services including a site visit requested for Categories F, I, J and K - development are not covered by the standard fee.

The appropriate hourly rate for officers' time is dependent upon their seniority, as set out below.

Case Officer up to Principal Planner Incl. Deputy Manager	£258.00 (£309.60 incl. VAT)
Team Leader/Manager/ Deputy Head of Service	£322.00 (£386.40 incl. VAT)
Service Heads and Directors	£387.00 (£464.40 incl. VAT)
Specialist Advice (Conservation & Design, Trees & Landscaping, Housing, etc.)	£322.00 (£386.40 incl. VAT)

Procedures and level of service

1. Categories A– D and G

The online application form for these categories can be found at:

<https://www.barnet.gov.uk/citizen-home/planning-conservation-and-building-control/forms/Request-for-pre-application-planning-advice.html>

The standard fee must be paid prior to the first meeting. The standard fee includes time taken by the case officer from the investigation stage to the actual meeting and the final written comment.

Any additional charges will be invoiced within 10-working days from the date of final comment and invoices must be settled within 21-days.

Card payments can be made by phone following submission by calling 020 8359 3000.

If a meeting is cancelled charges may be made for any pre-meeting enquiries or any other investigations that have been carried out.

We will endeavour to provide you with notes **within 3-weeks** of the meeting date for Category C, D and G (providing no further research or site investigation is required). You will be sent an advice note outlining the policy context, site's history, site's constraints together with advice on relevant planning issues. All notes are reviewed by the pre-application team manager, planning manager or Head of Service depending on the complexity of the proposals.

Further research or advice sought after the meeting will be charged at an hourly rate as detailed in the "Planning Fees and Charges Schedule", providing the scheme is materially similar.

We aim to operate a flexible system and we will try to adapt to your requirements including the format in which you wish to obtain the advice. For example, you may wish to delay obtaining final written notes until you amend your proposals in line with verbal advice given at the meeting. You may also want us to review your own meeting minutes/notes to speed up the process. In any case, you should discuss your requirements with the case officer during the meeting.

Process

You need to submit the form together with the appropriate fee and all relevant information. Any request for specialist advice should also be made at this stage (see hourly fee details above). Please note that unless you have opted to pay for additional specialist advice which is charged at the hourly rate (details on page 7), the assessment will be made by planning officers only.

Within 2-working days of receipt of your request, an acknowledgement letter with contact details for the planning case officer will be sent to you. The acknowledgment letter will advise whether your submission is accepted or whether any additional information is required before advice can be offered.

(Please note that the service has the right to decline a request for pre-application advice where it is not considered either appropriate or necessary).

For Categories C, D, and G **within 2-working days** of registration (subject to availability), the case officer will contact you to arrange a meeting date (and make any necessary arrangement for a site visit if required).

2. Categories E – K (excluding G)

The application form for these categories can be found at:

<https://www.barnet.gov.uk/citizen-home/planning-conservation-and-building-control/forms/Request-for-pre-application-planning-advice.html>

The standard category fee must be paid prior to the application being progressed.

Card payments can be made by phone following submission by calling 020 8359 3000.

Process

Within 2-working days of receipt of your request, an acknowledgement letter/email with contact details for the planning case officer will be sent to you. The acknowledgment letter will advise whether your submission is accepted or whether any additional information is required before advice can be offered.

(Please note that the service has the right to decline a request for pre-application advice where it is not considered either appropriate or necessary).

We will endeavour to provide you with notes **within 3-weeks** for Categories E, F, H, I, J, and K requests.

All notes are reviewed by the pre-application team manager, planning manager or Head of Service depending on the complexity of the proposals.

Categories F - K (excl. G) fees do not include a face to face meeting or a visit to the site. If you feel that your proposals would benefit from either or both, there will be an additional hourly charge (see "Planning Fees and Charges Schedule"). You should contact your case officer for further details – see section below for more details. Please note that unless you have opted to pay for additional specialist advice which is charged at the hourly rate (details on page 7), the assessment will be made by planning officers only.

Scope for discussion or advice

The matters suitable for discussion / advice could include:

- Information on the relevant policies and other planning requirements.
- Provision of advice regarding the procedure, consultation, and estimated time scale regarding the process of the application.

- The required information for making a valid planning application.
- Indication of the likely requirement for contributions by the developer, such as levels of affordable housing or highways and education payments.
- Informal and without prejudice comments and guidance on the content, construction and presentation of an application likely to satisfy the Council's planning policies.

Information required with pre-application requests

The Council will require sufficient information to be provided to enable a quality advice service to be provided. This includes:

- A description of the proposed development and schedule of proposed uses
- A site location plan (scale 1:1250)
- Photographs and sketch drawings showing the site, buildings and trees as existing, together with the schedule of uses.
- Outline of proposal (on plans scale 1:200).

Notes

Any advice given by Council officers for pre-application enquiries does not constitute a formal response or decision of the Council with regards to future planning consents.

Any views or opinions expressed are given 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 decided by the Council.

It should be noted that officers cannot give guarantees about the final formal decision that will be made on your planning or related applications. However, the advice note will be considered by the Council as a material consideration in the determination of the future planning related applications, subject to the proviso that circumstances and information may change or come to light that could alter the position.

It should also be noted that little or no weight will be given to the content of the Council's pre-application advice for schemes submitted more than 3 years after the date of the advice being issued.

Refund of fees

Fees can only be refunded if paid in respect of a query for which the Local Planning Authority declines to provide advice.

Speed in progress: for formal planning application submissions

The Service will seek to process all applications within the Department of Communities and Local Government prescribed period. It is highly likely that applications submitted following a pre-application discussion will typically progress faster, particularly where the proposals have taken on board the issues raised in the written note.



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Fast-track service – Notes and Charges

The fast-track service provides a range of services to Barnet residents and businesses to accelerate the administration and review of planning applications and pre-planning submissions. This fast-track service does not affect the merits of the proposals. Fast-track charges are payable in addition to the application fees payable under the Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 or pre-application as detailed below. VAT receipts can be provided on request.

All requests for the service should be emailed to planning.premium@barnet.gov.uk prior to the submission of the (pre) application.

Each request is assessed individually and a confirmation that the service can be offered is provided by the Fast-track team before the (pre) application is considered as part of the scheme.

Each request should include the following details:

- Name, address, phone number and email address of applicant / agent
- Site Address
- Description of proposals
- Reference of requested fast track service(s) (e.g. Service 1 and 2)

All fast track payments must be made at the time of registration of the (pre) application. The applicant or applicant’s agent shall inform the Council upon submission and payment of the (pre) application by emailing planning.premium@barnet.gov.uk with details of the Planning Portal or Pre-application reference numbers.

(Pre) applications submitted without the confirmation of the Fast Track team that the service can be offered will not be processed under the scheme.

We reserve the right to right to refuse requests subject to resources and availability.

Agreed fast track services are valid for 5 working days only. Applications should be submitted, and payment made within this period. After 5 working days, service availability should be checked again.

Please allow at least 24 hours for us to review service availability.

Charging schedule

Householder applications

Our services for householder applications cover all types of residential development within the curtilage of a dwelling (including house extensions, outbuildings, driveways etc.). Each service can be offered individually.

Service 1	
a. Registration of application within 1-working day	£403.00
b. Consultation of neighbouring properties within 1-working day	(£483.60 incl. VAT)
c. Provision of an officer's recommendation within 5-weeks of validation	
If the recommendation is to approve, note that the decision will be delegated if fewer than 5 objections are received, and the application is not called in to a planning committee by a Councillor. Whilst the recommendation will be provided within 5-weeks of validation of the applications in any event, the necessary referral of an application to committee will have the effect of delaying the determination of the applications	

Service 2 (applicable only if Service 1 is taken up)	
Visit to site within 5-working days of registration	£115.50 (£138.60 incl. VAT)

Service 3	
a. Registration of application within 1-working day	£330.00
b. Review of the information submitted with the application within 2-working days of the site visit, if Service 2 accepted, or 5-working days from the validation (if Service 2 not accepted)	(£396.00 incl. VAT)
c. Provision of an email setting out any required changes to the application or confirming support/ refusal of the application	

Service 4	
a. Registration of application within 1-working day	£804.50
b. Consultation of neighbouring properties within 1-working day	(£828.90 incl. VAT)
c. Provision of an officer's recommendation within 1-working day following on from the end of the consultation period (28 days)	
Under this service, amendments to the scheme will be accepted at the discretion of case officers due to the time constraints.	
If the recommendation is to approve, note that the decision will be delegated if fewer than 5 objections are received, and the application is not called in to a planning committee by a Councillor. Whilst the recommendation will be provided within 5-weeks of validation of the applications in any event, the necessary referral of an application to committee will have the effect of delaying the determination of the applications.	

Conditions and certificate of lawfulness applications

All our services for conditions of certificates include:

- The registration of a valid application within 1-working day of receipt
- The issuing of a decision notice within 1-working day of confirmation of support or within 1-working day of receipt of additional information/ clarification. We will generally not seek amendments for certificates.

**For conditions applications only, the fast-track service fee is charged per condition

Service 5	
Accelerated review and provision of an email setting out any required additional information to the application or confirming support/refusal of the application within 15-working days of registration.	£115.50 (£138.60 incl. VAT) **

Service 6	
Accelerated review and provision of an email setting out any required additional information to the application or confirming support/refusal of the application within 10-working days of registration.	£292.00 (£350.40 incl. VAT) **

Service 7	
Accelerated review and provision of an email setting out any required additional information to the application or confirming support/refusal of the application within 5-working days of registration.	£347.00 (£416.50 incl. VAT) **

Service 8	
Accelerated review and provision of an email setting out any required additional information to the application or confirming support/refusal of the application within 2-working days of registration.	£460.50 (£552.60 incl. VAT)**

Service 9	
Accelerated review and provision of an email setting out any required additional information to the application or confirming support/refusal of the application within 1-working days of registration.	£693.00 (£831.60 incl. VAT)**

Additional and faster services	On request
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Office to Residential Prior Notifications

Service 10 £398.50
(£478.20 incl. VAT)

a. Registration of valid application within 1-working day of receipt
 b. Consultation of neighbouring properties within 1-working day
 c. Provision of an officer's recommendation within 4-weeks of validation

Service 11 £85.50
(£102.60 incl. VAT)

Subject to a prior notification application is approved, provision of letter confirming compliance with relevant legislation.

Additional and faster services On request

Larger Home Extensions and Prior Notifications

Service 12 £216.75
(£260.10 incl. VAT)

a. Registration of valid application within 1-working day of receipt
 b. Consultation of neighbouring properties within 1-working day
 c. Provision of an officer's recommendation within 5-weeks of validation

Additional and faster services On request

Small Minor Applications and Variation of Conditions (1-4 residential units / 100m2 – 999m2)

Service 13 £222.00
(£266.40 incl. VAT)

a. Registration of valid application within 1-working day of receipt
 b. Consultation of neighbouring properties within 1-working day

Service 14 (applicable only if 13 is taken up) £332.50
(£399.00 incl. VAT)

a. Review of the information submitted within 5-working days from the validation of the application
 b. Provision of an email setting out any required changes to the application or confirming support/refusal of the application

Service 15 £222.00
(£266.40 incl. VAT)

Provision of an officer's recommendation within 5-weeks of validation.

If the recommendation is to approve, note that the decision will be delegated if fewer than 5 objections are received, and the application is not called in to a planning committee by a Councillor. Whilst the recommendation will be provided within 5-weeks of validation of the applications in any event, the necessary referral of an application to committee will have the effect of delaying the determination of the applications.

Additional and faster services On request

Large Minor Applications and Variation of Conditions (5-9 residential units / 1000m2 – 1999m2)

Service 16 £330.00
(£396.00 incl. VAT)

a. Registration of valid application within 1-working day of receipt
 b. Consultation of neighbouring properties within 1-working day

Service 17 (applicable only if 16 is taken up) £460.50
(£552.60 incl. VAT)

a. Review of the information submitted within 5-working days from the validation of the application
 b. Provision of an email setting out any required changes to the application or confirming support/refusal of the application.

Service 18 £330.00
(£396.00 incl. VAT)

Provision of an officer's recommendation within 5-weeks of validation.

If the recommendation is to approve, note that the decision will be delegated if fewer than 5 objections are received, and the application is not called in to a planning committee by a Councillor. Whilst the recommendation will be provided within 5-weeks of validation of the applications in any event, the necessary referral of an application to committee will have the effect of delaying the determination of the applications.

Additional and faster services On request

Major Applications

Tailored service - quote provided on request On request

Category A – very large scale, complex development

- 150 or more residential units
- 4000 m2 or more commercial floor space

Category B – very large scale, complex development

- 100 – 149 residential units
- 4000m2 of commercial floor space

Category C – Major complex development

- 10- 99 residential units
- 1000m2 – 3999m2 of commercial space
- Development involving a site of 0.5ha and over
- Mixed use developments

Tailored service - quote provided on request On request

Pre-Application advice Categories D and E

Category D - Minor development – standard base fee £2,222.40 (incl. VAT)

- 2-4 new units (where a meeting is sought)
- 5-9 new residential units
- 100-999 m2 of commercial floorspace (including change of use)
- HMOs (100 m2 – 999 m2) (where a meeting is sought)

Category E - Minor development – standard base fee £1,188.00 (incl. VAT)

- 2-4 new units (where no meeting is sought)
- 100-999 m2 of commercial floorspace (including change of use)
- Individual proposals for Telecommunications equipment and masts
- Advertisement application for hoardings
- HMOs (100 m2 – 999 m2) (where no meeting is sought)

Note that for Category E development only (no meeting), the notes will be provided from the date of registration of request. For example, if service 19 is requested, the fast track fee would be £297.00 (calculated at 25% of £1,188.00) and would involve provision of notes 10-working days from registration of request. The charges below are payable in addition to the base charges.

Service 19

- | | |
|--|--|
| a. Accelerated offer of meeting at our offices (or on site) within 10-working days | 25% of standard base pre-application fee |
| b. Provision of meeting notes within 3-working days of meeting | |

Service 20

- | | |
|---|--|
| a. Accelerated offer of meeting at our offices (or on site) within 5-working days | 50% of standard base pre-application fee |
| b. Provision of meeting notes within 3-working days of meeting | |

Service 21

- | | |
|---|--|
| a. Accelerated offer of meeting at our offices (or on site) within 2-working days | 75% of standard base pre-application fee |
| b. Provision of meeting notes within 3-working days of meeting | |

Tailored service – quote provided on request	On request
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Pre-Application advice Categories F - I

Category F - Creation of one residential unit – standard base fee £393.60 (incl. VAT)

- Creation of 1 additional residential house or flat
- Replacement of an existing residential unit
- Conversion of 1 property into 2 residential units, including demolition and rebuild

Category G- Creation of one residential unit with Heritage issues– standard base fee £1,196.40 (incl. VAT)

- Creation of 1 residential unit in a conservation area / listed building / or with associated complex heritage issues with meeting including Heritage Officer

Category H- Creation of one residential unit with Heritage issues– standard base fee £843.60 (incl. VAT)

- Creation of 1 residential unit in a conservation area / listed building / or with associated complex heritage issues (no meeting included)

Category I – Small Scale development – standard base fee £282.00 (incl. VAT)

- Small extensions / alterations (including advertisements) to commercial or similar premises, below 100m2
- Small changes of use to commercial or similar premises, below 100m2
- Other small-scale developments below the threshold of category F
- HMO below 100 m2.

Note that the standard base charges cover the provision of written notes only. A standard site visit or meeting is charged at the standard rate of £309.60 (incl. VAT). The charges below are payable in addition to the base charges. For example, a Category F request to have a site meeting within 10-days of submitting the request and notes within 6-days of the meeting will be attract an overall charge of £873.30 (£393.60 base charge + £309.60 base charge for the meeting + £98.40 fast track charge to guarantee an accelerated meeting date + £71.70 to guarantee the accelerated provision of notes).

Service 22 (not applicable for Category H)

Accelerated offer of meeting at our offices (or on site) within 10-working days	25% of standard base pre-application fee
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Service 23 (not applicable for Category H)

Accelerated offer of meeting at our offices (or on site) within 5-working days	50% of standard base pre-application fee
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Service 24 (not applicable for Category H)

Accelerated offer of meeting at our offices (or on site) within 2-working days	75% of standard base pre-application fee
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Service 25 (not applicable for Category H)

Provision of written notes within 6-working days of meeting	£59.75 (£71.70 incl. VAT)
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Service 26 (not applicable for Category H)

Provision of written notes within 3-working days of meeting	£115.50 (£138.60 incl. VAT)
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Service 27 (not applicable for Category G)

Provision of written notes within 6-working days of registration (when no meeting is sought)	£115.50 (£138.60 incl. VAT)
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Service 28 (not applicable for Category G)

Provision of written notes within 3-working days of registration– (when no meeting is sought)	£225.00 (£270.00 incl. VAT)
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Tailored service – quote provided on request	On request
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**Pre-Application advice Categories J and K
Extensions / Development within the curtilage of a house or flat**

Note that the standard base charge is £156.00 (incl. VAT) for a Category J and £234.00 (Inc. VAT) for a Category K pre-application requests. This charge covers the provision of written notes only. A standard site visit or meeting is charged at the standard rate of £309.60 (incl. VAT).

The charges below are payable in addition to the base charges. For example, a request to have a site meeting within 6-days of submitting the category J request and notes within 6-days of the meeting will be attract an overall charge of £700.91 (£156.00 base charge + £309.60 base charge for the meeting + £208.08 fast track charge to guarantee an accelerated meeting date + £27.23 to guarantee the accelerated provision of notes)

Service 29
Accelerated offer of meeting at our offices (or on site) within 6-working days £173.40
(£208.08 incl. VAT)

Service 30
Accelerated offer of meeting at our offices (or on site) within 3-working days £347.00
(£416.40 incl. VAT)

Service 31
Accelerated offer of meeting at our offices (or on site) within 1-working days £579.50
(£695.40 incl. VAT)

Service 32
Provision of written notes within 6-working days of meeting £22.70
(£27.23 incl. VAT)

Service 33
Provision of written notes within 3-working days of meeting £86.70
(£104.04 incl. VAT)

Service 34
Provision of written notes within 1-working days of meeting £173.40
(£208.08 incl. VAT)

Service 35
Provision of written notes within 6-working days of registration (when no meeting is sought) £85.50
(£102.60 incl. VAT)

Service 36
Provision of written notes within 3-working days of registration (when no meeting is sought) £169.00
(£202.80 incl. VAT)

Service 37
Provision of written notes within 1-working day of registration (when no meeting is sought) £339.50
(£407.40 incl. VAT)

Tailored service – quote provided on request On request

Tree works

Available for applications and pre-applications (subject to availability)

Consultation in relation to proposed tree works, with written notes £482.00
(£578.40 incl. VAT)
Plus £53.50 (£64.20 incl. VAT)
per additional tree

Service feedback

If you have any comments that you wish to make with regards to any aspect of the Planning Advice Service, please contact:

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Emails should be made for the attention of Karina or Denisse.

APPENDIX B

Fast Track Planning Applications Proposal

Summary

Horsham District Council is committed to supporting economic growth and ensuring the district is a place where communities can work, live and prosper. The planning process plays a major role in both supporting appropriate development and it is essential that the council has a dynamic and proactive approach to planning which serves our residents and businesses

We are a busy planning authority with a high volume of applications and are working hard to make continuous improvements to the quality and efficiency of our service.

This report outlines a proposal for a new initiative in the Development Management Service to fast-track certain key planning applications from initial enquiry to planning decision by providing a seamless service and cutting through unnecessary delays.

The proposal seeks to raise additional income but will also assist the construction industry in being able to deliver projects quicker and with more certainty by delivering an efficient and fact-tracked process for the determination of certain planning applications.

The evidence base and business case to support the project is set out in this report. The proposal seeks flexibility to roll out a fast track service; starting with a trial of the most minor types of application.

A Fast Track Upgrade Option

There are several reasons why applicants might require a quicker decision, for example, it could be the applicant has a builder on standby or engaged in a construction timetable and therefore wants a development to be completed by a certain date.

It is clear councils are working hard to raise additional income through the provision of enhanced discretionary services and research of other council's undertaking a fast track service are summarised in **Appendix A**.

In June 2020 consultation was undertaken in the Development Management Department seeking views on a fast track service focussing on which application types should be covered, how long should determination timescales be for such applications, how the service would be resourced and any other benefits such a service would bring.

The consultation identified:

- Householder planning applications, certificates of lawfulness and applications for listed building consent where they are accompanying a householder could be offered as a fast track option.
- A charge of double the application fee
- A service level of determination within 28 days

It is important to note that the fast-track proposals will maintain the statutory consultation periods for stakeholders including neighbours and Parish/Neighbourhood councils.

The proposals will affect the Scheme of Delegation, i.e. the timescales for applications to be referred to the Planning Committee. In order to provide a fast track service for minor and householder schemes this would need to be reduced from 35 days to 21 days. However, the proposal would still enable a longer timescale of 35 for larger schemes.

An alternative option is to offer a fast track service decision within 35 - 40 days to enable the 35 day member call-in to remain but this would only provide a 2 week reduction on the existing 8 week timeframe and would not be so favourable for this seeking a fast-track option.

It is not considered that any consultation is required with stakeholders given the statutory consultation period would remain and all parties would still have an opportunity to participate in the process. Feedback though should be sought from members with regard to the proposal to amend the call-in time for minor and householder schemes. Furthermore feedback received from customers during a trial period will be considered in deciding whether to continue the service or alter it at the end of the trial period.

Resource Implications

Providing a priority or fast track service for applicants will require efficient processes and effective time and project management as well as monitoring. It is anticipated that this will be covered within the current staffing levels of the department by focussing a proportion of the Development Management teams time on managing fast track applications. Certainly to start with this would be largely focused on the planning technician roles who manage a case load of minor schemes. Given the minor nature of the proposals it is much easier to operate a fast-track service.

In the long term if demand increases significantly together with income there may be additional staff required to meet the demand, however this can be considered at a later date.

It is not anticipated that any other additional resources will be required to set the service up other than the set up of a form and change to the existing system to flag fast tracked applications. The tracking and monitoring of fast-track applications will be a key component to the projects success and will rely on Team Leaders and the Head of Development to manage this effectively.

Proposed Service Offer

Householder and proposed certificates of lawfulness lend themselves to a fast tracking service since the development tends to be of a simpler nature and rarely requires the involvement of statutory consultees. For certificates of lawfulness no consultation is required as the outcome is a technically determined one, so a decision could be made quicker than 28 days if that becomes feasible. Furthermore, it is not possible to call a certificate of lawfulness application to committee so this will not require a change to the scheme of delegation.

In addition, validation is straightforward so the administration of the proposal can be accelerated. Once any statutory consultation with neighbours has been carried out the majority of householder and certificates of lawfulness can be determined within a 4-week period.

It is therefore proposed to offer applicants the **opportunity to fast track householder applications where they would be determined within 28 days of receipt of a valid application and for certificates of lawfulness to be determined within 28 days of the receipt of a valid application.**

It is suggested that the **fee should be £103 + VAT for certificates of lawfulness and £206 + VAT for householder application types** which would be payable upon receipt of an application. This would be in addition to the statutory application fee which is £103 for a certificate and £206 for a householder application.

In the event of not being able to meet the target and in the event of a small extension of time being agreed (where required due to information needed from the applicant) the fast track element of the fee will not be refunded.

The below table outlines the time by task to deliver a fast track application:

	Registration	Site Visit	Review & Recommendation	Decision
Traditional Service	Up to 4 Days	Up to 4 Weeks	Up to 8 Weeks	Up to 8 Weeks
Fast Track Service (Householder)	1 Day	5 Days	22 - 26 Days	28 days
Fast Track Service LDCs	1 Day	5 Days if necessary	10 - 21 Days	28 Days

Review & Monitoring

The numbers of fast track requests will be subject to ongoing review and monitoring identifying trends and areas for improvement of the service on an ongoing basis. In addition, as well as providing more options for the customer the implementation of a fast track service will provide necessary additional income for the department in order to meet income targets.

During the pilot it will be important to collate data on the numbers of applications, the time taken, and the fee income received. In addition, customer feedback should be taken into consideration and amendments to the processes actioned where and when necessary. Roll out of the services will also be depending on capacity and resource, and the service will be reviewed if it cannot be delivered.

Income generated

On average the Council currently receive around 1000 householder applications a year and 160 householder related certificates for proposed use. At this stage it is difficult to gauge what share of the market a fast track service would attract, but if 20% of the existing identified applications were to use a fast track service this would generate an income of over £44,000. Income generated would depend on the marketing of the service, the quality and timeliness of the service offered and the resources in the department to be able to delivery the service.

Conclusion

The proposals in this report are based on research and emerging services offered by other Local Planning Authorities. There are limited other options.

Having said this, there is the 'do nothing' option but this would not provide a service that is forward thinking, nor would it provide an additional stream of income. Therefore, this is not considered a suitable alternative to creating an innovative and responsive planning service.

Appendix A – LPA’s Offering a Fast Track Service

Authority	Type	Cost	Decision within	Additional information
LB of Barnet	Householder	£460.80 inc VAT	35 days	
LB of Barnet	Certificates & Conditions	£131.40 inc VAT	15 days*	*Decision is not issued email is sent confirming support / refusal of scheme
LB of Barnet	Certificates & Conditions	£333.60 inc VAT	10 Days*	As above
LB of Barnet	Certificates & Conditions	£395.40 inc VAT	5 Days*	As above
LB of Barnet	Certificates & Conditions	£525 inc VAT	2 days*	As above
LB of Barnet	Certificates & Conditions	£790.80	1 Day*	As above
Cheltenham BC	Householder	£250-£315	28 Days	Service provided on the basis pre-app advice has been received
LB of Barking and Dagenham	Certificates	£240 inc VAT	10 Days	
Wycombe	Householder	£240	25 Days	
Wycombe	Conditions (Householder)	£100	10 Days	
Wycombe	Conditions (Minor)	£300	10 Days	
Wycombe	NMA’s Minor	£250	10 Days	
Wycombe	NMA’s Major	£500	10 Days	
Wrexham	Householders	£50	28 Days	
Redbridge	Prior Approval Householder	£75	26 Days	Service to be expanded in future (£150 Householders and £75 Certificates)
Blackburn	Householder / Minor	£360 inc VAT	28 Days	‘Platinum Service’
Blackburn	Certificates	£360	5 Days	‘Platinum Service’

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