



HILLINGDON
LONDON

FEES FOR PRE APPLICATION ADVICE

Category	Type of Development	Fee (inc VAT)	Follow Up Advice Charge (inc VAT)
Duty Planner Advice	Duty Planner (Verbal) advice <ul style="list-style-type: none"> - Enforcement complaints; - Advice to third parties (neighbours/resident associations etc); - Extensions and alterations to single domestic dwelling (excluding subdivision); and - Small scale adverts relating to business premises. 	Free (appointment will be required)	
	Planning/Householder Advice Written Advice Following a Duty Planner Meeting <ul style="list-style-type: none"> - Follow up requested pre-application correspondence; - Permitted Development Enquiry (N.B Application for a certificate of Lawful Development is recommended as an alternative); - Conveyance Enquiries relating to planning applications; - Confirmation of S106 Obligations Compliance; and - Confirmation of Conditions Approval. 	£100; Following a Duty Planner Meeting	
	Tree Works Follow Up Written Advice <ul style="list-style-type: none"> - £50 for a single tree; and - £100 for multiple trees. 	£50; Single Tree Advice/ High hedge £100; Multiple Tree Advice	
	Enforcement Queries Follow up Written Advice <ul style="list-style-type: none"> - Responding to Solicitors enquiries related to conveyancing matters of an enforcement nature. 	£150	
A	Large Scale Strategic- as defined by the 'Mayors Order 2008' (and any subsequent amendments) <ul style="list-style-type: none"> - 150+ residential units; - 15,000sqm + of gross floor space created (or total site area for change of use enquiries); and - Reserved Matters Applications for large scale strategic development. 	£4,200 Including initial meeting and written response	£2,100

	N.B. costs associated with independent review of specialist documents (e.g. Viability, retail impact, daylight and sunlight) will be subject to consultant fees.		
B	<p>Large Scale Major</p> <ul style="list-style-type: none"> - 50-149 residential units; - 10,000-14,999sqm of gross floor space created (or total site area for change of use enquiries); and - Reserved Matters Applications for large scale major development. <p>N.B. costs associated with independent review of specialist documents (e.g. Viability, retail impact, daylight and sunlight) will be subject to consultant fees.</p>	£3,000	£1,500
		Including initial meeting and written response	
C	<p>Major</p> <ul style="list-style-type: none"> - 10-49 residential units; - 1,000-9,999sqm of gross floor space created (or total site area for change of use enquiries); - Reserved Matters Applications for major development; and - S73; Variation of condition for all Major developments. <p>N.B. costs associated with independent review of specialist documents (e.g. Viability, retail impact, daylight and sunlight) will be subject to consultant fees.</p>	£2,280	£1,140
		Including initial meeting and written response	
D	<p>Large Scale Minor</p> <ul style="list-style-type: none"> - 6-9 residential units; - 750-999sqm of gross floor space created (or total site area for change of use enquiries); and - Reserved Matters Applications for large scale minor development. 	£1,000	£500
		Including initial meeting and written response	
E	<p>Medium Scale Minor</p> <ul style="list-style-type: none"> - 2-5 residential units; - 500-749sqm of gross floor space created (or total site area for change of use enquiries); and - Reserved Matters Applications for medium scale minor development. <p>Other Development</p> <ul style="list-style-type: none"> - Advertisement Proposals; - S96a Non-material amendments; - Approval of Details/Clearance of Planning Conditions; - S73; Variation of condition (Minor developments only); - Proposals for extensions and alterations requiring conservation advice, including alterations and extensions to listed buildings; and 	£600	£300
		Including initial meeting and written response	

	<ul style="list-style-type: none"> - Miscellaneous proposals not included within this schedule (E.g. Proposals for car parking, landscaping, HMOs, physical alterations to small commercial properties etc). 		
F	<p>Small Scale Minor</p> <ul style="list-style-type: none"> - 1 residential unit, including replacement dwellings; - Up to 499sqm of gross floor space created (or total site area for change of use enquiries); and - Reserved Matters Applications for small scale minor development. <p>(including Certificate of Lawfulness, Prior Approval (residential and commercial) and complex/large scale extension proposals)</p>	£270	£135

Appendix 1; Supporting Documentation

Information	Scale	Scale
	A -C	D -F
Completed Pre-Application Form and fee	x	x
A description of the proposed development, including schedule of uses and floorspaces	x	x
Information about the existing uses, floor space, occupation, parking, jobs etc	x	x
Site Location Plan (Scale 1:1250)	x	x
Drawings; Existing and Proposed plans and elevations at an appropriate scale (1:100/1:200)	x	x
Information about existing site conditions including trees (and ecology where appropriate).	x	x
Information about car parking, servicing, access arrangements, traffic generation etc.	x	x
Draft Design and Access Statement (where appropriate).	x	x
Information about affordable housing/retail impact/daylight and sunlight.*	x	
Heritage Statement and Other Environmental Considerations (e.g. Water Efficiency, Water Management, Drainage, Land Contamination)	x	

* N.B. costs associated with independent review of specialist documents (e.g. Viability, retail impact, daylight and sunlight) will be subject to consultant fees.

Within 10 working days of receiving a valid submission (form, fee and supporting documentation), an Officer will contact you either by phone or in writing to:

- Confirm the name and contact details of the case officer who will be handling your enquiry;
- Make a request for any additional information required to assess your proposal further;
- Arrange a site visit if access to the property is required;
- Arrange a meeting between LBH Officers and the Applicant.

Meetings are normally held at the Planning Department, although in some instances it may be appropriate to hold an on-site meeting to review the site and proposals, Officers will discuss this with you in detail when arranging the pre-application meeting.

Following an initial pre-application meeting, applicants applying for Scale A, B or C level advice (Major Applications) are able to submit 1 set of amendments to the original proposal for consideration, revisions will be considered as part of the final formal response letter. This information must be submitted within 3 weeks of the meeting date and formal comments will be based on the revisions received. Revisions/amendments will not be accepted for Scale D, E and F pre-application submissions.

- Officers will issue a formal response to applicants within 10 working days of any meeting being held or additional information having been received for consideration under Scale A, B or C development.

In the event that additional information is provided for consideration under Scale A, B or C, Officers may require additional time to consult other departments and this may lead to a delay in issuing comments within the timeframes stipulated above.