



HILLINGDON
LONDON

FEES FOR PRE APPLICATION ADVICE

Category	Type of Development	Fee (inc VAT)	Follow Up Written 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 Follow up Written Advice <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; General Proposals	
	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. 	£198	
A	Large Scale Strategic Development- 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 	£12,500	£6,250

	<ul style="list-style-type: none"> - Reserved Matters Applications for large scale strategic 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>		
B	<p>Large Scale Major Development</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>	£9,000	£4,500
C	<p>Major Development</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); 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>	£6,000	£3,000
D	<p>Large Scale Minor Development</p> <ul style="list-style-type: none"> - 5-9 residential units; - 500-999sqm of gross floor space created (or total site area for change of use enquiries); and - Reserved Matters Applications for large scale minor development. 	£2,400	£1,200
E	<p>Medium Scale Minor Development</p> <ul style="list-style-type: none"> - 2-4 residential units; - Reserved Matters Applications for medium scale minor development. 	£1,100	£550
F	<p>Small Scale Minor Development</p> <ul style="list-style-type: none"> - 1 residential unit - Proposals for extensions and alterations to dwellinghouses including proposals requiring conservation advice and alterations and extensions to listed buildings; - 250 to 499sqm of gross floor space created (or total site area for change of use enquiries); and 	£270	£135

	<ul style="list-style-type: none"> - Advertisement Proposals; - S96a/S73 queries for all minor developments - Approval of Details/Clearance of Planning Conditions; - Miscellaneous proposals not included within this schedule (E.g. Proposals for car parking, landscaping, HMOs, physical alterations to small commercial properties etc). - 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>		
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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	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 15 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, C and D level advice (Major Applications & Large Scale Minor Development) 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 E and F pre-application submissions.

- Officers will issue a formal response to applicants within 15 working days of any meeting being held or additional information having been received for consideration under Scale A, B, C or D development.

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