# Duty Planner and Pre-Application Fee Schedule – March 2020

## Duty Planner and Minor Applications

<table>
<thead>
<tr>
<th>Service</th>
<th>Who for?</th>
<th>What you can expect</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duty Planner – Homeowner + Small Business</td>
<td>Advice on plans to extend, alter or improve houses or flats including permitted development&lt;br&gt;Advice on change of use for small businesses (up to 99sqm), extensions up to 99sqm for small business, shopfront alterations or advertising.</td>
<td>• Meeting with Planning Officer.&lt;br&gt;• A written response providing an analysis of the merits and a summary of meeting discussion&lt;br&gt;• A site visit – additional cost</td>
<td>£153 + VAT – meeting only&lt;br&gt;£204 + VAT - meeting plus site visit&lt;br&gt;£76.50 + VAT Follow up meeting</td>
</tr>
<tr>
<td>Duty Planner - Listed Building</td>
<td>People who want advice on their plans to extend, alter or improve their listed building – house, flat, shopfront alterations or advertising or small business</td>
<td>• Meeting with Conservation Officer&lt;br&gt;• A written response providing an analysis of the merits and a summary of meeting discussion&lt;br&gt;• A site visit – additional cost&lt;br&gt;• If Duty Planner advice is required a combined fee is payable</td>
<td>£204 + VAT – listed building advice only&lt;br&gt;£306 + VAT – advice + site visit&lt;br&gt;Add an additional £150 + VAT for Duty Planner if required&lt;br&gt;£102 + VAT Follow up meeting</td>
</tr>
<tr>
<td>Small Proposals</td>
<td>1-3 units (including conversions of a house to flats)&lt;br&gt;New build or extensions of 99 sqm-499sqm&lt;br&gt;Change of use 100sqm-499sqm&lt;br&gt;Telecoms masts and equipment&lt;br&gt;Change of use from C3 dwelling to C4 HMO/Sui Genris HMO</td>
<td>• Meeting with Planning Officer and other specialist officers if applicable&lt;br&gt;• A written response providing an analysis of the merits and a summary of meeting discussion&lt;br&gt;• A site visit – additional cost</td>
<td>£510 + VAT – meeting only&lt;br&gt;£612 + VAT - meeting plus site visit&lt;br&gt;£255 + VAT Follow up meeting&lt;br&gt;£102 + VAT – Submission of Conditions, NMA, MMA</td>
</tr>
<tr>
<td>Medium Proposals</td>
<td>4-9 units (including flat conversions)&lt;br&gt;New build or extensions of 500sqm-999sqm&lt;br&gt;Change of use 500sqm-999sqm</td>
<td>• Meeting with Planning Officer and other specialist officers if applicable&lt;br&gt;• Site visit&lt;br&gt;• A written response providing a précis of meeting discussion</td>
<td>£1,530 + VAT&lt;br&gt;£612 + VAT – Submission of Conditions, NMA, MMA</td>
</tr>
</tbody>
</table>

## Planning Enforcement

| Homeowner                                             | People who want advice on submitting an application as a result of a planning enforcement investigation regarding their home or flat | • Meeting with Planning and Planning Enforcement Officer.<br>• A written response providing guidance on if planning permission is likely to be granted in regards to the enforcement investigation or what amendments are likely to be required for the Council to support the proposal | £255 + VAT<br>£153 + VAT Follow up meeting |
| Small Business, Community Use                         | People who want advice on submitting an application as a result of a planning enforcement investigation regarding their commercial proposal or community use | • Meeting with Planning and Planning Enforcement Officer.<br>• A written response providing guidance on if planning permission is likely to be granted in regards to the enforcement investigation or what amendments are likely to be required for the Council to support the proposal | £255 + VAT<br>£153 + VAT Follow up meeting |
# Duty Planner and Pre-Application Fee Schedule – March 2020

## Majors

<table>
<thead>
<tr>
<th>Service</th>
<th>Who for?</th>
<th>What you can expect</th>
<th>Fees</th>
<th>Additional Services</th>
</tr>
</thead>
</table>
| **Medium Scale Major Development Proposals** | 10-49 units New build or extensions of 1,000sqm-9,999sqm | * Meeting with Planning Officer and Development team  
* Site visit  
* Formal advice letter  
* Confirmation of likely Planning Obligations heads of term  
* Confirmation of likely supporting documents required  
* Inclusion with VU.CITY computer modelling | £3,060 + VAT | Available only when initial meeting has been held  
Must be booked within three months of the original meeting  
NOT bookable as a standalone service |
| | Change of use 1,000sqm-9,999sqm | | | |
| **Large Scale Major Development Proposals** | 50-149 units New build or extensions 10,000sqm to 15,000sqm | * Meeting with Planning Officer and Development team  
* Site visit  
* Formal advice letter  
* Confirmation of likely Planning Obligations heads of term  
* Confirmation of likely supporting documents required  
* Agree application timeframes within a Planning Performance Agreement  
* Inclusion with VU.CITY computer modelling | £5,100 + VAT | Additional technical expertise including:  
* Design panel  
* Legal advice + s106,  
* Draft Viability review  
* Draft ES review  
* Sunlight/daylight  
* Other identified specialist areas will be charged separately |
| | Change of use 10,000sqm to 15,000sqm | | | |
| **Strategic Major Development Proposals** | 150 units + New build or extensions over 15,000sqm | * Meeting with Planning Officer and Development team  
* Site visit  
* Formal advice letter  
* Confirmation of likely Planning Obligations heads of term  
* Confirmation of likely supporting documents required  
* Agree application timeframes within a Planning Performance Agreement  
* Inclusion with VU.CITY computer modelling | £7,140 + VAT | Additional technical expertise including:  
* Design panel  
* Legal advice + s106,  
* Draft Viability review  
* Draft ES review  
* Sunlight/daylight  
* Other identified specialist areas will be charged separately |
| | Change of use over 15,000sqm | | | |
| **Planning Performance Agreements** | For all major proposals, we strongly encourage all applicants to work collaboratively with us via a Planning Performance Agreement. | * Bespoke service to be agreed with Major Development Manager | Subject to Scope | Bespoke service to be agreed with Development Manager |
| **Greenwich Design Review Panel** | For all major proposals, we strongly encourage all applicants to present their scheme to Design Panel. | | | |

**Additional Services**

- Available only when initial meeting has been held
- Must be booked within three months of the original meeting
- NOT bookable as a standalone service

**Fees**

- £3,060 + VAT
- £5,100 + VAT
- £7,140 + VAT
- Subject to Scope
- £5,100 + VAT - Design Workshop
- £3,570 + VAT - Desktop Review
- £5,100 + VAT - Second Workshop
- £5,100 + VAT - Second Review
- £3,570 + VAT - Second Review

**Additional Services**

- Design panel
- Legal advice + s106
- Draft Viability review
- Draft ES review
- Sunlight/daylight
- Other identified specialist areas will be charged separately

**Follow up meeting**

- £5,100 + VAT - Follow up meeting
- £2,550 + VAT - Follow up meeting
- £3,570 + VAT - Follow up meeting

**Pre submission validation check**

- £1,530 + VAT
- £1224 + VAT
- £1224 + VAT
- £204 + VAT
- £2040 + VAT

**Submission of Conditions, NMA, MMA**

- £3,570 + VAT
- £2,856 + VAT
- £2,856 + VAT
- £2,856 + VAT