



Development Design Guide

Appendix 2 – Development Management Fees

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In order to provide a high standard of service with consistent advice the County Council has decided that the cost of providing this pre – application advice service should be met by potential developers rather than fall on council tax payers. This service is subject to a charge in accordance with the scale of fees set out below.

Whilst prospective applicants are not obliged to seek pre – application advice, once a planning application has been received it will normally proceed to a determination on the basis of the information provided without recourse back to the applicant, unless amendments of only a minor nature are requested by the planning authority.

Standards of Service

Advice will be given that accurately reflects the relevant Lead Local Flood, Highway standards of the County Council as well as potential Education contributions.

Within 10 working days of receiving a completed request for pre application advice the County Council will inform the prospective developer:

- Whether the request has been accepted.
- Whether the application is to be treated as a written submission or if a meeting is required
- Whether any additional information is required before pre – application advice can be returned.
- The name and contact details of the officer who will be dealing with the inquiry.

Once all the necessary information has been submitted to the County Council, and if required a meeting will be arranged at an agreed venue and date.

A written response made after a meeting will be supplied within 10 working days of that meeting.

Responses to written inquiries will normally be provided within 20 working days of receipt of a fully supported enquiry.

In the event that the County Council does not respond within the timescales above, unless the applicant has agreed an extension, the fee paid will be refunded but £25 will be deducted for administration costs.

Process

Applicants wanting pre-application advice are required to provide a location plan, development description (including indicative size of development), drainage strategy and access detail. We will contact you by phone or in writing within 10 days of receiving a request for pre-application advice. We will confirm:-

- That the fee, is correct or if a fee has not been submitted with the required information
- Any additional information that is required before pre-application advice is offered
- The name of the officer who will be providing the advice and their contact details

Where a fee has been submitted for advice without all other necessary information and the additional information is not received within 4 weeks of the original submission, the fee will be returned but £25 will be deducted for administration costs.

The case officer will contact you to confirm the timescales for issuing their advice. If necessary, a meeting can be arranged to discuss the proposal prior to the case officer providing advice. The target date for responding to a valid request will be 5 weeks, although this cannot always be guaranteed, especially for more complex schemes

Where specialist advice is requested at a meeting, the necessary officers will attend subject to availability.

The case officer will:

- Research the history of the site.
- Undertake an unaccompanied site visit.
- Identify and assess the prospective application against council policies and standards as they relate to Highways, Drainage and Education.
- Arrange to attend a meeting with you where appropriate.
- Provide a detailed written response.

Fee Structure

Pre Planning Advice	Fee
Minor	£268
Major	£540
Strategic (Potentially part of an agreed Planning Performance Agreement)	To be agreed with applicant

We will as always be available for informal advice on a case-by-case basis without the need for a fee where the information requested can be answered without the need to investigate the site in any detail.

The current fees can be found at –

<https://www.cumbria.gov.uk/planning-environment/flooding/preapp.asp>