
COMMITTEE REPORT

Report to

Planning Committee

Date 23 January 2020

Report of

Head of Planning and Regulation

Title

Pre-application charging regime

1.0 Purpose of the Report

- 1.1 A pre-application charging scheme for planning advice was reported to Planning Committee in August 2017 and subsequently authorised by Cabinet Member. The 2017 scheme, set out in appendix A of this report, aimed to initiate charging for the major development pre-application advice from 1 October 2017 and to start charging for the remainder of the pre-application requests by the start of the following financial year. This would allow for the introduction of the new IT system and appointment of staff to existing vacancies.
- 1.2 Charging for major development pre-application advice was implemented by the planning department however, due to significant and ongoing delays with the introduction of the new IT system and continued difficulties with the appointment of permanent staff the remainder of the pre-application request charging scheme was not implemented.
- 1.3 In addition to planning advice, both the highway and drainage service areas provide pre-application advice on technical matters. Both service areas have separate charging regimes and submission requirements. The regimes are set out in appendix B of this report.
- 1.4 With the pressure increasing for local authorities to be self-financing by 2020 together with the emphasis on Coventry City Council to become more commercially minded officers have reviewed the existing regimes and propose changes to provide a “one stop shop” approach. The scheme is set out in appendix C of this report.
- 1.5 It is also proposed to review the pre-application charging schedule on an annual basis and to adjust those fees where appropriate, to reflect the quality of the service and resources provided.

2.0 Recommendation

- 2.1 Planning Committee is recommended to note the report and make comments. The charging regime will be reported to the Cabinet Member for noting and comments.

3.0 Information/Background

- 3.1 Pre-application advice usually involves developers seeking specialist advice from the local planning authority and other statutory and non-statutory consultees as part of the process for preparing a planning application. Developers want to know about the potential constraints on a specific site, the planning policy considerations/compliance and the type of information that would need to accompany a planning application.
- 3.2 In most cases developers/applicants will engage with the planning department in the first instance and then with the relevant highway authority (HA) and flood risk authority (FRA).
- 3.3 On the basis that Coventry City Council is the lead FRA and HA for Coventry the planning department has access to and, can provide very general advice on highway and flood risk issues as part of the planning department response. Officers then direct developers/applicants to the highway/drainage departments for pre-application detailed technical advice. Whilst this is a standard approach for many Local Planning Authorities officers have noted, through the implementation of the major pre-application regime, that there has been increasing demand to have highway officers present at pre-application meetings to provide more technical advice on highway matters rather than to go through another submission process to obtain detailed technical advice.

4.0 Why introduce a new regime now?

- 4.1 The increasing pressure on local authorities to be self-financing by 2020 and emphasis for service areas to become commercially minded together with more of an understanding of customer needs has led to this proposal being put forward.
- 4.2 Charging for all types of pre-application advice is widespread and an accepted approach to gain access to discretionary professional advice. The Government acknowledges that Councils can charge for this type of discretionary service on a not-for-profit basis and the Government's Planning Practice Guidance states that:

'Where charges are made they must not exceed the cost of providing the service. It is important that any charging does not discourage appropriate pre-application discussions. In this context local planning authorities need to consider whether charging is appropriate in all cases, given the potential for pre-application engagement to save time and improve outcomes later in the process. Where possible, local planning authorities are strongly encouraged to provide at least a basic level of service without charge.' ([ref. Government Guidance 'Before Submitting an Application, paragraph 004](#))

4.3 It is worth noting that the City Council already uses [Section 93 of the Local Government Act 2003](https://www.coventry.gov.uk/info/110/planning/2645/planning_fees_and_services/4) to charge for specialist services: https://www.coventry.gov.uk/info/110/planning/2645/planning_fees_and_services/4

4.4 Whilst a review of every Local Planning Authority has not been undertaken, a review of City Councils across the country has identified that a charge for pre-application advice is in place. These City Councils include: Birmingham, Brighton and Hove, Bristol, Cambridge, Canterbury, Chelmsford, Derby, Gloucester Hull, Lancaster, Lincoln, Liverpool, London, Manchester, Newcastle, Newport, Norwich, Nottingham, Oxford, Peterborough, Plymouth, Portsmouth, Preston, Salford, Sheffield, Southampton, St Albans, Sunderland, Westminster, Winchester, Worcester and York. The research indicates that Leicester and Exeter are not charging for a pre-application service. In addition to City Councils, several neighbouring authorities charge (Warwick, Nuneaton and Bedworth, Solihull and Stratford). Furthermore, statutory consultees such as Natural England, the Environment Agency and Historic England also charge for their pre-application advice.

5.0 When will the charges be introduced and how will it work?

5.1 The proposed “one stop shop” pre-application service is set out in appendix C of this report. The service covers the full range of application types (major, minor and householder developments). The planning department will administer the service for the three service areas. A single application form will collect essential information from the applicant/agent. A fee will be required upon submission together with any necessary documents/information to complete the service request.

5.2 A web-based free service giving basic information will continue to be provided. This includes self-serve web access to site history, constraints, planning policy (including supplementary planning guidance/documents).

5.3 The pre-application advice service will be explained on our web-site along with the charges which will be set according to the scale and complexity of the proposals. The charges will not exceed the cost of providing the service.

6.0 Legal Considerations

6.1 Section 93 of the Local Government Act 2003 enables authorities to charge for discretionary services that ‘*the authority is authorised, but not required, by an enactment to provide*’ such as pre-application advice, provided that it is on a not-for-profit basis.

6.2 Officers have confirmed within the report that the charges will not exceed the cost of providing the service.

7.0 Publicity

7.1 None, there is no statutory duty for consultation in this instance.

8.0 Financial Considerations

- 8.1 Guidance states that the charges for pre-application advice should not exceed the costs of providing it. In arriving at the scale of charges (Appendix C) due consideration has been taken to ensure this. Charges will be reviewed/ revised on an annual basis. Approval has been given under delegated powers by the Deputy Chief Executive (Place).

9.0 Risk Management

- 9.1 There is a risk that the introduction of charges will put off some developers from seeking pre-application advice but the charge will help in managing demand and the use of increasingly stretched City Council resources by discouraging speculative developers who have no serious intentions.

10. Equalities and Diversity

- 10.1 No EIA has been carried for this scheme however, there is no evidence from an initial assessment of an adverse impact on equality. There will be significant economic and social benefits to the city through the development of new homes and employment opportunities in Coventry. The pre-application advice service will ensure that schemes, when submitted to the Council, are of good quality, saving time and improving outcomes at later stages in the planning process.

PROPER OFFICER: Tracy Miller, Head of Planning and Regulation

Author: Cathy Evans, Development Manager

ALL BACKGROUND PAPERS available online

- Planning Practice Guidance – before submitting an application
<https://www.gov.uk/guidance/before-submitting-an-application#the-value-of-pre-application-engagement>
- Section 93 of the Local Government Act 2003
<http://www.legislation.gov.uk/ukpga/2003/26/section/93>

AB

COMMITTEE REPORT

Report to
Planning Committee
31/08/2017

Report of
Head of Planning and Regulation

Title
Pre-application charging scheme

1 Purpose of the Report

- 1.1 Despite the pressures that the planning department have been experiencing over recent years officers have continued to offer a free pre-application advice service in connection with planning applications to be determined by this authority. However, the service provided has been limited and dependent upon resources and capacity.
- 1.2 The increasing pressure on local authorities to be self-financing by 2020, the drive to be more commercially minded and the recognition that paid for pre-application advice is now widespread and generally accepted by developers, has led to this proposal. The charging will be introduced in a phased approach starting with major proposals. We are currently implementing a new IT system and advertising our vacant posts (2 planning assistants, 2 planning officers, 1 part time ecology officer and 1 planning apprentice) within the department. Once the posts are filled and the new IT system is in place then the service will increase to include the minor/householder advice. It is envisaged that the whole pre-application service will be in place by April 2018.
- 1.3 It is also proposed to review the planning pre-application charging schedule on an annual basis and to make adjustments to those fees where appropriate, to reflect the quality of the service and resources provided.

2.0 Recommendation

- 2.1 Planning Committee is recommended to note the report and make comments. The charging regime will be reported to the Cabinet Member for approval.

3 Information/Background

3.1 Pre-application advice usually involves developers seeking specialist advice from the local planning authority and other statutory and non-statutory consultees as part of the process for preparing a planning application. Developers want to know about the potential constraints on a particular site, the planning policy considerations/compliance and the type of information that would need to accompany a planning application.

3.2 Government Practice Guidance recognises the role of a pre-application advice service as it can offer:

‘significant potential to improve the efficiency and effectiveness of the planning application system and improve the quality of planning applications and their likelihood of success.’ ([ref Government Guidance ‘Before Submitting an Application, paragraph 001](#))

3.3 The City Council has offered a free pre-application service in connection with applications to be determined by this authority for many years however, over the recent years the service has been extremely limited and dependent upon capacity.

4.0 Why introduce charges now?

4.1 The increasing pressure on local authorities to be self-financing by 2020 and the recognition that paid for pre-application advice is now widespread and generally accepted by developers together with the focus to provide a high standard of service has led to the proposal being put forward.

4.2 The Government acknowledges that Councils can charge for this type of discretionary service on a not-for-profit basis and the Government’s Planning Practice Guidance states that:

‘Where charges are made they must not exceed the cost of providing the service. It is important that any charging does not discourage appropriate pre-application discussions. In this context local planning authorities need to consider whether charging is appropriate in all cases, given the potential for pre-application engagement to save time and improve outcomes later in the process. Where possible, local planning authorities are strongly encouraged to provide at least a basic level of service without charge.’ ([ref. Government Guidance ‘Before Submitting an Application, paragraph 004](#))

4.3 It is worth noting that the City Council already uses [Section 93 of the Local Government Act 2003](#) to charge for specialist services and the provision of information e.g. Historic Environment Record (£40 + VAT per hour), List of applications relating to a site (£40 inc. VAT per site), Supplementary question relating to search results (charge per decision reviewed £15 inc. VAT).

4.4 The majority of City Councils across the country now charge for pre-application advice including Nottingham, Derby and Birmingham. In addition a number of neighbouring authorities charge (Warwick, Nuneaton and Bedworth, Solihull and Stratford). Furthermore statutory consultees such as Natural England, the Environment Agency and Historic England also charge for their pre-application advice.

5.0 When will the charges be introduced and how will it work?

5.1 The proposed scheme is set out in appendix A of this report. Whilst it incorporates all types of development it is our aim to start charging for the major development pre-application advice from 1 October 2017 and to start charging for the remainder of the pre-application requests by the start of the next financial year to allow for the introduction of the new IT system and appointment of staff.

5.2 A web-based free service giving basic information will continue to be provided. This includes self-serve web access to site history, constraints, planning policy (including supplementary planning guidance/documents).

5.3 The pre-application advice service will be explained on our web-site along with the charges which will be set according to the scale and complexity of the proposals. The charges will not exceed the cost of providing the service.

6.0 Legal Considerations

6.1 Section 93 of the Local Government Act 2003 enables authorities to charge for discretionary services that '*the authority is authorised, but not required, by an enactment to provide*' such as pre-application advice, provided that it is on a not-for-profit basis.

6.2 Officers have confirmed within the report that the charges will not exceed the cost of providing the service.

7.0 Publicity

7.1 None, there is no statutory duty for consultation in this instance.

8.0 Financial Considerations

8.1 Guidance states that the charges for pre-application advice should not exceed the costs of providing it. In arriving at the scale of charges (Appendix A) due consideration has been taken to ensure this. Charges will be reviewed/revised on an annual basis.

9.0 Risk Management

9.1 There is a risk that the introduction of charges will put off some developers from seeking pre-application advice but the charge will help in managing demand and

the use of increasingly stretched City Council resources by discouraging speculative developers who have no serious intentions.

10. Equalities and Diversity

- 10.1 No EIA has been carried for this scheme however, there is no evidence from an initial assessment of an adverse impact on equality. There will be significant economic and social benefits to the city through the development of new homes and employment opportunities in Coventry. The pre-application advice service will ensure that schemes, when submitted to the Council, are of good quality, saving time and improving outcomes at later stages in the planning process.

PROPER OFFICER: Tracy Miller, Head of Planning and Regulation

Author: Cathy Horton, Development Manager

ALL BACKGROUND PAPERS available online

- Planning Practice Guidance – before submitting an application
<https://www.gov.uk/guidance/before-submitting-an-application#the-value-of-pre-application-engagement>
- Section 93 of the Local Government Act 2003
<http://www.legislation.gov.uk/ukpga/2003/26/section/93>

PRE-APPLICATION ADVICE SCHEME

Background

Coventry City Council is able to provide advice and information if you are considering submitting a development proposal. We welcome and encourage discussions before you submit your application and understand that early discussions of your proposal can provide advantages for all parties involved. We will be able to provide advice to developers and their agents on key issues prior to formal submission where the function is to speed up the development process, and avoid unacceptable proposals and sustain and improve the service provided.

The provision of advice on development schemes is time consuming and the current statutory planning fees, do not cover the cost of these discussions. In view of this and taking into account the increased number of requests for advice, we have formalised the procedures for handling this area of work and introduced a fee.

The advice that we provide does not include any feedback from local consultation. This would be part of the formal application process. It is strongly advised that applicants discuss their proposals with neighbours or other parties interested in the relevant site before submitting a formal planning applications.

Our pre-application commitments

- 1) We will acknowledge receipt of requests within 3 working days.
- 2) We will advise you if your request is invalid, explaining the reasons why and allowing you time to submit any missing information. If a fee has been submitted for advice without all of the necessary information and the information is not received within 20 working days following a request, the fee will be returned with £30 deducted for administration costs.
- 3) We will provide services tailored to the needs of each development proposal shown indicatively in the pre-application service summary pages and will adopt a proportionate and flexible approach.
- 4) We will work constructively to identify what needs to be done to achieve sustainable development in accordance with the Development Plan, national planning policy and other material considerations, but we will also be clear where significant policy and technical conflicts are unlikely to be resolved. Our professional advice will always be given in good faith, but this will not be binding on the council, and is given without prejudice, based upon the information available at the time when development proposals are submitted. If an application is subsequently submitted which fails to take on board advice given by officers, then the council may refuse it without further discussion with the applicant or their agent.

- 5) We will seek initial advice on aspects such as transport, community facilities and open space, conservation and landscape, trees and ecology as appropriate. If more detailed advice on drainage and highway matters are requested this may be subject to a further fee.
- 6) We will provide an indication of the measures required to mitigate the impacts of development and their possible inclusion in a section 106 agreement.
- 7) Meetings will be held according to the standards set out in the pre-application service summary pages. There will be a presumption that any meetings will take place at the civic offices in Coventry, unless justification or necessity requires a meeting on site.
- 8) We will provide written advice within 10 working days of the meeting or within 28 days of receipt of a valid pre-application enquiry. (Unless otherwise agreed).

Pre-application information requirements

We will require a minimum level of descriptive and illustrative material. It should be proportionate to the scale and stage of development of the proposals.

The cumulative size of the electronic documents submitted should not exceed 20 Mb; otherwise the authority may not be able to forward the documents to statutory consultees effectively.

For all proposals we will require:

- The relevant fee or receipt of payment
- A full description of the proposed works (minimum requirement)
- A location plan identifying the site and its boundaries
- An indicative site layout plan

Other documents which will be useful and ensure a robust response include:

- Other illustrative material, if appropriate, such as sketch drawings, models to describe the proposal. Where known these should include floor plans, elevations, adjacent buildings, access, servicing, parking arrangements, crime prevention measures, means of escape, and the initial architectural approach and materials to be used
- A draft planning statement (if available)
- A plan showing the existing site area, existing buildings and other features, for example location of trees
- Details of the existing floor space broken down and how it is used at the moment
- Visual materials that will help us to understand the existing site or building better (for example, photographs, models)
- Photographs of the immediate surroundings
- A breakdown of affordable housing/private housing for residential schemes
- Details of the ownership of the land within the site.

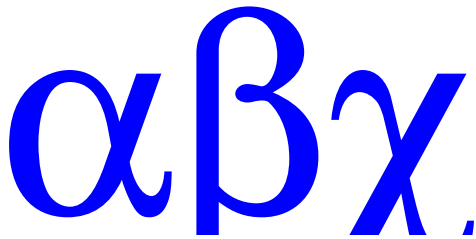
The charges

Householder including written response	£50 + VAT (£60 inc VAT)
Change of use including written response *	£100 + VAT (£120 inc VAT)
Minor Development including written response	£300 + VAT (£360 inc VAT)
Advertisements including written response	£100 + VAT (£120 inc VAT)
Specialist advice:	
Works to trees including a site visit and written response	£100 + VAT (£120 inc VAT)
Conservation/Listed Building including a written response	£120 + VAT (£144 in VAT)
Urban Design including a written response	£120 + VAT (£144 inc VAT)
Environmental Protection (Pollution) including a written response	£120 + VAT (£144 inc VAT)
Major Development	
Small-scale (10 up to 49 residential units): including 1hr (max) meeting and written advice	£600 + VAT (£720 inc VAT)
Small-scale (1000 to 2999 sq m) : including 1hr (max) meeting and written advice	£600 + VAT (£720 inc VAT)
Medium (50 to 199 residential units): including 1hr (max) meeting and written advice	£1000 + VAT (£1200 inc VAT)
Medium (3000 to 9999 sq m): including 1hr (max) meeting and written advice	£1000 + VAT (£1200 inc VAT)
Large-scale (200+ residential units): including 2hr (max) meeting and written advice	£2000 + VAT (£2400 inc VAT)
Large-scale (10,000+ sq m): including 2hr (max) meeting and written advice	£2000 + VAT (£2400 inc VAT)
Other Charges	
Additional meetings 1hr (max)	£200 + VAT (£240 inc VAT)
Additional follow up advice (1 Letter)	£200 + VAT (£240 inc VAT)
<p>*Student accommodation schemes/ HMO/commercial/residential applications are calculated on the number of units and/or floor space at the minor/major rates above.</p> <p>All charges are subject to VAT</p> <p>All floor space figures are gross measurements</p> <p>Any mixed use schemes will be charged on the basis of combined fees</p>	

Disclaimer

Coventry City Council will make every effort to ensure that the advice given in the pre application process is as accurate as possible. However, any advice given by council officers for pre application enquiries does not constitute a formal response or decision of the Council with regards to any future planning application and, whilst it may be a material consideration, cannot be held to bind the council in its validation or formal determination of a subsequent application. If an application is subsequently submitted which fails to take on board advice given by officers, then the council may refuse it without further discussion with the applicant or their agent.

Appendix B – Highway and Drainage Report 6 November 2017



Public report
Cabinet Member Report

Cabinet Member for City Services

06 November 2017

Name of Cabinet Member:

Cabinet Member for City Services – Councillor Innes

Director Approving Submission of the report:

Deputy Chief Executive (Place)

Ward(s) affected:

All

Title: Pre-application charging scheme – Highways and Drainage

Is this a key decision?

No – although this proposals affects all wards of the City it will not have a significant impact on communities

Executive Summary:

Despite the pressures that the Highway Authority and Lead Local Flood Authority have both been experiencing over recent years officers have continued to offer a free pre-application advice service in connection with planning applications to be determined by this authority. However, the service provided has been limited and dependent upon resources and capacity.

The increasing pressure on local authorities to be self-financing by 2020, the drive to be more commercially minded and the recognition that paid for pre-application advice is now widespread and generally accepted by developers. This has led to this proposal and in response to this it is the intention to introduce a pre application charging scheme for both the Highway Authority and Lead Local Flood Authority.

It is also proposed to review the planning pre-application charging schedules on an annual basis and to make adjustments to those fees where appropriate, to reflect the quality of the service and resources provided.

Recommendations:

- 1) The Cabinet Member is requested to approve the introduction of Pre-Application Charging schemes for both the Highway Authority and the Lead Local Flood Authority.

List of Appendices included:

Appendix A - HDM/2017/001/A - Highway Authority Pre-application Charging Scheme.

Appendix B - LLFA/2017/001/A – Lead Local Flood Authority Pre-application Charging Scheme

Background papers:

None

Other Useful Documents

All background papers are available online

- Planning Practice Guidance – before submitting an application
<https://www.gov.uk/guidance/before-submitting-an-application#the-value-of-pre-application-engagement>
- Section 93 of the Local Government Act 2003
<http://www.legislation.gov.uk/ukpga/2003/26/section/93>

Has it been or will it be considered by Scrutiny?

No

Has it been or will it be considered by any other Council Committee, Advisory Panel or other body?

The matter was discussed by Planning Committee 28th September 2017

Will this report go to Council?

No

Report title: Pre-application charging scheme – Highways and Drainage

Cabinet Member for City Services

06 November 2017

1. Context (or background)

- 1.1** Pre-application advice usually involves developers seeking specialist advice from the local planning authority and other statutory and non-statutory consultees as part of the process for preparing a planning application. Developers want to know about the potential constraints on a particular site, the planning policy considerations/compliance and the type of information that would need to accompany a planning application.
- 1.2** Government Practice Guidance recognises the role of a pre-application advice service as it can offer:

'significant potential to improve the efficiency and effectiveness of the planning application system and improve the quality of planning applications and their likelihood of success.' (Ref Government Guidance *'Before Submitting an Application, paragraph 001*)
- 1.3** The City Council has offered a free pre-application service in connection with applications to be determined by this authority for many years however, over the recent years the service has been extremely limited and dependent upon capacity.

2. Options considered and recommended proposal

- 2.1** The increasing pressure on local authorities to be self-financing by 2020 and the recognition that paid for pre-application advice is now widespread and generally accepted by developers together with the focus to provide a high standard of service has led to the proposal being put forward.
- 2.2** The Government acknowledges that Councils can charge for this type of discretionary service on a not-for-profit basis and the Government's Planning Practice Guidance states that:

'Where charges are made they must not exceed the cost of providing the service. It is important that any charging does not discourage appropriate pre-application discussions. In this context local planning authorities need to consider whether charging is appropriate in all cases, given the potential for pre-application engagement to save time and improve outcomes later in the process. Where possible, local planning authorities are strongly encouraged to provide at least a basic level of service without charge.' ([ref. Government Guidance 'Before Submitting an Application, paragraph 004](#))

- 2.3 It is worth noting that the City Council already uses [Section 93 of the Local Government Act 2003](#) to charge for specialist services and the provision of information e.g. Historic Environment Record (£40 + VAT per hour), List of applications relating to a site (£40 inc. VAT per site), Supplementary questions relating to search results (charge per decision reviewed £15 inc. VAT). In addition it is also the intention for the Local Planning Authority to introduce pre application charging.
- 2.4 The majority of Local Authorities across the country now charge for pre-application advice including Nottingham, Derby and Birmingham. In addition a number of neighbouring authorities charge (Warwick, Nuneaton and Bedworth, Solihull and Stratford). Furthermore statutory consultees such as Natural England, the Environment Agency and Historic England also charge for their pre-application advice.
- 2.5 The proposed schemes and scale of charges are set out in Appendix A and B of this report.
- 2.6 The pre-application advice service will be explained on our web-site along with the charges which will be set according to the scale and complexity of the proposals. The charges have been set to recover the cost of providing the service.

3. Results of consultation undertaken

- 3.1 Consultation has not been undertaken and there is no statutory duty for consultation. Currently the City Council does not provide a pre-application service. Developers are not required to undertake pre-application discussion with the City Council they can choose whether or not to pay for the service.

4. Timetable for implementing this decision

- 4.1 It is proposed to commence the service from 1st December 2017 for all development proposals.

5. Comments from Director of Finance and Corporate Services

5.1 Financial implications

Guidance states that the charges for pre-application advice should not exceed the costs of providing it. In arriving at the scale of charges (Appendices A and B) due consideration has been taken to ensure this. Charges will be reviewed/revised on an annual basis.

5.2 Legal implications

Section 93 of the Local Government Act 2003 enables authorities to charge for discretionary services that the authority has the power to but is not under

a duty to provide such as pre-application advice. A charge can be made for such services provided that it is on a not-for-profit basis.

Officers have confirmed within the report that the charges will not exceed the cost of providing the service.

6. Other implications

None

6.1 How will this contribute to the Council Plan (www.coventry.gov.uk/councilplan/)?

Providing pre-application advice will ensure the effective implementation of the policies within the emerging development plan which contribute to achieving the Council's key objectives as follows:

- **A prosperous Coventry:** The plans have sought to deliver a range of opportunities to deliver new homes and employment land across the city for the next 15-20 years. This will help to ensure that sufficient new homes are provided to meet the needs of local people and sufficient jobs are created and facilitated. It will also help ensure that businesses are not deprived of staff through a lack of housing and land opportunities;
- **Citizens living longer, healthier, independent lives:** Choosing the right approach to delivering the city's housing, employment, retail and infrastructure needs will help promote improvements to the existing built environment. The most valuable and sensitive green spaces will also be protected from inappropriate development. Both Plans also contain specific policy promoting improvements to health and wellbeing including improvements to health inequalities and life expectancy.
- **Making Coventry an attractive and enjoyable place to be:** Choosing the right approach to delivering the city's housing, employment, retail and infrastructure needs will help promote improvements to the existing built environment. This will also create opportunities for the city centre to develop and regenerate supporting increased tourism and ensuring the most valuable and sensitive green spaces will also be protected from inappropriate development.
- **Providing a good choice of housing:** In partnership with neighbouring authorities both Plans make provisions to fully meet the city's housing needs. This will ensure that sufficient new homes are provided to meet the needs of local people within the Housing Market Area.
- **Making places and services easily accessible:** New homes and job opportunities will be brought forward in a planned and sustainable way. In practical terms this will help ensure the right amount of new development happens to ensure that services are viable and accessible. Both Plans will

also promote sustainable development with adequate provision of infrastructure and improved accessibility to key services and facilities.

- Encouraging a creative, active and vibrant city: Both Plans promote a centres first policy, establishing designated centres as the hub for new retail, leisure and community investments within their surrounding communities. New homes and job opportunities will be brought forward in a planned and sustainable way. In practical terms this will help ensure the right amount of new development happens to ensure that services are viable and accessible.
- Developing a more equal city with cohesive communities and neighbourhoods: By planning proactively for the city's housing and employment needs both Plans can help to ensure that more people will be adequately housed, with greater access to new jobs, leisure provisions and community facilities.
- Improving the environment and tackling climate change: The Plans proactively seek to mitigate the impacts on the environment brought about by development and include specific policy on combating climate change. The Plans will help bring about improvements to areas in need of investment and will protect the most valuable and sensitive areas of green space from inappropriate development.

6.2 How is risk being managed?

Whilst it is recognised that there is a risk that the introduction of charges will put off some developers from seeking pre-application advice the charge will help in managing demand and the use of increasingly stretched City Council resources by discouraging speculative developers who have no serious intentions. Furthermore should a developer wish to submit an application without paying for advice they can still do so.

6.3 What is the impact on the organisation?

The provision of the service will have a small impact upon resources however if the service creates significant work which in turn would generate a significant income then additional resources could be justified.

6.4 Equalities / EIA

No EIA has been carried for this scheme however, there is no evidence from an initial assessment of an adverse impact on equality. There will be significant economic and social benefits to the city through the development of new homes and employment opportunities in Coventry. The pre-application advice service will ensure that schemes, when submitted to the Council, are of good quality, saving time and improving outcomes at later stages in the planning process.

6.5 Implications for (or impact on) the environment

None

6.6 Implications for partner organisations?

None

Report author(s):

Name and job title: Colin Whitehouse, Highways Development Manager

Directorate: Place

Tel and email contact: 02476 833364; colin.whitehouse@coventry.gov.uk

Enquiries should be directed to the above person.

Contributor/approver name	Title	Directorate or organisation	Date doc sent out	Date response received or approved
Contributors:				
Colin Knight	Director (Planning, Transport and Highways)	Place	09.10.2017	11.10.2017
Karen Seager	Head of Traffic and Network Management	Place	09.10.2017	09.10.2017
Neil Cowper	Head of Highways	Place	09.10.2017	12.10.2017
Michelle Salmon	Governance Services Officer	Place	09.10.2017	09.10.2017
Names of approvers for submission: (officers and members)				
Finance: Graham Clark	Lead Accountant	Place	09.10.2017	11.10.2017
Legal: Rob Parkes	Place Team Leader	Place	09.10.2017	11.10.2017
Councillor Innes	Cabinet Member for City Services	-	12.10.2017	

This report is published on the council's website:

www.coventry.gov.uk/councilmeetings

Appendix C – One stop shop pre-application charges

All pricing below is for basic advice only (with the exception of the major - bespoke service) submission through the system will calculate additional specialist technical advice costs in addition to the basic advice depending on answers to questions within the application forms. These technical advice costs will include:

Additional costs occurred to be included with fees outlined below - Written Advice only

Listed Building/Conservation £150 (£180 inc VAT)
 Trees £150 (£180 inc VAT)
 Highways £150 (£180 inc VAT)
 Drainage £150 (£180 inc VAT)
 Ecology £150 (£180 inc VAT)
 Urban design £150 (£180 inc VAT)
 Environmental Protection (pollution) £150 (£180 inc VAT)

Additional costs occurred to be included with fees outline below - Advice with officer scheduled for time slot at the meeting:

Listed Building/Conservation £200 (£240 inc VAT)
 Trees £200 (£240 inc VAT)
 Highways £200 (£240 inc VAT)
 Drainage £200 (£240 inc VAT)
 Ecology £200 (£240 inc VAT)
 Urban design £200 (£240 inc VAT)
 Environmental Protection (Pollution) £200 (£240 inc VAT)

Pre application type	Existing charge			Proposed Charge
	Planning	Highways	Drainage	
Householder				
Householder desk top	No service provided at present due to resources Charges previously set at £50 + VAT (£60 inc VAT)	No service provided currently	No service provided currently	£100 (£120 inc VAT)
Householder site visit with written response	No service provided at present due to resources No specific charge set to include site	No service provided currently	No service provided currently	£150 (£180 inc VAT)

	visit			
Dropped Kerb desk top	No service provided at present due to resources No specific charge set previously	£50 + VAT (£60 inc VAT)	£50 + VAT (£60 inc VAT)	£100 (£120 inc VAT)
Dropped Kerb site visit and advice	No service provided at present due to resources No specific charge set previously	£50 + VAT (£60 inc VAT)	£50 + VAT (£60 inc VAT)	£150 (£180 inc VAT)
(For works not associated with a development) Works to trees protected by a TPO or within a Conservation Area	£100 + VAT (£120 inc VAT)	N/A	N/A	£200 (£240 inc VAT) or price upon request on the basis that some gardens may have a number of trees?
Specialist advice including site visit no written advice only	No specific charge set to include site visit – fee as above	N/A	N/A	
Residential development				
Residential – Minor – prices include an element of mixed use see full pricing schedule				
New dwellings 1 dwelling/unit (including change of use to residential written advice only)	No service provided at present due to resource issues Charges previously set at £300 + VAT (£360 inc VAT)	£50 + VAT (£60 inc VAT) for 2 or fewer dwellings	£50 + VAT (£60 inc VAT) for 2 or fewer dwellings	£300 (£360 inc VAT)

New dwellings 1 dwelling/unit including change of use to residential meeting with written confirmation	No service provided at present due to resource issues No previous charge set	£50 + VAT (£60 inc VAT) for 2 or fewer dwellings	£50 + VAT (£60 inc VAT) for 2 or fewer dwellings	£400 (£480 inc VAT)
New dwellings 2-4 dwelling/units (including change of use to residential written advice only)	No service provided at present due to resource issues Charges previously set at £300 + VAT (£360 inc VAT)	£50 + VAT (£60 inc VAT) for 2 or fewer dwellings £100 + VAT (£120 inc VAT) for 3-9 dwellings)	£50 + VAT (£60 inc VAT) for 2 or fewer dwellings £100 + VAT (£120 inc VAT) for 3-9 dwellings)	£350 (£420 inc VAT)
New dwellings 2-4 dwelling/units (including change of use to residential meeting with written advice only)	No service provided at present due to resource issues No previous charges set	£50 + VAT (£60 inc VAT) for 2 or fewer dwellings £100 + VAT (£120 inc VAT) for 3-9 dwellings)	£50 + VAT (£60 inc VAT) for 2 or fewer dwellings £100 + VAT (£120 inc VAT) for 3-9 dwellings)	£450 (£540 inc VAT)
New dwellings 5-9 dwelling/units (including change of use to residential with written advice only)	No service provided at present due to resource issues Charges previously set at £300 + VAT (£360 inc VAT)	£100 + VAT (£120 inc VAT) for 3-9 dwellings)	£100 + VAT (£120 inc VAT) for 3-9 dwellings)	£500 (£600 inc VAT)
New dwellings 5-9 dwelling/units (including	No service provided at present due to resources	£100 + VAT (£120 inc VAT) for 3-9 dwellings)	£100 + VAT (£120 inc VAT) for 3-9 dwellings)	£600 (£720 inc VAT)

change of use to residential meeting with written advice)	No previous charges set due to resource issues			
Residential – Small scale Major prices include an amount of mixed use see full pricing schedule				
New dwellings 10-49 dwelling/units (including change of use to residential with written advice only)	No previous charge set no written advice only	£500 + VAT (£600 inc VAT)	£500 + VAT (£600 inc VAT)	£2000 (£2400 inc VAT)
New dwellings 10-49 dwelling/units (including change of use to residential meeting with written advice)	£600 + VAT (£720 inc VAT)	£500 + VAT (£600 inc VAT)	£500 + VAT (£600 inc VAT)	£2500 (£3000 inc VAT)
Residential – Medium scale major Small scale Major prices include an amount of mixed use see full pricing schedule				
New dwellings 50-199 dwelling/units (including change of use to residential with written advice only)	No previous fee set no written advice only	£1000 + VAT (£1200 inc VAT) for 50-79 dwellings £1500 + VAT (£1800 inc VAT) for 80-200 dwellings	£1000 + VAT (£1200 inc VAT) for 50-79 dwellings £1500 + VAT (£1800 inc VAT) for 80-200 dwellings	£5000 (£6000 inc VAT)
New dwellings 50-199 dwelling/units (including change of use to residential meeting with written advice)	£1000 + VAT (£1200 inc VAT)	£1000 + VAT (£1200 inc VAT) for 50-79 dwellings £1500 + VAT (£1800 inc VAT) for 80-200 dwellings	£1000 + VAT (£1200 inc VAT) for 50-79 dwellings £1500 + VAT (£1800 inc VAT) for 80-200 dwellings	£5400 (£6480 inc VAT)

Residential – Large scale major prices include an amount of mixed use see full pricing schedule				
200+ dwellings/units including mixed use Bespoke service	£2000 + VAT (£2400 inc VAT)	£2000 + VAT (£2400 inc VAT)	£2000 + VAT (£2400 inc VAT)	Price provided upon request
Commercial development				
Commercial minor development prices include an amount of mixed use see full pricing schedule				
Up to 100m2 commercial floorspace including change of use Written advice only	No service provided at present Charges previously set at £300 + VAT (£360 inc VAT)	£50 + VAT (£60 inc VAT)	£50 + VAT (£60 inc VAT)	£300 (£360 inc VAT)
Up to 100m2 commercial floorspace including change of use Meeting with written advice	No service provided at present Written advice only Meetings charged at additional £200 + VAT (£200 inc VAT))	£50 + VAT (£60 inc VAT)	£50 + VAT (£60 inc VAT)	£400 (£480 inc VAT)
Over 100m2 – 500m2 commercial floorspace – including change of use Written advice only	No service provided at present due to resource issues Charges previously set at £300 + VAT (£360 inc VAT)	£100 + VAT (£120 inc VAT)	£100 + VAT (£120 inc VAT)	£350 (£420 inc VAT)
Over 100m2 – 500m2	No service provided at	£100 + VAT (£120 inc	£100 + VAT (£120 inc	£450 (£540 inc VAT)

commercial floorspace – including change of use Meeting with written advice	present Written advice only Meetings charged at additional £200 + VAT (£200 inc VAT))	VAT)	VAT)	
Over 500m2 – 999m2 commercial floorspace including change of use Written advice only	No service provided at present due to resource issues Charges previously set at £300 + VAT (£360 inc VAT)	£500 + VAT (£600 inc VAT)	£500 + VAT (£600 inc VAT)	£500 (£600 inc VAT)
Over 500m2 – 999m2 commercial floorspace including change of use Meeting with written advice	No service provided at present due to resource Written advice only Meetings charged at £200 + VAT (£200 inc VAT))	£500 + VAT (£600 inc VAT)	£500 + VAT (£600 inc VAT)	£600 (£720 inc VAT)
Small Scale commercial development prices include an amount of mixed use see full pricing schedule				
1000-2999m2 commercial floorspace including change of use And mineral and waste sites below 1ha Written advice only	No previous cost no written advice only provided	£1000 + VAT (£1200 inc VAT) For 100 to 2000 m2 commercial floorspace £1500 + VAT (£1800 inc VAT) for	£1000 + VAT (£1200 inc VAT) For 100 to 2000 m2 commercial floorspace £1500 + VAT (£1800 inc VAT) for	£2000 (£2400 inc VAT)

		2000 to 5000m2 commercial floorspace	2000 to 5000m2 commercial floorspace	
1000-2999m2 commercial floorspace including change of use And mineral and waste sites below 1ha Meeting with written advice	£600 + VAT (£720 inc VAT)	£1000 + VAT (£1200 inc VAT) For 100 to 2000 m2 commercial floorspace £1500 + VAT (£1800 inc VAT) for 2000 to 5000m2 commercial floorspace	£1000 + VAT (£1200 inc VAT) For 100 to 2000 m2 commercial floorspace £1500 + VAT (£1800 inc VAT) for 2000 to 5000m2 commercial floorspace	£2500 (£3000 inc VAT)
Medium Scale commercial development prices include an amount of mixed use see full pricing schedule				
3000 to 9999m2 commercial floorspace including change of use Written advice only	No previous fee set no written advice only	£1500 + VAT (£1800 inc VAT) for 2000 to 5000m2 commercial floorspace £2000 + VAT (£2400 inc VAT) for 5000m 2 or more commercial floorspace or change of use over 5000m2	£1500 + VAT (£1800 inc VAT) for 2000 to 5000m2 commercial floorspace £2000 + VAT (£2400 inc VAT) for 5000m 2 or more commercial floorspace or change of use over 5000m2	£5000 (£6000 inc VAT)
3000 to 9999m2 commercial floor space including change of use Meeting with written advice	£1000 + VAT (£1200 inc VAT)	£1500 + VAT (£1800 inc VAT) for 2000 to 5000m2 commercial floorspace	£1500 + VAT (£1800 inc VAT) for 2000 to 5000m2 commercial floorspace	£5400 (£6400 inc VAT)

		£2000 + VAT (£2400 inc VAT) for 5000m ² or more commercial floorspace or change of use over 5000m ²	£2000 + VAT (£2400 inc VAT) for 5000m ² or more commercial floorspace or change of use over 5000m ²	
Large scale commercial development prices include an amount of mixed use see full pricing schedule				
10,000 + sq	£2000 + VAT (£2400 inc VAT)	£2000 + VAT (£2400 inc VAT) for 5000m ² or more commercial floorspace or change of use over 5000m ²	£2000 + VAT (£2400 inc VAT) for 5000m ² or more commercial floorspace or change of use over 5000m ²	Price provided upon request
Commercial other categories not associated with the above				
Advertisement proposals – written advice only	No service provided currently due to resource issues Previous cost agreed at £100 + VAT (£120 inc VAT)	N/A	N/A	£100 (£120 inc VAT)
Shop front proposals including advertisements – written advice only	No specific charge would be minor development but no service provided due to resource issues	N/A	N/A	£300 (£360 inc VAT)
Works to trees protected by a TPO or within a Conservation Area	£100 + VAT (£120 inc VAT)	N/A	N/A	£200 (£240 inc VAT) or price upon request on the basis that it is

Specialist advice including site visit				unknown the extent of trees on the site and work required?
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