

PLANNING (DISCRETIONARY)

Newark and Sherwood's Planning Development and Planning Policy departments produces a variety of documents, many of which can be obtained free of charge, however on occasion we may need to charge for our documents and discretionary services on a cost-recovery basis to enable them to continue to be provided.

Pre Application Advice

Why Apply?

The pre-application phase of development management is part of a positive and proactive planning process. Engagement prior to a planning application being formally submitted can be critically important and should provide the applicant and the Council with the opportunity to gain a clear understanding of the objectives of and any constraints on development.

It also provides an opportunity for wider engagement, where appropriate, with other stakeholders, including the local community, which can deliver better outcomes for all parties.

We provide a comprehensive pre-application advice service. In order to provide a high quality and efficient service, which includes amongst other things consultation with key stakeholders, a service fee is required. Pre-application advice will:

- Identify and assess the prospective application against Council policies and standards;
- Where requested, arrange to attend a meeting with the prospective applicant (normally at the Council Offices);
- Where specialist advice is requested at a meeting, the necessary officers will attend subject to availability; and
- Provide a detailed written response in the context of the plans/information provided and meeting discussions which will include a list of supporting documents that would need to be submitted with any application to ensure that it is valid on receipt, a list of possible conditions that could be attached to any similar proposal if submitted (providing that the proposal would not be unacceptable), and details of any responses received from statutory and other consultees through the pre-application process.

Where follow up advice is sought, this must be made in writing and must include the original planning reference given by the Council and clear details of the additional advice being requested. Any such requests will be acknowledged in writing within 1 week. If you then wish to proceed, the fee must be paid in full prior to any advice being issued.

Qualification

Any views or opinions expressed are in good faith, without prejudice to the formal consideration of any planning application, which will be subject to formal public consultation (which will include the relevant Town or Parish Council) and ultimately decided by the Council.

It should be noted that subsequent alterations to legislation or local, regional and national policies might affect the advice given.

Processing of Planning Applications Submitted After Advice Sought

The planning service will seek to process applications within the Department for Levelling Up, Housing and Communities (DLUHC) prescribed timescale. Applications submitted following pre-application advice may take less time to determine. Applications that have been submitted in the absence of any pre-application discussions are likely to be refused without further negotiation where significant amendments are required to make the development acceptable. Caution should be exercised in respect of pre-application advice for schemes that are not submitted within a short time of the Council's advice letter.

The pre-application advice application form may be found on our website.

If you have any queries regarding our pre-application advice service please visit our website (<https://www.newark-sherwooddc.gov.uk/pre-applicationadvice/>) or contact us by email at planning@nsdc.info or telephone 01636 650000.

Unless otherwise stated, the fees for this service are fixed and will include the following (**charges are inclusive of VAT**). Terms and conditions. Standard fees must be paid on submission of the request for advice.

Development Category	2022/23 Charge	2023/24 Charge
<p>CATEGORY A - PRE-APPLICATION ADVICE ON A DEVELOPMENT PROPOSAL New floor-space or change of use of 10,000 square metres or more (except where the proposal would provide 100 or more dwellings) or where the site area is 2 hectares or more. Development subject to an Environmental Impact Assessment (EIA).</p>	<p>Fixed charge of £1,571 - with an additional meeting if required.</p> <p>This would cover a site visit, up to 3 no. 1 hour meetings) with the case officer and one letter. Schemes requiring a greater amount of Officer input and/or review of statements by third parties to be agreed on a bespoke basis by the Business Manager, Planning Development</p>	<p>Fixed charge of £1,650 - with an additional meeting if required.</p> <p>This would cover a site visit, up to 3 no. 1 hour meetings) with the case officer and one letter. Schemes requiring a greater amount of Officer input and/or review of statements by third parties to be agreed on a bespoke basis by the Business Manager, Planning Development</p>
<p>CATEGORY B – LARGE SCALE MAJOR DEVELOPMENT Residential development of 100 or more or other major development where the site area is 4 hectares or more.</p>	<p>£1,958</p> <p>This will cover a site visit, up to 3 no. 1 hour meetings) with the case officer and one letter. For development proposals of a more significant nature, requiring more regular meetings, other officers in attendance or review of statements by third parties a bespoke fee will be agreed.</p>	<p>£2,055</p> <p>This will cover a site visit, up to 3 no. 1 hour meetings) with the case officer and one letter. For development proposals of a more significant nature, requiring more regular meetings, other officers in attendance or review of statements by third parties a bespoke fee will be agreed.</p>
<p>CATEGORY C – MAJOR DEVELOPMENT Residential development of between 50 and 99 dwellings (inclusive) dwellings or other major developments where the site area is 0.5 hectares up to less than 4 hectares.</p>	<p>£1,479</p> <p>This will cover a site visit, up to 2 no. 1 hour meetings with the case officer and one letter. Where additional advice is required and/or review of statements by third parties a bespoke fee will be determined by the Business Manager - Planning Development.</p>	<p>£1,555</p> <p>This will cover a site visit, up to 2 no. 1 hour meetings with the case officer and one letter. Where additional advice is required and/or review of statements by third parties a bespoke fee will be determined by the Business Manager - Planning Development.</p>

<p>CATEGORY D – SMALL SCALE MAJOR DEVELOPMENT Residential development of between 11 and 49 dwellings (inclusive) dwellings or other major developments where the site area is 0.5 hectares up to less than 4 hectares.</p>	<p>£1,030</p> <p>This will cover a site visit, up to 2 no. 1 hour meetings with the case officer and one letter. Where additional advice is required and/or review of statements by third parties a bespoke fee will be determined by the Business Manager - Planning Development.</p>	<p>£1,050</p> <p>This will cover a site visit, up to 2 no. 1 hour meetings with the case officer and one letter. Where additional advice is required and/or review of statements by third parties a bespoke fee will be determined by the Business Manager - Planning Development.</p>
<p>CATEGORY E – SMALL SCALE OTHER DEVELOPMENT Examples include: Residential development of between 2 and 10 dwellings or where the site area is below 0.5 hectares.</p>	<p>£592</p> <p>This will cover a site visit, 1 hour meeting with the case officer and one letter.</p>	<p>£620</p> <p>This will cover a site visit, 1 hour meeting with the case officer and one letter.</p>
<p>CATEGORY F – ALL OTHER DEVELOPMENT AND CONSENTS NOT WITHIN ANY OTHER CATEGORY LISTED (EXCLUDING CATEGORY M) Examples include: 1 new dwelling. New floor space of less than 300 sqm or change of use (excluding change of use to 2 or more dwellings which falls within the above categories).</p>	<p>£208</p> <p>This will cover a site visit, 1 hour meeting with the case officer and one letter.</p>	<p>£220</p> <p>This will cover a site visit, 1 hour meeting with the case officer and one letter.</p>
<p>CATEGORY G – WIND TURBINES</p>	<p>£1,306</p> <p>This will cover a site visit, 2 hour meeting with the case officer and one letter.</p> <p>For proposals of a more significant nature, requiring more regular meetings a bespoke fee will be agreed by the Business Manager, Planning Development</p>	<p>£1,370</p> <p>This will cover a site visit, 2 hour meeting with the case officer and one letter.</p> <p>For proposals of a more significant nature, requiring more regular meetings a bespoke fee will be agreed by the Business Manager, Planning Development</p>

<p>CATEGORY H – HOUSEHOLDER APPLICATIONS Works to a house or within its garden. (NB. a fee DOES NOT apply to Listed Buildings in domestic use, for maintenance and repair or thermal upgrading advice (unless part of a redevelopment proposal – see pre-application categories above), or if the building is identified as represents heritage at risk (e.g. if on a recognised heritage at risk register and/or in a Conservation Area at risk and the proposals would demonstrably contribute to reducing or removing heritage at risk</p>	<p>£65 This will cover a site visit by the case officer and one letter.</p>	<p>£70 This will cover a site visit by the case officer and one letter.</p>
<p>CATEGORY I – ADVICE WHICH IS NOT COVERED BY ANY OF THE ABOVE CATEGORIES OR REQUIRES A FEE TO BE AGREED WITH THE BUSINESS MANAGER - PLANNING DEVELOPMENT</p>	<p>A bespoke fee will be agreed in advance based on the likely time taken, the level of experience of the Officer as well as other specialists required to provide any such advice.</p>	<p>A bespoke fee will be agreed in advance based on the likely time taken, the level of experience of the Officer as well as other specialists required to provide any such advice.</p>
<p>CATEGORY J - ADVICE ON PROPOSALS FOR WORKS TO TREES PROTECTED BY A TREE PRESERVATION ORDER OR WITHIN A CONSERVATION AREA</p>	<p>£79</p>	<p>£80</p>
<p>CATEGORY K - FOLLOW-UP ADVICE This is based on an amendment to the scheme in an attempt to make it acceptable but does not include complete alterations to developments that require e.g. reconsultation(s).</p>	<p>Half of the above fees for categories A to H. Category will be calculated on a bespoke basis.</p>	<p>Half of the above fees for categories A to H. Category will be calculated on a bespoke basis.</p>
<p>CATEGORY L - ANNUAL FEE FOR PRE-APPLICATION ADVICE FOR MAJOR LANDOWNERS This will cover up to 4 meetings per annum with an Officer and provide advice on day-to-day operational proposals associated with the land holding. Site visits will be undertaken throughout the year as required by the proposals being discussed. Written advice will be provided as required following the meetings. Excluded from this fee would be matters such as development proposals of land for major housing developments which would be subject to the fees in the schedule above.</p>	<p>£4,490</p>	<p>£4,720</p>

<p>CATEGORY M - PRE-APPLICATION PROPOSALS PRESENTED BY THE APPLICANT/DEVELOPER PRIOR TO SUBMISSION OF A PLANNING APPLICATION OR APPLICATIONS PRESENTED PRIOR TO DETERMINATION A few applications each year due to their scale and/or complex issues, for example, benefit from involving the community and Councillors. The case officer for these types of application will recommend to the developer/applicant that consultation is undertaken via a Developer Consultation Forum. The fee is in addition to the fee levels above.</p>	<p>£510 unless a Planning Performance Agreement has been entered into and includes this cost.</p>	<p>£535 unless a Planning Performance Agreement has been entered into and includes this cost.</p>
<p>CATEGORY N - EMPTY PROPERTIES (DWELLINGHOUSES) Available, at the discretion of the Council, to empty property owners who are working with the Council to bring their property back into habitable use.</p>	<p>£0</p>	<p>£0</p>
<p>CATEGORY O - VARIATIONS OR MODIFICATIONS TO A SECTION 106 PLANNING OBLIGATION Applicable when the variation or modification is not required following submission of a new planning application, i.e. those variations/modifications sought independently by a developer.</p>	<p>£102</p>	<p>£110</p>

<p>CATEGORY P – Listed Buildings and Conservation Areas For all proposals falling outside of Category H – Householder proposals.</p> <p>Development that requires listed building consent and/or planning permission for proposals that might affect the setting of a listed building and/or a conservation area or other type of recognised heritage asset.</p> <p>A fee DOES NOT apply to Listed Building projects comprising maintenance and repair advice unless part of a redevelopment proposal (see pre-application categories above), or if the building represents heritage at risk (e.g. if on a recognised heritage at risk register and/or is located within a Conservation Area at risk) and the proposals would demonstrably contribute to reducing or removing heritage at risk.</p>	<p>A meeting/consultation of no more than 1 hour will be provided free of charge.</p> <p>Thereafter, the fee to be paid will be dependent upon the amount of time that it will take to deal with the enquiry. Due to the bespoke nature of advice in relation to heritage assets, this will be calculated on a case-by-case basis. The fee will be advised and will be required to be paid prior to providing advice. The hourly rate will be those set out below.</p> <p>For heritage owners who are (a) on Universal Credit or similar; (b) owners of a High Street Heritage Action Zone (HAZ) scheme; or (c) owner of a Heritage at Risk property, advice will be provided without a charge. Evidence of Universal Credit (or similar) must be provided prior to a consultation/meeting.</p>	<p>For explicit enabling development or heritage cross-subsidy projects, a meeting/consultation of no more than 1 hour will be provided free of charge.</p> <p>Thereafter, the fee to be paid will be dependent upon the amount of time that it will take to deal with the enquiry. Due to the bespoke nature of advice in relation to heritage assets, this will be calculated on a case-by-case basis. The fee will be advised and will be required to be paid prior to providing advice. The hourly rate will be those set out below.</p> <p>For heritage owners who are (a) on Universal Credit or similar; (b) owners of a High Street Heritage Action Zone (HAZ) scheme; or (c) owner of a Heritage at Risk property, advice will be provided without a charge. Evidence of Universal Credit (or similar) must be provided prior to a consultation/meeting.</p>
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Development Category	2022/23 Charge	2023/24 Charge
Business Manager	£124.00	£130.00
Senior Planner / Planning Technical Support Manager	£85.50	£90.00
Tree/Landscape Officer	£79.00	£83.00
Conservation/Planning Officer	£74.00	£77.00
Trainee Planning Officer	£62.00	£65.00
Support Officer	£41.00	£43.00

Additional service	2022/23 Charge	2023/24 Charge
<p>Confirmation that Permitted Development rights have not been removed</p> <p>Not all properties benefit from permitted development (PD) rights. PD rights may have been removed by condition either in the original permission or any subsequent permissions or due to a property being in a designated area for example covered by an Article 4 Direction. The planning history and constraints/designations of the site will be checked and a response provided within 10 working days.</p>	Householder development £41.00 incl. VAT	Householder development £43.00 incl. VAT
<p>Confirmation that a planning Enforcement Notice has been complied with (including Listed Building, Breach of Condition etc.)</p> <p>Enforcement Notices are issued with requirements that must be undertaken as well as timescales for compliance. Should confirmation be required that these requirements have been met, a history check and/or site visit will be undertaken. A response will be provided within 10 working days.</p>	£120.00	£125.00
<p>Storage of Advertisements removed from Land following failure to comply with the Advertisement Regulations This fee is chargeable for any advertisement that is removed from Land by the Council and stored overnight.</p> <p>This charge is the fee payable per advertisement per night. Further information is provided within the Council's adopted Planning Enforcement Plan.</p>	£0.00	£20.00

Invalid Planning Application Charge

Applicants and Agents are encouraged to read the Validation guidance document which we have published on the Council's website (<https://www.newark-sherwooddc.gov.uk/validationchecklists/>) prior to submitting planning applications, as minor changes can happen between major revisions of the guidance. In order to reduce the costs associated with administering planning applications we encourage quality submissions. From 1 April, 2022, the service will be implementing a charge to recover the costs of handling invalid planning applications, due to a high number of invalid applications being handled by the authority which are returned to customers.

Following the first validation check, should an applicant or agent withdraw or fail to provide missing information within the relevant timescales as set out in the invalid letter, the service will mark the application as closed and return any fees, less the cost shown below (process cost-recovery):

10% of the fee, subject to a minimum of **£200** for Major Developments*;

10% of the fee, subject to a minimum of **£50** for Minor Developments*;

10% of the fee, subject to a minimum of **£25** for Other Developments (includes Householders and those applications which do not fall within the major, minor or other categories)*.

*Applications submitted as a variation of condition will be subject to **10%** of the fee

The major, minor and other categories of developments are those as set out within the Government's classification of development types (<https://www.gov.uk/government/publications/district-planning-matters-return-ps1-and-ps2>). What constitutes a major development is set out within the *Town and Country Planning (Development Management Procedure) (England) Order 2015* .

Fees for monitoring of planning obligations

We carefully monitor all Legal Agreements in a transparent manner to ensure that contributions are spent on their intended purpose and that the associated development contributes to the sustainability of the area.

Where schemes have been closely monitored the community contributions expected from the development have been secured. Additionally the transaction stages become easier when confirmation has been sought that compliance has been made with the obligations.

The fees for monitoring of planning obligations are:

Obligations	2022/23 Charge	2023/24 Charge
Financial Obligations	£240	£370
Physical Obligation	£66	£550
Biodiversity Net Gain (hourly rate, plus inflation)		£1,855 per agreement

Legal Agreements / S106 Planning Obligations	2022/23 Charge	2023/24 Charge
Request for confirmation of compliance with a legal agreement associated with a planning permission in relation to the sale of a property	£36	£75
Request for confirmation of compliance with a legal agreement associated with a planning permission in relation to the sale of a property where conformation requires background request.	£36 + £36 per hour for every additional hour spent on the research.	£75 + £75 per hour for every additional hour spent on the research.
Request for confirmation of compliance with a legal agreement associated with a planning permission through submission of details to demonstrate compliance where this is not specified in the legal agreement.	£100	£100
Request for confirmation of compliance with S106 Agreements through submission of details to comply or for subsequent requests to confirm requirements have been met.	£150	£150

Community Infrastructure Levy (CIL)

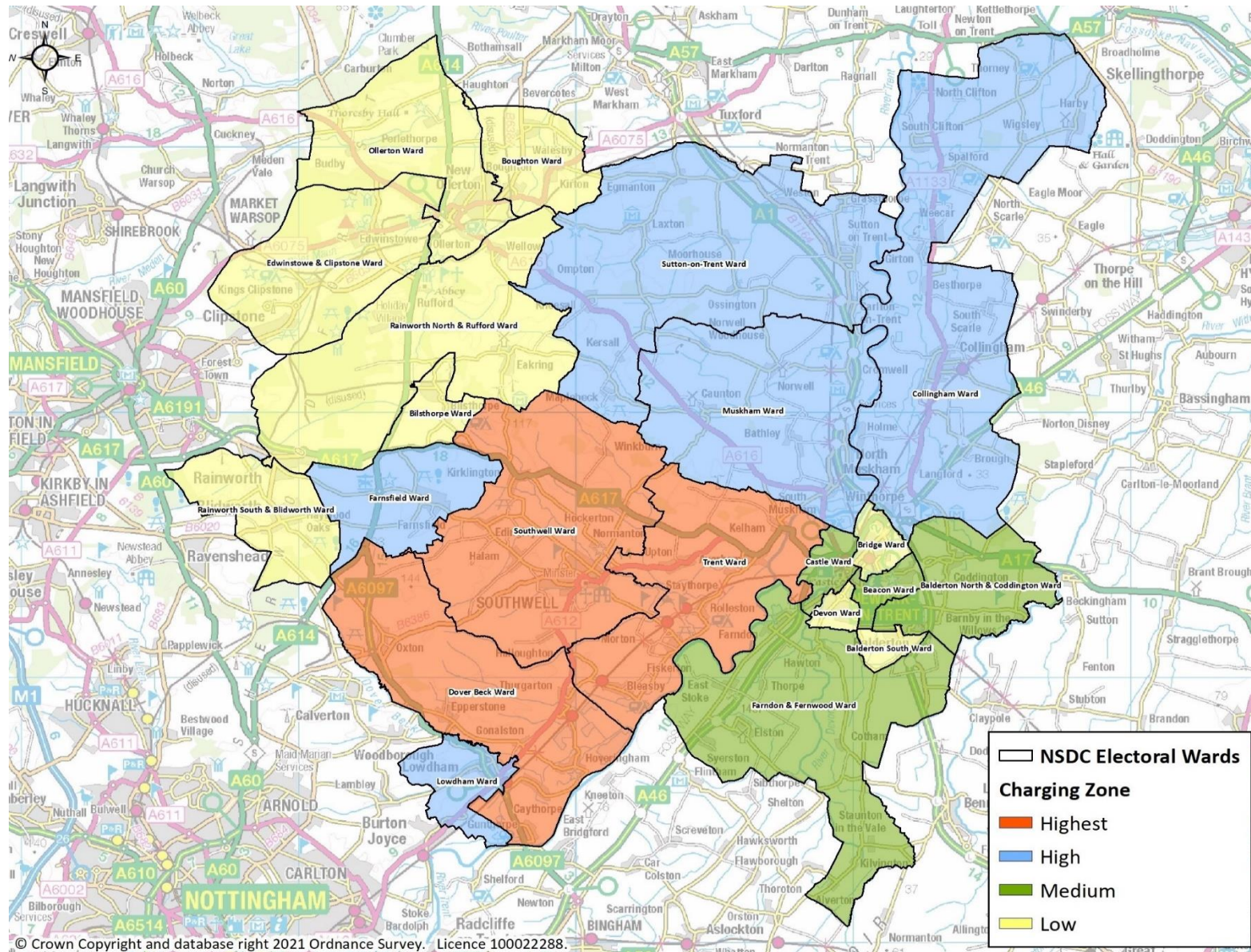
Development which creates new floorspace may be liable to pay CIL. This relates to full and reserved matters planning applications and Certificates of Lawfulness. This also includes development permitted by way of general consent (development which does not require submission of a planning application).

CIL is charged in pounds per square metre on net additional increase in internal floor space for qualifying development, in accordance with the provisions of the CIL Regulations 2010 (as amended).

It is the responsibility of the applicant to ensure that they comply with the CIL Regulations, including understanding how the CIL Regulations apply to a specific development proposal and submitting all relevant information. Further information, including our CIL Charging Schedule can be found on our website at <https://www.newark-sherwooddc.gov.uk/cil/>.

Development Type	Cost per Square Metre
Commercial	
Non- residential uses (except retail)	£0
Retail (A1-A5)	£100
Residential	
Apartments (All Zones)	£0
Housing Low Zone 1	£0
Housing Medium Zone 2	£45
Housing High Zone 3	£70
Housing Very High Zone 4	£100

Community Infrastructure Levy Zones - Residential



Policy Documents

Electronic pdf based documents can normally be obtained free from our website

Planning Policy documents	2022/23 Charge	2023/24 Charge
Amended Core Strategy (Adopted March 2019)	£15	£15
Allocations & Development Management DPD	£15	£15
Policies Map (also known as the Proposals Map)	£22	£22
Supplementary Planning Documents and Statement of Community Involvement	£0	£0