

Pre-Application Advice – Notes and Charges

April 2019

Harrow Council's planning service has a key part to play in helping to deliver our communities' aspirations for high quality new development across the Borough. If you are planning a development we therefore want to try to help you to ensure that you get it right first time. This will help avoid unnecessary cost and delays to your project.

Harrow's planning service therefore provides a range of pre-application advice options, depending on the size, scale and complexity of your project. To enable the Council to provide this discretionary service alongside processing of planning applications, and in accordance with S93 of the Local Government Act, the services are the subject to charges, which have been designed to recover the costs to the Council of the service itself. The schedule of charges is set out below. For clarity, these are split into charges for commercial development projects (such as new houses, flats and shops) and a separate schedule for improvement or alternations to homes (known as householder) applications. If you are unsure of which service is right for your project, please contact planning.applications@harrow.gov.uk for advice.

To get the best out of the pre-application process, we would encourage you to provide as much information as possible about the project. As a minimum, we would request that you provide:

- Completed pre app form (this must provide the full site address)
- An OS based plan showing the land in question
- Scale drawings (floor plans and elevations) of your proposal
- Photographs of the site
- A letter outlining specific areas that you want the Planning service to comment upon (if required).

Your submission can be sent by e-mail to planning.applications@harrow.gov.uk.

Alternatively, your submission can be sent by post to the following address:

Planning Services,
Harrow Council,
Civic Centre, Station Road,
Harrow,
HA1 2UY

Your submission must be accompanied by a pre-application advice fee (as detailed in the below schedule). Payment of this fee can be made by:

- Telephone: 020 8901 2650 (please quote 'planning pre-application advice service' and site address)
- Cheque: These should be made payable to Harrow Council. Please write 'planning pre-application advice service' and the site address on the back of the cheque.

Schedule of Pre-app Fee's

Category A – Strategic Development (150+residential units/5,000m ² +)	Meeting and written advice	£12,600.00 (Inc VAT)
Category A – Strategic Development (150+residential units/5,000m ² +) Follow up meeting	Follow up meeting and written advice	£6,300 (Inc VAT)
Category B – Large Scale Major Development (25 to 149 units/ 2,000m ² to 4,999m ²)	Meeting and written advice	£8,400.00 (Inc VAT)
Category B – Large Scale Major Development (25 to 149 units/ 2,000m ² to 4,999m ²) Follow up meeting	Follow up meeting and written advice	£4,200.00 (Inc VAT)
Category C – Major Development (10 to 24 units/ 1,000m ² to 1,999m ²)	Meeting and written advice	£5,250.00 (Inc VAT)
Category C – Major Development (10 to 24 units/ 1,000m ² to 1,999m ²)	Follow up meeting and written advice	£2,625.00 (Inc VAT)
Category D – Outline Reserved Matters Major Development	Meeting and written advice	£2,625.00 (Inc VAT)
Category D – Outline Reserved Matters Major Development	Follow up meeting and written advice	£1,312.50 (Inc VAT)

Category E – Minor Development 1 (5-9 units/100m ² to 999m ²)	Written response	£1,470.00 (Inc VAT)
	Meeting and written response	£1,890.00 (Inc VAT)
	Follow up meeting	£945.00 (Inc VAT)
Category F – Minor Development 2	Written response	£1,050.00 (Inc VAT)
	Meeting and written response	£1,365.00 (Inc VAT)
	Follow up meeting	£682.50 (Inc VAT)
Category G – Minor Development 3 1 unit (residential)	Written response	£525.00 (Inc VAT)
	Meeting and written response	£630.00 (Inc VAT)
	Follow up meeting	£315.00 (Inc VAT)
Category H – Outline Reserved Matters Minor Development 1 unit (residential)	Written response	£358.00 (Inc VAT)
	Meeting and written response	£500.00 (Inc VAT)
	Follow up meeting	£250.00 (Inc VAT)
Category I – Small Scale Development (small extensions/alterations to commercial buildings, including advertisements)	Written Response	£630.00 (Inc VAT)
Category J – Householder Development	Written response	£240.00 (Inc VAT)
	Meeting and written response	£420.00 (Inc VAT)
Category K – Heritage (Listed Building Consents)	Meeting (includes listed building officer)	£630.00 (Inc VAT)
	Follow up meeting	£315.00 (Inc VAT)
Category L – Works to Protected Trees	Meeting	£630.00 (Inc VAT)
	Follow up meeting	£315.00 (Inc VAT)
Category M – Meeting to discuss broad principles prior to formal pre—application	Meeting (no written response)	£735.00 (Inc VAT)
	Follow up meeting	£367.50 (Inc VAT)
Category N – Minor works to a listed building	Written Response	£200.00 (Inc VAT)
Staff Charge Rate meeting attendance(Per Hour)	Meeting	
Divisional Director	Meeting	£300

Head Of Development Management	Meeting	£223
Head Of Policy	Meeting	£223
Area Planning Team Leader	Meeting	£148
Senior/Principal Planning Officer	Meeting	£111
Planning Enforcement Officer	Meeting	£111
Conservation Officer	Meeting	£111

Affordable Housing Officer	Meeting	£111
Landscape Officer	Meeting	£111
Highways Officer	Meeting	£111
Urban Design Officer	Meeting	£111
Biodiversity Officer	Meeting	£111
Policy Officer	Meeting	£111
Tree Officer	Meeting	£111
Head Of Building Control	Meeting	£223
Principal Surveyor	Meeting	£111
Senior Surveyor	Meeting	£111
Surveyor	Meeting	£111
Structural Engineer	Meeting	£111
Fire Officer	Meeting	£111

Notes

- The pre application advice and fee, relates to a single proposal and a single meeting. Please note that multiple options under a single pre application will each incur a fee of half the pre application fee
- Should you wish to submit revised drawings following a meeting and before the Council issues its written response, a further fee equivalent to a third of the paid fee would be required within 7 working days of the meeting. Should the additional fee not be paid within 7 days, the Council will issue its written response based on the original submission within the timescales agreed. Amended drawings will not be accepted for written responses only.
- If the proposals cross two separate categories, the highest fee should be paid.
- Written responses will be issued 15/20 working days after receipt of these amended drawings (unless a longer timescale has been agreed). Any further amendments will be the subject of a further full fee.

Procedures

1. Categories A-D and Categories J-K

A meeting will be held within the Council offices and a written advice note will subsequently be issued 15/20 working days after the meeting (unless a longer period has been agreed), or 15/20 working days after receipt of amended drawings (if that is applicable and agreed in

advance with the Council). Please note that a meeting will not be arranged until all of the plans and associated documents have been received and the appropriate fee has been paid in full.

2. Categories E – H and J

Please note that there will be no face-to-face meeting for these categories unless specifically requested. A higher fee is therefore required for a meeting. A written advice note will be issued 15 working days from receipt of the documentation (unless a longer period has been agreed). Where a meeting is requested, a written advice note will be issued 15 working days after the meeting, or 15 working days after receipt of amended drawings (unless a longer period has been agreed). Please note that the written advice note cannot be issued until all of the plans and associated documents have been received and the appropriate fee has been paid in full.

3. Category I, N

Please note that this is a written response only.

Qualification

Any views or opinions are expressed in good faith, without prejudice to the formal decision of any planning application, which will be subject to public consultation and ultimately decided by the Council.

It should be noted that subsequent alterations to local and national planning policies might affect the advice given.