

## Pre-application Advice – Notes and Charges from 1<sup>st</sup> April 2023

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 alterations 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](mailto: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](mailto:planning.applications@harrow.gov.uk).

Your submission must be accompanied by a pre-application advice fee (as detailed in the below schedule). Payment of this fee can be made online here: [www.harrow.gov.uk/wf\\_planpreapp](http://www.harrow.gov.uk/wf_planpreapp)

## Schedule of Pre-app Fees

Category of Development	Pre-application Service Type	Fee
<b>Category A – Strategic Development</b>  (150+residential units/5,000m <sup>2</sup> +)	Meeting and written advice	£ 16,684.00 (Inc VAT)
	Follow up meeting and written advice	£ 8342.10 (Inc VAT)
<b>Category B – Large Scale Major Development</b>  (25 to 149 units/ 2,000m <sup>2</sup> to 4,999m <sup>2</sup> )	Meeting and written advice	£ 11, 122.70 (Inc VAT)
	Follow up meeting and written advice	£ 5,561.30 (Inc VAT)
<b>Category C – Major Development</b>  (10 to 24 units/ 1,000m <sup>2</sup> to 1,999m <sup>2</sup> )	Meeting and written advice	£ 6,945.40 (Inc VAT)
	Follow up meeting and written advice	£ 3,473.20 (Inc VAT)
<b>Category D – Outline Reserved Matters Major Development</b>	Meeting and written advice	£ 3,665.80 (Inc VAT)
	Follow up meeting and written advice	£ 1,765.50 (Inc VAT)
<b>Category E – Minor Development 1</b>  (5-9 units/100m <sup>2</sup> to 999m <sup>2</sup> )	Written response	£1,952.80 (Inc VAT)
	Meeting and written response	£2,509.20 (Inc VAT)

	Follow up meeting	£1,254.00 (Inc VAT)
<b>Category F – Minor Development 2</b> (2-4 units/<100m2)	Written response	£1,396.40 (Inc VAT)
	Meeting and written response	£1,804.00 (Inc VAT)
	Follow up meeting	£903.10 (Inc VAT)
<b>Category G – Minor Development 3</b> 1 unit (residential)	Written response	£700.90 (Inc VAT)
	Meeting and written response	£834.00 (Inc VAT)
	Follow up meeting	£419.40 (Inc VAT)
<b>Category H – Outline Reserved Matters Minor Development</b> 1 unit (residential)	Written response	£476.20 (Inc VAT)
	Meeting and written response	£661.30 (Inc VAT)
	Follow up meeting	£331.70 (Inc VAT)
<b>Category I – Small Scale Development</b> (small extensions/alterations to commercial buildings, including	Written Response	£834.60 (Inc VAT)

advertisements, telecoms – contact to discuss fee if multiple locations)	Meeting and written response	£1668.10 (Inc VAT)
<b>Category J – Householder</b>	Written response	£278.00 (Inc VAT)
<b>Category K – Heritage</b>  (Listed Building Consents and Enforcement Matters)	Meeting (includes listed building officer)	£758.00 (Inc VAT)
	Follow up meeting	£382.00 (Inc VAT)
<b>Category L – Works to Protected Trees</b>	Meeting	£758.00 (Inc VAT)
	Follow up meeting	£382.00 (Inc VAT)
<b>Category M – Meeting to discuss broad principles prior to formal pre—application</b>	Meeting (no written response)	£976.00 (Inc VAT)
	Follow up meeting	£490.00 (Inc VAT)
<b>Category N – Minor works to a Listed Building</b>	Written Response	£268.00 (Inc VAT)
<b>Category O – Use of 3D Modelling</b>	Written Response	£737.00 (Inc VAT)

#### Staff Charge Rate for meeting attendance

<b>Officer</b>	<b>*Cost per hour including VAT</b>
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<b>Divisional Director</b>	£474.00
<b>Head Of Development Management</b>	£355.00
<b>Head Of Policy</b>	£355.00
<b>Area Planning Team Leader</b>	£235.00
<b>Senior/Principal Planning Officer/Enforcement Officer/Conservation Officer/Urban Design Officer</b>	£193.00
<b>Planning/ Enforcement Officer</b>	£177.00
<b>Conservation Officer</b>	£177.00
<b>Affordable Housing Officer</b>	£177.00
<b>Landscape Officer</b>	£177.00
<b>Highways Officer</b>	£177.00
<b>Urban Design Officer</b>	£177.00
<b>Biodiversity Officer</b>	£177.00
<b>Policy Officer</b>	£177.00
<b>Tree Officer</b>	£177.00
<b>Head Of Building Control</b>	£357.00
<b>Principal Surveyor</b>	£193.00
<b>Senior Surveyor</b>	£193.00
<b>Surveyor</b>	£177.00

<b>Structural Engineer</b>	£177.00
<b>Fire Officer</b>	£177.00

\*Hourly rate will include time for preparation pre-meeting and time spent post-meeting

## 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.