

Pre-Application Advice – Charging Schedule - April 2024

Minor Operations

Application Type	Type of Advice	Fee	Fee (Ex VAT)	VAT
Householder	Written Advice Only	£196	£163.33	£32.67
	Written Advice after a Site Visit.	£314	£261.67	£52.33
	Written Advice after Site Visit + Follow Up meeting	£426	£355.00	£71.00
Adverts	Written Advice Only	£306	£255.00	£51.00
	Written Advice after a Site Visit.	£424	£353.33	£70.67
	Written Advice after Site Visit + Follow Up meeting	£543	£452.50	£90.50
Listed Building Consent Advice Only 1*	Written Advice Only	£218	£181.67	£36.33
	Written Advice after a Site Visit.	£336	£280.00	£56.00
	Written Advice after Site Visit + Follow Up meeting	£446	£371.67	£74.33
Change of Use (Land Only) 2*	Written Advice Only	£218	£181.67	£36.33
	Written Advice after a Site Visit.	£366	£305.00	£61.00
	Written Advice after Site Visit + Follow Up meeting	£496	£413.33	£82.67
Telecommunications (including prior approval notifications/approvals)	Written Advice Only	£227	£189.17	£37.83
	Written Advice after a Site Visit.	£345	£287.50	£57.50
	Written Advice after Site Visit + Follow Up meeting	£484	£403.33	£80.67
Shopfronts	Written Advice Only	£270	£225.00	£45.00
	Written Advice after a Site Visit.	£359	£299.17	£59.83
	Written Advice after Site Visit + Follow Up meeting	£447	£372.50	£74.50
Agricultural and Forestry development (including prior approvals/notifications)	Written Advice Only	£271	£225.83	£45.17
	Written Advice after a Site Visit.	£542	£451.67	£90.33
	Written Advice after Site Visit + Follow Up meeting	£677	£564.17	£112.83
Renewable Energy Development under 1 hectare	Written Advice Only	£196	£163.33	£32.67
	Written Advice after a Site Visit.	£314	£261.67	£52.33
	Written Advice after a Site Visit + meeting	£426	£355.00	£71.00
Renewable Energy Development over 1 hectare	Detailed Advice	Bespoke service and fee agreement provided through PPA*		
	Advice in Principle only	£831	£692.50	£138.50
Discharge, vary or remove a condition	Detailed Written Advice Only	50% of equivalent type of development		
Engineering Operations under 0.5 hectare	Written Advice Only	£196	£163.33	£32.67
	Written Advice after a Site Visit	£314	£261.67	£52.33
Engineering Operations over 0.5 hectare	Detailed Advice	Bespoke service and fee agreement provided through PPA*		
	Advice in Principle Only	£831	£692.50	£138.50

*PPA – Planning Performance Agreement (Bespoke)

1* - This is for advice regarding the submission of a Listed Building Consent Application. No advice from a Planning Officer is included. This should not be used for general Conservation Officer Advice.

2* - This is for the Change of Use for Land Only. It does not include any building(s).

Residential Development

Application Type	Type of Advice	Fee (inc VAT)	Fee (Ex VAT)	VAT
1 new residential dwelling	Written Advice Only	£293	£244.17	£48.83
	Written Advice after a Site Visit.	£366	£305.00	£61.00
	Written Advice after S/Visit + Follow Up meeting	£464	£386.67	£77.33
	Advice in Principle only	£146	£121.67	£24.33
2-4 new residential dwellings	Written Advice Only	£586	£488.33	£97.67
	Written Advice after a Site Visit.	£659	£549.17	£109.83
	Written Advice after S/Visit + Follow Up meeting	£781	£650.83	£130.17
	Advice in Principle only	£293	£244.17	£48.83
5-9 new residential dwellings	Written Advice Only	£1173	£977.50	£195.50
	Written Advice after a Site Visit.	£1319	£1099.17	£219.83
	Written Advice after S/Visit + Follow Up meeting	£1587	£1322.50	£264.50
	Advice in Principle only	£586	£488.33	£97.67
10-25 new residential dwellings	Written Advice Only	£2052	£1710.00	£342.00
	Written Advice after a Site Visit.	£2272	£1893.33	£378.67
	Written Advice after S/Visit + Follow Up meeting	£2406	£2005.00	£401.00
	Advice in Principle only	£1025	£854.17	£170.83
26-49 new residential dwellings	Detailed Advice	Bespoke service and fee agreement provided through PPA*		
	Advice in Principle only	£1173	£977.50	£195.50
50-99 new residential dwellings	Detailed Advice	Bespoke service and fee agreement provided through PPA*		
	Advice in Principle only	£1465	£1220.83	£244.17
100-199 new residential dwellings	Detailed Advice	Bespoke service and fee agreement provided through PPA*		
	Advice in Principle only	£2442	£2035	£407
200-499 new residential dwellings	Detailed Advice	Bespoke service and fee agreement provided through PPA*		
	Advice in Principle only	£3053	£2544.17	£508.83
500+ new residential dwellings	Detailed Advice	Bespoke service and fee agreement provided through PPA*		
	Advice in Principle only	£3663	£3052.50	£610.50

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Non-residential development.

Application Type	Type of Advice	Fee (inc VAT)	Fee (Ex VAT)	VAT
Less than 249sqm	Written Advice Only	£323	£269.17	£53.83
	Written Advice after a Site Visit.	£428	£356.67	£71.33
	Written Advice after S/Visit + Follow Up meeting	£606	£505.00	£101.00
	Advice in Principle only	£156	£130.00	£26.00
Between 250 – 499 sqm	Written Advice Only	£586	£488.33	£97.67
	Written Advice after a Site Visit.	£659	£549.17	£109.83
	Written Advice after S/Visit + Follow Up meeting	£1001	£834.17	£166.83
	Advice in Principle only	£293	£244.17	£48.83
Between 500 - 1000sqm	Written Advice Only	£1173	£977.50	£195.50
	Written Advice after a Site Visit.	£1319	£1099.17	£219.83
	Written Advice after S/Visit + Follow Up meeting	£1465	£1220.83	£244.17
	Advice in Principle only	£440	£366.67	£73.33
Between 1000 - 2,499sqm	Detailed Written Advice with meeting and Site Visit	Bespoke service and fee agreement provided through PPA*		
	Advice in Principle only	£586	£488.33	£97.67
Between 2,500 – 4,999sqm	Detailed Written Advice with meeting and Site Visit	Bespoke service and fee agreement provided through PPA*		
	Advice in Principle only	£659	£549.17	£109.83
Between 5000 – 9999 sqm	Detailed Written Advice with meeting and Site Visit	Bespoke service and fee agreement provided through PPA*		
	Advice in Principle only	£831	£692.50	£138.50
Greater than 10,000sqm	Detailed Written Advice with meeting and Site Visit	Bespoke service and fee agreement provided through PPA*		
	Advice in Principle only	£989	£824.17	£164.83

***PPA – Planning Performance Agreement (Bespoke)**

Service	PROPOSED FEE (including VAT)
Discretionary Work	£165 per hour
Technical Specialist Document Review	£165 per hour
Duty Planning Officer Advice	Free. Refer to website for full details/limitations of service at https://www.westberks.gov.uk/contact-duty-planning-officer .
Confirmation of compliance with a S106/ compliance with a notice	£150 per hour
Two Strikes – Invalid submissions (if an application is not validated in two successive submissions)	25% of Application fee
Charging for invalid applications (that have not been made valid within 28 days)	25% of Application fee
Advice which is not covered by any of the above Categories	£165 per hour