

Pre-Application Charging Schedule – London Borough of Sutton

Householder Pre-Application				
Category	Service Provided and Response Time	Minimum Validation Requirement	Fees (inc VAT)	Extra Charges or Follow-up Charges (inc VAT)
(Option 1) Householder (Bullet point response)	<ul style="list-style-type: none"> This service provides a meeting with a planning officer, with a bullet point response for rear/ side extensions, roof extensions and outbuildings. This service also includes Certificate of Lawfulness Pre-applications. This option does not provide a site visit. This option includes a 1 hour meeting with a planning officer. Written response provided within 5 working days from the meeting. 	<ul style="list-style-type: none"> Completed Pre-application form Fee A site Location Plan A set of scaled plans including floor plans and elevations (Existing and Proposed) Site Photographs including front, rear, side, streetscene and adjoining neighbours. 	£75.00	No follow up offered
(Option 2) Householder (Formal Response)	<ul style="list-style-type: none"> This service provides a meeting with a planning officer, with a formal letter for rear/ side extensions, roof extensions and outbuildings. This service also includes Certificate of Lawfulness Pre-Applications. This option includes a 1 hour meeting with a planning officer. This option does not provide a site visit Written response provided within 15 working days from the meeting. 	<ul style="list-style-type: none"> Completed Pre-application form Fee A site Location Plan A set of scaled plans including floor plans and elevations (Existing and Proposed) Site Photographs including front, rear, side, streetscene and adjoining neighbours. 	£124.00	£62.00 follow up meeting
(Option 3) Householder (Formal Response and Site Visit included)	<ul style="list-style-type: none"> This service provides a meeting and site visit with a planning officer, with a formal letter for rear/ side extensions, roof extensions and outbuildings. This service also includes Certificate of Lawfulness Pre-Applications. This service is also for properties within a Conservation Area or are Listed Buildings. This option includes a 1.5 hour meeting with a planning officer. This option does provide a site visit. Written response provided within 15 working days from the meeting. 	<ul style="list-style-type: none"> Completed Pre-application form Fee A site Location Plan A set of scaled plans including floor plans and elevations (Existing and Proposed) Site Photographs including front, rear, side, streetscene and adjoining neighbours. 	£230.00	£115.00 follow up meeting

Minor Pre-Application				
Category	Service Provided and Response Time	Minimum Validation Requirement	Fees (inc VAT)	Extra Charges or Follow-up Charges (inc VAT)
(Option 1) Minor Commercial	<ul style="list-style-type: none"> This service is for small commercial units less than 100sqm involving extensions, change of use, advertising consents, shopfront alterations and alterations to a Listed Building. This service provides a 1 hour meeting with a planning officer. This service provides a site visit if required. A formal written response. A written response provided within 15 working days from the meeting. 	<ul style="list-style-type: none"> Completed Pre-application form Fee A site Location Plan A set of scaled plans including floor plans and elevations (Existing and Proposed) Site Photographs including front, rear, side, streetscene and adjoining commercial/ residential neighbours. Any supporting documentation to support the pre-application process 	£287.00	£143.50 follow up meeting £143.50 submission of Conditions, NMA, MMA
(Option 2) New Build Residential Unit (1 new Dwelling only)	<ul style="list-style-type: none"> This service is for proposals involving the erection of ONE new residential dwelling only. This service can also be used to seek advice on amending existing extant planning permission (in-time), advice on conditions, non-material amendments or minor materials proposals. This service provides a 1.5 hour meeting with a planning officer. This service provides a site visit. A formal written response provided within 15 working days. 	<ul style="list-style-type: none"> Completed Pre-application form Fee A site Location Plan A set of scaled plans including floor plans and elevations (Existing and Proposed) Site Photographs including front, rear, side, streetscene and adjoining commercial/ residential neighbours. Any supporting documentation to support the pre-application process 	£450.00	£225.00 follow up meeting £225.00 submission of Conditions, NMA, MMA
(Option 3) Small Proposals	<ul style="list-style-type: none"> This service is for proposals for 2-4 units (including flat conversions), New build or extensions of 100sqm-499sqm, Change of use 100sqm-499sqm, Telecoms masts and equipment. This service can also be used to seek advice on amending existing extant planning permission (in-time), advice on conditions, non-material amendments or minor materials proposals. This service provides a 1.5hours meeting with a planning officer. This service provides a site visit. A formal written response provided within 15 working days. 	<ul style="list-style-type: none"> Completed Pre-application form Fee A site Location Plan A set of scaled plans including floor plans and elevations (Existing and Proposed) Site Photographs including front, rear, side, streetscene and adjoining commercial/ residential neighbours. Any supporting documentation to support the pre-application process. 	Units £600.00 - 2 Units £750.00 - 3 Units £900.00 - 4 Units Commercial Area £450.00 - 100 - 199 sqm £600.00 - 200 - 299 sqm £750.00 - 300 - 399 sqm £900.00 - 400 - 499 sqm	50% of the initial fee for follow up meetings 50% of the initial fee for submission of Conditions, NMA, MMA
(Option 4) Medium Proposals	<ul style="list-style-type: none"> This service is for proposals for 5-9 units (including flat conversions), New build or extensions of 500sqm-999sqm, Change of use 500-999sqm. This service can also be used to seek advice on amending existing extant planning permission (in-time), advice on conditions, non-material amendments or minor materials proposals. 	<ul style="list-style-type: none"> Completed Pre-application form Fee A site Location Plan A set of scaled plans including floor plans and elevations (Existing and Proposed) Site Photographs including front, rear, side, streetscene and adjoining commercial/residential neighbours. 	£1800.00	£900.00 follow up meeting £900.00 submission of Conditions, NMA, MMA

	<ul style="list-style-type: none"> • This service provides a 1.5hours meeting with a planning officer. • This service provides a site visit. • A formal written response provided within 15 working days. 	<ul style="list-style-type: none"> • Any supporting documentation to support the pre-application process. 		
Major Pre-Application				
Category	Service Provided and Response Time	Minimum Validation Requirement	Fees (inc VAT)	Charges (inc VAT)
(Option 1) Concept Meeting	<ul style="list-style-type: none"> • This service is to discuss the principle of major developments on a specified site. • This service includes a 1 hour meeting • No site visit is included • A formal written response provided within 15 working days. 	<ul style="list-style-type: none"> • Completed Pre-Application • Fee • A Site Plan • PLEASE NOTE: No other plans regarding layout and building heights will be considered. If you require further detailed assessment please request a pre-application for a major proposal. 	£375.00	No follow up offered
(Option 2) Small Scale Major Development Proposals	<ul style="list-style-type: none"> • This service is to discuss proposals for 10-30 units, New build or extensions of 1,000sqm-4,999sqm, Change of use 1,000sqm-4,999sqm. • This service can also be used to seek advice on amending existing extant planning permission (in-time), advice on conditions, non-material amendments or minor materials proposals. • This service provides a 1.5hours meeting with a planning officer. • This service provides a site visit. • A formal written response provided within 15 working days. 	<ul style="list-style-type: none"> • Completed Pre-application form • Fee • A site Location Plan • A set of scaled plans including floor plans and elevations (Existing and Proposed) • Site Photographs including front, rear, side, streetscene and adjoining commercial/residential neighbours. • Any supporting documentation to support the pre-application process. 	£3750.00 Additional technical expertise including: <ul style="list-style-type: none"> • Design Review Panel • Legal advice + s106, • Draft Viability review • Draft ES review • Sunlight/daylight • Other identified specialist areas will be charged separately 	£1875.00 follow up meeting £1875.00 – submission of Conditions, NMA, MMA
(Option 3) Small Scale Major Development Proposals	<ul style="list-style-type: none"> • This service is to discuss proposals for 31-75 units, New build or extensions of 4,999sqm-9,999sqm, Change of use 4,999sqm-9,999sqm. • This service can also be used to seek advice on amending existing extant planning permission (in-time), advice on conditions, non-material amendments or minor materials proposals. • This service provides a 1.5hours meeting with a planning officer. • This service provides a site visit. • A formal written response provided within 15 working days. 	<ul style="list-style-type: none"> • Completed Pre-application form • Fee • A site Location Plan • A set of scaled plans including floor plans and elevations (Existing and Proposed) • Site Photographs including front, rear, side, streetscene and adjoining commercial/residential neighbours. • Any supporting documentation to support the pre-application process. 	£4750.00 Additional technical expertise including: <ul style="list-style-type: none"> • Design Review Panel • Legal advice + s106, • Draft Viability review • Draft ES review • Sunlight/daylight • Other identified specialist areas will be charged separately 	£2375.00 follow up meeting £2375.00 – submission of Conditions, NMA, MMA
(Option 4) Medium Scale Major Development Proposals	<ul style="list-style-type: none"> • This service is to discuss proposals for 76-150 units, New build or extensions of 10,000sqm-15,000sqm, Change of use 10,000sqm-15,000sqm. 	<ul style="list-style-type: none"> • Completed Pre-application form • Fee • A site Location Plan • A set of scaled plans including floor plans and elevations (Existing and Proposed) 	£5750.00 Additional technical expertise including: <ul style="list-style-type: none"> • Design Review Panel 	£2875.00 follow up meeting £2875.00 – submission of Conditions, NMA, MMA

	<ul style="list-style-type: none"> • This service can also be used to seek advice on amending existing extant planning permission (in-time), advice on conditions, non-material amendments or minor materials proposals. • This service provides a 1.5hours meeting with a planning officer. • This service provides a site visit. • A formal written response provided within 15 working days. 	<ul style="list-style-type: none"> • Site Photographs including front, rear, side, streetscene and adjoining commercial/residential neighbours. • Any supporting documentation to support the pre-application process. 	<ul style="list-style-type: none"> • Legal advice + s106, • Draft Viability review • Draft ES review • Sunlight/daylight • Other identified specialist areas will be charged separately 	
(Option 5) Medium Scale Major Development Proposals	<ul style="list-style-type: none"> • This service is to discuss proposals for 151-250 units, New build or extensions of 10,000sqm-15,000sqm, Change of use 10,000sqm-15,000sqm. • This service can also be used to seek advice on amending existing extant planning permission (in-time), advice on conditions, non-material amendments or minor materials proposals. • This service provides a 1.5hours meeting with a planning officer. • This service provides a site visit. • A formal written response provided within 15 working days. 	<ul style="list-style-type: none"> • Completed Pre-application form • Fee • A site Location Plan • A set of scaled plans including floor plans and elevations (Existing and Proposed) • Site Photographs including front, rear, side, streetscene and adjoining commercial/residential neighbours. • Any supporting documentation to support the pre-application process. 	<p>£6750.00</p> <p>Additional technical expertise including:</p> <ul style="list-style-type: none"> • Design Review Panel • Legal advice + s106, • Draft Viability review • Draft ES review • Sunlight/daylight • Other identified specialist areas will be charged separately 	<p>£3375.00 follow up meeting</p> <p>£3375.00 – submission of Conditions, NMA, MMA</p>
(Option 6) Large Major Development Proposals	<ul style="list-style-type: none"> • This service is to discuss proposals for 251-350 units, New build or extensions over 15,000sqm, Change of use over 15,000sqm. • This service can also be used to seek advice on amending existing extant planning permission (in-time), advice on conditions, non-material amendments or minor materials proposals. • This service provides a 1.5hours meeting with a planning officer. • This service provides a site visit. • A formal written response provided within 15 working days. 	<ul style="list-style-type: none"> • Completed Pre-application form • Fee • A site Location Plan • A set of scaled plans including floor plans and elevations (Existing and Proposed) • Site Photographs including front, rear, side, streetscene and adjoining commercial/residential neighbours. • Any supporting documentation to support the pre-application process. 	<p>£7750.00</p> <p>Additional technical expertise including:</p> <ul style="list-style-type: none"> • Design Review Panel • Legal advice + s106, • Draft Viability review • Draft ES review • Sunlight/daylight • Other identified specialist areas will be charged separately 	<p>£3875.00 follow up meeting</p> <p>£3875.00 – submission of Conditions, NMA, MMA</p>
(Option 7) Strategic Major Development Proposals	<ul style="list-style-type: none"> • This service is to discuss proposals for 351-450 plus units. • This service can also be used to seek advice on amending existing extant planning permission (in-time), advice on conditions, non-material amendments or minor materials proposals. • This service provides a 1.5hours meeting with a planning officer. • This service provides a site visit. • A formal written response provided within 15 working days. 	<ul style="list-style-type: none"> • Completed Pre-application form • Fee • A site Location Plan • A set of scaled plans including floor plans and elevations (Existing and Proposed) • Site Photographs including front, rear, side, streetscene and adjoining commercial/residential neighbours. • Any supporting documentation to support the pre-application process. 	<p>£8750.00</p> <p>Additional technical expertise including:</p> <ul style="list-style-type: none"> • Design Review Panel • Legal advice + s106, • Draft Viability review • Draft ES review • Sunlight/daylight • Other identified specialist areas will be charged separately 	<p>£4375.00 follow up meeting</p> <p>£4375.00 – submission of Conditions, NMA, MMA</p>

<p>(Option 8) Planning Performance Agreements (Bespoke Service)</p>	<p>The largest or most strategic development proposals</p>	<ul style="list-style-type: none">• Bespoke service to be agreed with Development Manager	<p>Subject to Scope</p> <p>Technical expertise including:</p> <ul style="list-style-type: none">• Design Review Panel• Legal advice + s106,• Draft Viability review• Draft ES review• Sunlight/daylight• Other identified specialist areas will be priced separately and incorporated into the agreement	
--	--	---	---	--

Other Costs

Sutton Design Review Panel	
Categories	Fees
<p>Full Design Review Panel includes:</p> <ul style="list-style-type: none">• Site Visit with a panel of 5 (independently chosen)• Panel discussion of the proposal• Formal written letter from the design review <p>Submission documents requirements:</p> <ul style="list-style-type: none">• Full set of scaled plans• Design and Access Statement• Any further supporting background information• Format of documents – TWO paper copies and ONE digital copy	£4800 + VAT