

Norfolk County Council Charges for Major Development pre-application enquires on transport development planning matters

Background

Early discussion between applicants and the Local authorities is a valuable part of the planning application process. This approach is beneficial as it provides applicants / agents with full information at an early stage to assist in formulating a proposal before committing to costs and incorporating sufficient information in the application to maximise its chances of success. This approach is also intended to facilitate an efficient application and decision process resulting in quicker outcomes.

In order that Norfolk County Council (NCC) is able to sustain and improve the current level of service, a range of charges are applicable for planning related advice. The level of resource needed to provide pre application advice varies according to the scale and complexity of the proposals being put forward. Therefore, the charges are set against scales of development as defined below. Exceptions may apply dependent on unique site circumstances. Where variations are necessary, all parties will be advised as soon as is feasible.

Requesting pre-application advice

If you would like to request pre-application advice, then you should submit a pre-application request form by email or post. This submission should include supporting information and agreement to pay the appropriate fee.

In order that a full response can be provided to you, sufficient information must be provided with the request. As a minimum this must include details of the site and its location, shown on a plan, and details of the proposal. Information should take the form of written descriptions, plans and/or sketches in a comprehensive form sufficient to allow officers to gain a full understanding of the proposed development and therefore maximise the quality and detail of the advice it will be possible to provide.

The request form and supporting information can be e-mailed to developer.services@norfolk.gov.uk.

All information held by NCC is subject to the provisions of the Freedom of Information Act 2000 and Environmental Information Regulations 2004. If you consider your request for pre-application advice sensitive, you must specify this on the request form and state the reasons. Personal details will not be disclosed in accordance with the Data Protection Act. However, NCC under the aforementioned Act/Regulations maybe obliged to disclose information about pre-application requests and the advice provided, but you will be contacted in such a case at which point you will be asked to provide your justification for not disclosing the information.

Pre-application response times and service standard

NCC charges for pre-application advice for major developments. Below covers the proposed scales of development, associated fees and type of advice. Pre-application charges will be reviewed annually in line with NCC rates.

Where a pre-application request is received from a district council, NCC will provide a short high-level response for free. If a detailed response is required, then the charges below will be enforced before any response is given.

When the developer/applicant has provided the NCC with sufficient information to undertake an initial assessment for highways and transportation advice, the Highway Authority will consider the information submitted and attend a meeting with the developer/applicant and/or their consultants if necessary and depending on the type of advice required. A response summarising the main issues will subsequently be sent. If additional written advice, meetings, or site visits are required, further charges will then be incurred. This will not include any detailed comments on any proposed schemes. Please note any comments provided will also be shared with the relevant Norfolk Local Planning Authorities.

Site meetings are not included within the cost and will be charged at the hourly rate detailed below.

Written responses will be sent to the developer/applicant within 20 working days of receipt of the required information and the pre-application fee. If a meeting is required a response will be sent within 10 working days of the meeting. Response times for review of Transport Assessments/Statements will be agreed on a case-by-case basis.

Highway advice for Mineral and Waste pre-apps can also be found below.

Charges will be reviewed on an annual basis in line with recharge rates and will increase automatically with inflation each year.

Fees

Type of Advice and Category of development	10-49 dwellings and/or 1,000 to 2,499 sqm commercial	50-249 dwellings and/or 2,500 to 5,000 sqm commercial	250 – 500 dwellings and/or 5,000+ sqm of commercial	501 – 999 dwellings	1,000+ dwellings	Care Provision (up to 100 units)
Pre- application written advice (To consider the principle of development and means of access)	£250	£350	£450	£550	To be agreed on a case-by-case basis	£300
Review of internal layout (Charges include one initial set of comments and a review of any response)	£150	£500	£750	To be agreed on a case-by-case basis	To be agreed on a case-by-case basis	To be agreed on a case-by-case basis
Assessment of scoping study for a Transport Study or Transport Assessment	£350	£475	£650	£650	To be agreed on a case-by-case basis	£375
Review of a Transport Assessment	Not applicable	£1,500	£2,500	£3,000	To be agreed on a case-by-case basis	Not applicable
Office / virtual meeting (One hour long up to 250 dwellings and care provision and no more than 2 hours long over 250 dwellings)	£100	£200	£300	To be agreed on a case-by-case basis	To be agreed on a case-by-case basis	£100
Additional work	£90 per hour	£90 per hour	£90 per hour	£90 per hour	£90 per hour	£90 per hour

Highway advice for Mineral and Waste pre-apps

Given the low volume of applications received, a flat rate figure is proposed. This incorporates examining Transport Assessments/Transport Statements and reviewing the applicant's Road Safety Audits together with referral to the NCC's development team.

Type of Advice	Minerals related development with an application site up to 14.9ha Waste development of up to 49,999 tonnes per year	Minerals related development with an application site of more than 15ha Waste development of more than 50,000 tonnes per year
Informal advice – without a site meeting/ site inspection.	£170	£340
Site meeting and/or on-site route assessment (additional to above)	£90 flat rate	£90 flat rate

Refunds

If NCC fails to meet the standards identified above, and there is no fault or delay caused by the applicant / agent then 25% of any fee paid will be refunded.

How to pay the fee

On receipt of the request for pre-application advice an invoice will be raised for payment to NCC, before starting work on your request and the Council's Corporate Pricing Policy will apply. Once you have received the invoice, payment methods include cheque, online, BACS and by phone.

Please include the pre-application reference, site name and address on any correspondence.

Dissatisfied with the Level of Service

The pre-application service offered by NCC is based on providing a level of service which seeks to provide value for money, meeting the service levels as set out in this document.

Despite our best endeavours, there will inevitably be occasions when you are dissatisfied with the level of service provided. In such cases you should discuss concerns with the relevant officer. If still not satisfied following this approach, you will be invited to refer the matter to the Head of Department.

Important notes

- Please note that any views or opinions expressed in responses are made at officer level in good faith, and to the best of ability, without prejudice to the formal consideration of any planning application which will be subject to public consultation and ultimately determined by the relevant Planning Authority.
- Any advice given by officers does not constitute a formal response or decision of NCC. In no event will NCC be liable for any loss or damage including without limitation, indirect or consequential loss or damage, or any loss or damage whatsoever arising from or in connection with, the use of the advice.
- The pre-application advice given may not necessarily be exhaustive but will be intended to highlight the main issues that need to be addressed/ considered as part of the application process on the basis of the discussions that have taken place and the information that is available at the time.
- In providing written advice officers will not draft planning statements or other reports to accompany an application as that is the responsibility of the applicant. In this respect the applicant should appoint its own professional advisers as necessary, particularly on more complex proposals.
- Should the detail or the nature of the proposal change from those given, further advice should be sought. Similarly, once the detail of any proposal has been worked up if not previously available, it may be helpful to seek further advice prior to the submission of an application. This will incur additional charges.
- The advice and any attachments to it are solely for the use of the individual to whom it is addressed. If you are not the intended recipient of the advice, you must neither take any action based upon its contents, nor disclose the communication to a third party.
- NCC has the right to decline a request for pre-application advice where it is not considered either appropriate or necessary.

NCC is the County Planning Authority for applications for minerals, waste, County Council development and SuDS. For other information please find the separate guide to [Pre-Application Advice for Mineral, Waste, County Council Development and SuDS 2017](#).