



Pre Application Advice Charges Guidance Note

The Council is able to provide pre-application advice to potential applicants before they submit a planning application. Because of the resources involved, it is necessary to charge a fee for this service.

Potential applicants are not obliged to seek pre-application advice. However, the Council advises that, once a formal planning application has been made, it will normally proceed to a determination on that application without recourse back to the applicant.

The pre-application advice system set out below is separate from our Planning Performance Agreement system which is available for larger and more complex proposals.

How does the process work?

In order to access the service, please complete the pre-application advice request e-form. This is available on the Council's website.

You will need to provide sufficient information to enable us to understand the proposals. The more information you can provide to us, the more detailed our response can be. We encourage you to begin discussing your scheme with us early in the process and we therefore expect that drawings you submit will be in draft format. For smaller schemes we will usually need:

- A plan of the location of the proposed development
- A plan showing how the proposed development is to be set out on the site;
- Sketch elevation drawings
- Photographs of the site and surroundings are not essential but do further assist.

For larger schemes we recommend that you also submit a draft design and access statement explaining how the scheme has developed.

If your proposal affects a listed building, more detail will often be required. This may require the need for a professional appraisal of the historical significance of the building to be undertaken and the impact of the works in relation to that assessed.

On receipt, an initial assessment will be undertaken to determine if the correct fee has been paid and sufficient information provided. You will be contacted for any additional information and fee, if required.

What advice do I get?

Your case will be assigned to a Planning Officer who will provide a response for you including the following information:

- Key issues which the proposals raise;
- What the view of the Council is likely to be in relation to those issues, given relevant planning policies and what further action could be taken to address them;
- The Council's view is on the scheme overall and, if it is not possible to do this, why not;
- What information would need to be submitted with any formal application.

A written summary of the above will be provided.

Meetings

A meeting with Planning Officers, to a maximum of 1 hour in length, is included in the fee for those proposals specified below. Meetings will be held prior to issuing written advice and are an opportunity to explain your scheme, discuss any issues which we foresee arising from the scheme and ensure that we understand how your scheme has been designed.

Meetings will be held either virtually or in person, at the Council's discretion. Other officers, either more senior officers within Development Management, or specialists within Planning and Building Control, may attend at our discretion.

Further advice

All the above, including a meeting where appropriate, will be undertaken on payment of the appropriate fee. If, subsequent to the provision of the written advice, you wish to seek further advice from the Council, a follow up pre-application enquiry can be made for 50% of the original fee, if submitted within 6 months of the original pre-app by the same applicant.

This fee is payable before any further action can be taken by the Council but will cover a further meeting and written advice, in relation to the *same* proposals, prior to the receipt of a formal application.

If you approach the Council for advice in relation to a proposal which is the same as, or substantially similar, to one that has previously been the subject of a formal application (a planning or related application) and no advice was previously sought, then the initial fee is payable.

Timescales

We will endeavour to deal with your request in accordance with the following.

	All below relate to the number of working days after the day of receipt
Confirmation of receipt of the form, additional information and fees submission	4 days
Pre-application advice response for proposals which do not include a meeting	6 weeks from receipt of required information, and fee (as appropriate)
Meeting with Planning Officer	Within 1 month of receipt of required information, and fee (as appropriate)
Written advice following meeting	3 weeks from meeting

Basis of the advice given

Please note that the advice given will be based on the information supplied and that already held by the Council. Officers will generally not be able to visit and inspect a site so it is crucial that any plans and drawings submitted are accurate. Neither will it generally be possible to undertake consultations with other organisations who would normally be invited to comment on the proposals through a formal submission. The advice given is based on the professional judgement of the officer and cannot be binding on the formal decision of the Council. If a scheme progresses to a formal submission it will be subject to consultation and any formal decision will take the results of that consultation into account.

With the requirements of the Freedom of Information Act any pre-application advice given by the Council cannot be considered to be confidential.

Fees

Fees have been calculated on a cost-recovery basis and are set out in Appendix 1. These fees cover internal consultations within the Planning Service as we consider necessary and a meeting (where specified) followed by written advice.

There are a number of discounts and reductions available as set out in the Additional Information below, which also sets out the definitions of the pre-application categories.

Contact Us

Please return any completed request for advice form to the Development Management service as below, if you have any other queries or questions then please also contact us as below at:

East Herts Council
Development Management
Wallfields
Pegs Lane
HERTFORD
SG13 8EQ

Phone us on 01279 655261 and ask for Development Management.

E-mail us on: planning@eastherts.gov.uk

Version	Date	Author	Notes
0.1	05/01/2024	RF	Initial Draft
1.0	28/03/2024	RF	Final Version
2.0	18/03/2025	RF	Updated for FY 25-26 and following service review.
3.0	17/03/2026	RF	Costs updated for FY 26-27 and meeting services added.

Additional Information: Pre-application fee categories

Application or Advice Type	Category	Notes
Householder	1a & 1b	Development proposals within the curtilage (normally the property boundary) of a single house or flat. This includes seeking informal advice of whether proposals are permitted development.
Householder and Listed Building advice	1c & 1d	As above, but where the building is a Listed Building.
Heritage advice only	1e & 1f	Advice on heritage matters. Only available where proposal is within the curtilage of any Listed Building.
Small Commercial scheme	2a & 2b	Non-residential development proposals which propose up to 499m ² of new floor space or include changes of use resulting in more than 2 commercial units
Medium Commercial scheme	2c & 2d	Non-residential development proposals which propose up to 999m ² of new floor space or include changes of use resulting in more than 2 commercial units
Other Commercial or simple change of use (excluding conversions which create new residential units)	2e & 2f	Non-residential schemes which result in no new floor space, are non-major applications and result in up to 2 commercial units
Simple Advert proposals	2g & 2h	Proposals only to display adverts of up to 10 at a site. (Note, where a scheme falls

Application or Advice Type	Category	Notes
		within categories 2a-2f and incorporates adverts, this can be made under category 2a-2f as appropriate)
Proposals of 10 or more adverts	2i & 2j	Proposals only to display adverts of more than 10 at a site. (Note, where a scheme falls within categories 2a-2f and incorporates adverts, this can be made under category 2a-2f as appropriate)
Other non-residential not covered by the above	2k & 2l	Non-residential proposals which do not fit into the above categories and are not "major" development
Creation of one new residential unit	3a & 3b	A development proposal which results in the creation of a new residential unit, including new build proposals, changes of use (subdivisions of houses into two flat) and proposals which substantially alter internal layouts to result in new units
Creation of 2 - 5 new residential units	3c	As above, but creating specified number of residential units
Creation of 6 - 9 new residential units	3d	As above, but creating specified number of residential units
Creation of 10 - 24 new residential units	4a	As above, but creating specified number of residential units
Creation of 25 - 49 new residential units	4b	As above, but creating specified number of residential units

Application or Advice Type	Category	Notes
Creation of 50 - 99 new residential units	4c	As above, but creating specified number of residential units
Creation of 100 - 200 new residential units	4d	As above, but creating specified number of residential units
Creation of more than 200 new residential units	4e	As above, but creating specified number of residential units. Note that fees for this meeting type will be calculated on a case by case basis on application.
Small major commercial scheme	5a	Non-residential proposals which constitute major developments, creating up to 4,999m ²
Medium major commercial scheme	5b	Non-residential proposals which constitute major developments, creating up to 9,999m ²
Large major commercial scheme	5c	Non-residential proposals which constitute major developments, creating over 10,000m ²
Commercial change of use	5d	Change of use applications for major proposals, unless they are already covered by 4a -4c.
Other non-residential advice on major applications not covered by the above	5e	Advice on proposals which constitute major developments but which do not fit within the above categories, including proposals for solar farms
Other non-residential advice on simple major applications not covered by the above (no floor area)	5f	Advice on proposals which constitute major developments but which do not propose floorspace and which are "simple". This

Application or Advice Type	Category	Notes
		category is likely to require discussion and is aimed at proposals which are likely to have a minimal impact but which might be major proposals by site area only (such as new fencing or similar)

Major: where the proposed development comprises any of the following: 10 or more new homes, new buildings with a floorspace of 1000sqm or more or comprises a site with an area of 1Ha or more

Minor: the development of between 1 and 9 new homes (under 1000sqm floorspace) or other development with a floorspace of under 1000sqm.

Will any advice be free?

If you are not seeking to submit a planning or related application yourself, for example you are seeking advice about the operation of the planning system generally, or on a proposal that has been submitted by another person, this advice remains free of charge.

If you are a householder who is proposing development which is fully internal and the building is not a Listed Building or you wish to do minor works to the boundary treatments of your property and wish to discuss these with us, this advice is free of charge.

Does this affect our Duty Planner service?

We currently offer a Duty Planner service whereby you can contact us by phone or call into the Councils offices without an appointment to seek advice and guidance. This service is being maintained for all advice which is non-chargeable. Please note that if you use this service for advice in relation to forms of development for which a charge for advice is made we will only be able to give some basic and initial advice. Anything beyond this will require the payment of a fee. An immediate response cannot be given to chargeable requests received during Duty Planner service times.

Appendix 1

Application or Advice Type	Category	Initial fee (Ex VAT)	VAT at 20%	Total (inc VAT)	Notes
Householder	1a	£227.50	£45.50	£273.00	Written advice only
Householder	1b	£435.83	£87.16	£523.00	Written advice and meeting
Householder and Listed Building advice	1c	£385.83	£77.17	£463.00	Written advice only, incorporating advice from heritage specialists where required
Householder and Listed Building advice	1d	£552.50	£110.50	£663.00	Written advice and meeting, incorporating advice from heritage specialists where required
Heritage Advice Only	1e	£468.33	£93.67	£562.00	Minor scheme (not limited to householders) where site is within curtilage of Listed Building Written advice only
Heritage Advice Only	1f	£676.67	£135.33	£812.00	Minor scheme (not limited to householders) where site is within curtilage of Listed Building Written advice and meeting

East Herts Development Management: Pre Application Advice Charges
Guidance Note

Small Commercial scheme	2a	£478.33	£95.67	£574.00	Written advice only
Small Commercial scheme	2b	£728.33	£145.67	£874.00	Written advice and meeting
Medium Commercial scheme	2c	£955.00	£191.00	£1,146.00	Written advice
Medium Commercial scheme	2d	£1,205	£241.00	£1,446.00	Written advice and meeting
Other Commercial or simple change of use (excluding conversions which create new residential units)	2e	£287.50	£57.50	£345.00	Written advice only
Other Commercial or simple change of use (excluding conversions which create new residential units)	2f	£537.50	£107.50	£645.00	Written advice and meeting
Simple advert proposals	2g	£190.83	£38.17	£229.00	Written advice only
Simple advert proposals	2h	£440.83	£88.17	£529.00	Written advice and meeting
Proposals of 10 or more adverts	2i	£669.17	£133.83	£803.00	Written advice only
Proposals of 10 or more adverts	2j	£919.17	£183.83	£1,103.00	Written advice and meeting
Other non-residential not covered by the above	2k	£287.50	£57.50	£345.00	Written advice only
Other non-residential not covered by the above	2l	£537.50	£107.50	£645.00	Written advice and meeting
Creation of one new residential unit	3a	£505.00	£101.00	£606.00	Written advice only
Creation of one new residential unit	3b	£755.00	£151.00	£906.00	Written advice and meeting

East Herts Development Management: Pre Application Advice Charges
Guidance Note

Creation of 2-5 new residential units	3c	£1,009.17	£201.83	£1,211.00	Written advice and meeting
Creation of 6-9 new residential units	3d	£1,610.00	£322.00	£1,932.00	Written advice and meeting
Creation of 10-24 new residential units					
Creation of 10-24 new residential units	4a	£3,785.83	£757.17	£4,543.00	Written advice and meeting
Creation of 25-49 new residential units	4b	£5,678.33	£1,135.67	£6,814.00	Written advice and meeting
Creation of 50-99 new residential units	4c	£8,518.33	£1,703.67	£10,222.00	Written advice and meeting
Creation of 100-200 new residential units	4d	£14,195.83	£2,839.17	£17,035.00	Written advice and meeting
Creation of 200+ new residential units	4e	Price on request			Price request
Small major commercial scheme					
Small major commercial scheme	5a	£5,512.50	£1,102.50	£6,615.00	Written advice and meeting
Medium major commercial scheme	5b	£8,269.17	£1,653.83	£9,923.00	Written advice and meeting
Large major commercial scheme	5c	£11,025.00	£2,205.00	£13,230.00	Written advice and meeting
Commercial change of use	5d	£2,205.00	£441.00	£2,646.00	Written advice and meeting

Other non-residential advice on major applications not covered by the above	5e	£4,594.17	£918.83	£5,513.00	Written advice and meeting
Other non-residential advice on simple major applications not covered by the above (no floor area)	5f	£550.83	£110.17	£661.00	Written advice and meeting at EHDC's discretion

Fee Reductions

Fee reductions are available in the following circumstances:

- Proposals from a Town or Parish Council are subject to a 25% fee reduction
- Proposals from a registered charity, which is not represented by professional planning advice, are subject to a 25% fee reduction
- Reserved Matters application are subject to a 25% reduction on the fee categories set out above
- Follow up advice, as specified above, is subject to a 50% reduction in the above fees as long as it relates to the same scheme, from the same applicant within 6 months of the original enquiry