Cambridgeshire County Council  
Pre-Application planning advice and other services  
Asset Information Charging Schedule 2017-18

These charges cover pre-application advice for development concerning public rights of way and highway asset records. The charges are effective as from 1 April 2017 and reviewed annually. VAT is chargeable on all fees listed below.

Early discussion between applicants and the local authorities is a valuable part of the planning application process. It can save wasted costs and ensure a quicker and smoother application process. In order that the County Council is able to sustain and improve the current level of service, a range of charges have been introduced for planning related advice. Please see further Advisory Notes following the table of charges.

<table>
<thead>
<tr>
<th>Enquiry type</th>
<th>Category 1 Small</th>
<th>Category 2 Medium</th>
<th>Category 3 Large</th>
<th>Category 4 Major</th>
<th>Category 5 Strategic</th>
<th>Category 6 Project Work</th>
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</thead>
<tbody>
<tr>
<td>1. Pre-Application Enquiry</td>
<td>£270-£360</td>
<td>£420</td>
<td>£600</td>
<td>£600</td>
<td>£620</td>
<td>By negotiation @ £61.20/hr inc VAT May require a PPA.</td>
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<tr>
<td>Advice includes:</td>
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<tr>
<td>- Consideration of proposed development</td>
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<tr>
<td>- Meeting/telephone conference on specific PRoW/highway issues with site</td>
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<tr>
<td>- Provision of written advice including legal mechanism required for any changes to PRoW/network/asset record</td>
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<tr>
<td>- Signposting to further information sources</td>
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<tr>
<td>- Site visit if required</td>
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<tr>
<td>- Additional research and advice as required</td>
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Web guidance


Monitoring Fee per year

£ By negotiation @ £61.20/hr inc VAT

£ By negotiation @ £61.20/hr inc VAT

£ By negotiation @ £61.20/hr inc VAT

£ By negotiation @ £61.20/hr inc VAT

£ By negotiation @ £61.20/hr inc VAT

£ By negotiation @ £61.20/hr inc VAT

Legal order work (including any resulting administrative work for amendment to the public legal asset highway record and archival resource)


Asset Information Pre-Application Planning Advice – Charging Schedule 2017-18
Advisory notes for applicants

- Definitions of the categories are in Appendix 1.
- Planning Performance Agreement ('PPA'): This is an agreement with the developer (and may include other local authorities and key stakeholders), to work together in partnership. The agreement provides greater certainty and transparency to the development of scheme proposals and includes costs associated with securing appropriate resources.
- These charges reflect a routine level of involvement with projects of these sizes.
- Exceptions may apply dependent on unique site circumstances at the direction of the County Council. Where variations are necessary, all parties will be advised as soon as is feasible.
- Additional involvement such as repeat site visits and follow up letters may incur an additional fee at the hourly rate of staff time, plus travel costs/other expenses incurred (typically pool car costs or mileage reimbursement)
- Officers will liaise with other teams such as Historic Environment and Ecology where these factors may influence rights of way or highway land to ensure that joined-up advice is provided to the best of the Authority’s ability. However please note that separate fees apply for specific advice on different subject areas, as detailed on the County Council’s website at http://www.cambridgeshire.gov.uk/info/20099/planning_and_development
- In all instances, the timescale for provision of pre-application advice, in addition to payment arrangements, will be agreed between the parties
- 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 the County Council. In no event will the County Council 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 applications, 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.
- 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.
- The County Council has the right to decline a request for pre-application advice where it is not considered either appropriate or necessary.
APPENDIX 1

The categories 1-6 are defined as follows:

**Category 1 Proposals - Small Scale**
- Proposals for up to 5 residential units
- Proposals for between 100 and 500 sqm of commercial floor space
- Change of use up to 500 sqm
- Proposals for Small Mixed use developments of up to 2 dwellings and 300 sqm commercial use floor space

**Category 2 Proposals - Medium Scale**
- Proposals for between 6 and 50 residential units
- Proposals for between 500 and 1000 sqm of commercial floor space
- Change of use up to 1000 sqm
- Proposals for Medium Mixed use developments of up to 24 dwellings and 500 sqm commercial use floor space

**Category 3 Proposals - Large Scale**
- Proposals for between 51 and 100 residential units
- Proposals for between 1000 and 2000 sqm of commercial floor space
- Change of use up to 2000 sqm
- Proposals for Large Mixed use developments of up to 49 dwellings and 1000 sqm commercial use floor space

**Category 4 Proposals - Major Scale**
- Proposals for between 101 and 250 residential units
- Proposals for between 2000 and 5000 sqm of commercial floor space
- Change of use up to 5000 sqm
- Proposals for Major Mixed use developments of up to 70 dwellings and 2000 sqm commercial use floor space

**Category 5 Proposals - Strategic**
- Proposals for 251 and 1000 residential units
- Proposals for 5000 sqm and 25000 sqm commercial floor space
- Change of use over 25000 sqm
- Proposals for Complex Mixed use developments of more than 199 dwellings and 5000 sqm commercial use floor space.

**Category 6 Proposals - Project Work, which can be addressed by Planning Performance Agreements**
- Proposals for more than 1000 residential units
- Proposals for more than 25000 sqm of commercial floor space
- Change of use over 25000 sqm
- Proposals for Complex Mixed use developments of more than 400 dwellings and 25000 sqm commercial use floor space.