

Non-Statutory Fees and Charges for Building Control, Land Charges and Planning 2023/24

Documents copies and file retrievals

Decision Notice/Completion Certificate/BC Approval Decision Section 106 or other Legal Agreement.	£ 38.50 per Document Fee Quote per document*
*Fee quote on request dependent on type of Agreement usually £76.50 - £196.50	
Copy of a Street Naming and Numbering Order	£59.00
Miscellaneous other copies - A4 First page	£2.65
Miscellaneous other copies - A4 each subsequent page	£0.60
Miscellaneous other copies - A3 First page	£7.45
Miscellaneous other copies - A3 each page thereafter	£0.90
Drawings - A0 Sized Drawing*	£26.50 per sheet
Drawings - A1- A3 Sized Drawing*	£20.00 per sheet
*Carried out by an external company	
Research for file retrieval	£56.50
Retrieval of first archive box from storage	£38.50
Retrieval of additional file boxes from storage	£2.70 per box (up to 20 boxes)
 Local Plan Documents	 Available for free on our website

Professional advice and other charges

Post Search/ Conveyance Related Enquiries	£195.50 per letter
Enquiries requiring a non-binding opinion letter response e.g. Do I need Planning Permission or confirmation of use*	£68.00 per letter
*A certificate of lawfulness is recommended as an alternative	
Written confirmation of Tree Preservation Orders, Conservation Area or Listed Building Status	£38.50 (up to 5 sites/addresses)
'Other' charges for administrative work	£68.00 / hour*
We reserve the right to charge for requests that are unreasonably and unusually protracted to fulfil. Customers will be notified in advance if a charge is to be applied.	
*Please note a minimum half/hour fee applies	

Land Charges Application Related Fees

Register Only (LLC1)	£63.00
Con29R	£257.00 + £51.40 (VAT)
Full Official Search Fee (LLC1 + Con29R)	£371.40 Total
Each additional parcel on CON 29	£59.00 + 11.80 (VAT)
Each additional parcel on LLC1	£19.00
Full Official Search Additional Parcel	£89.80 Total
Con 29O Enquiries/Part 2 – Per Question	£69.60 Total - £58.00 + £11.60 (VAT)
Cancellation Fee	£98.40 Total - £82.00 + £16.40 (VAT)
Search of individual part of the register (Part 11)	£16.00
Part of the register - Additional Parcel	£8.00
Registration of Rights of Light (Full or Temporary)	£278.00
Rights of Light (Definitive Certificate following registration of a temporary certificate)	£117.00

Street Naming and Numbering fees (including regularisation)

Please be aware that Street Naming and Numbering charges are not subject to VAT.

House or premises addition of a name or name change £987.00
 For properties with multiple internal units the appropriate fee for readdressing the equivalent number of units will be charged in addition to this fee

Naming of Street £987.00
 Renaming a pre-existing street including realignment and extensions of/to an existing street name area.

New development, address creation or regularisation of addresses of pre-existing but unaddressed development

Addressing of up to two units inclusive where development is residential only No Charge

Addressing of any development where three or more residential addresses are being created/regularised and in all instances where non-residential use is incorporated within the development. £83.00 per unit*

*This fee is capped at a maximum fee per application of £15,000.00

Planning Pre-application Charges

Please refer to our pre-application advice guidance note for full definitions and not all charges are shown inclusive of vat.

Scale A Householder and small business service Pre-application fees.

Householder developments (i.e. affecting a single dwelling); Advice on permitted development rights; Extensions or change of use to non-residential buildings, including small businesses involving up to than 150sqm of floor space; Shop fronts; Signs and adverts attached to a shop or business premises.

A0. Duty planner drop-in service	Free
A1. Confirmation of advice letter	£98.00
A2. Confirmation of advice letter for properties in conservation areas or works affecting listed buildings	£195.00
A3. Officer site visit (In addition to Scale A1, A2 or A4a only)	£105.00
A4a Pre-application meeting Householder, small business, or community facility.	£295.00
A4b Advice on replacement or alterations to External cladding	£295.00

Scale B Minor development fees.

Development involving the creation of 1-9 new dwellings; New buildings, extensions, or changes of use over 150 and less than 1,000 sq. metres (any use class); Telecoms masts and equipment; Plant and machinery on commercial premises; Free standing adverts.

B1. Initial Meeting	£1,755.00
B2. Additional meeting(s) with written advice	£1060.00
B3. Advice on discharge of conditions or consent amendments	£1060.00
B4. Advice on EIA screening/scoping	£1060.00

Scale 'C' Smaller Scale Major Development fees

Proposals involving creation of 10-34 dwellings; New buildings, extensions, or changes of use 1000-4,999sq. metres (any use class)

C1. Initial Meeting	£4,530.00
C2. Additional meeting(s) with follow up advice letter or email	£2,835.00
C3. Advice on discharge of conditions or amendments	£2,835.00

Scale 'D' Larger Scale Major Development Proposal fees

Proposals involving 35-149 dwellings; New buildings/ extensions or changes of use 5000-14,999sq. metres (any use class); Includes advice on reserved matters*.

* Excludes development that meets any of the other definitions for applications of Potential Strategic Importance (PSI) in the current Mayor of London Order.

D1. Initial Meetings - Attendance at up to two meetings e.g. design principles and pre-application programme, plus attendance at GLA meeting and written advice	£8,850.00
D2. Additional meeting(s) with written advice	£5,315.00
D2b. Workshop for highways/environmental health/design & conservation	£5,315.00
D3. Advice on discharge of conditions, or amendments	£3,550.00
D4. Advice on Environmental Impact Assessment Screening or Scoping	£3,550.00
D5. Pre-application viability review or other technical review Recover consultants Costs+ 10% administration fee.	
D6. Community forum set-up and facilitation	£2,370.00
D7. Introductory "In principle" meeting with Director of Planning and/or Head of Service	£3,270.00
D8. Basic Townscape and Visual Impact review using a 3D model supplied by the client	£1,165.00

Scale 'E' Strategic Development Proposal fees

Proposals involving 150 or more dwellings; Development of new buildings/extension or changes of use involving more than 15,000sq. metres (any use class); Development that meets any of the other definitions for applications of Potential Strategic Importance (PSI) in the current Mayor of London Order; Local Plan Site allocations; Site wide masterplans.

E1. Initial Meetings - Attendance at up to two meetings e.g. design principles and pre-application programme, plus attendance at GLA meeting and written advice	£20,580.00
E2. Additional meeting(s) with written advice	£5,495.00
E2b. Workshop for highways/environmental health /design & conservation	£5,495.00
E3. Advice on discharge of conditions, or amendments	£5,495.00
E4. Advice on Environmental Impact Assessment Screening or Scoping	£3,550.00
E5. Pre-application viability review or other technical review Recover consultants Costs+ 10% administration fee.	
E6. Community forum set-up and facilitation	£2,750.00
E7. Introductory "In principle" meeting with Director of Planning and/or Head of Service	£3,270.00
E8. Basic Townscape and Visual Impact review using a 3D model supplied by the client	£3,360.00