

Fast Track Service Guidance Note & Fee Guide

We recognise that there may be occasions when you require a quicker decision on your application, therefore we offer a Fast Tracking service for planning applications, listed building consent, advertisement consent and lawful development certificates (LDC) (existing or proposed).

Monmouthshire's Fast Track service will accelerate the administration and processing of your application to provide you with a decision within a quicker time frame.

Using the Fast Track service does not affect the merits of the development proposal and therefore to take full advantage of this facility you may also be interested in our pre-application advice service which will provide guidance on the acceptability of your proposals prior to submitting a formal application. Pre application discussion ensures that any potential issues are addressed before you submit your planning application. If you have any questions about our pre application service please visit our website:
<https://www.monmouthshire.gov.uk/planning/before-an-application/>

Fast Track Service Fees

Please see below for some common applications, however fees vary for full applications so please enquire at planning@monmouthshire.gov.uk for an accurate fast track fee for your application.

Householder Planning Applications

This service aims to provide customers with a quicker decision on their application, usually within 28 days of the submission of a valid planning application for an additional charge. Timescales vary with other applications. A valid application is defined as outlined within Welsh Government Circular 002/12.

The fast track fee for a householder applications would be £115.00. Fast Track charges are payable in addition to the any application fees payable under the Town and Country Planning Act. Therefore, the complete cost of the service would be the statutory fee of £230.00 plus £115.00(inc VAT) therefore complete fee of **£345.00**.

In the unlikely event of us not being able to achieve this target or agree a short extension of time we will refund the fast track service fee of £115.00. A short extension of time would be defined as an additional five working days (1 week) however this would have to be agreeable to the customer.

Lawful Development Certificates - Existing or Proposed

This service aims to provide customers with a quicker decision on their LDC within 10 days of the submission of a valid planning application for an additional charge. A valid application is defined as outlined within Welsh Government Circular 002/12.

- Proposed LDC – full statutory fee for the relevant planning application Eg Householder would be **£230**.
- Existing LDC – relevant planning application fee + 50% Eg Householder would be **£345**.

Note: the Fast Track fee element includes VAT.

Fast Track charges for LDCs are payable in addition to the any application fees payable under the Town and Country Planning Act. In the unlikely event of us not being able to determine the LDC within 10 working days the fast track service fee would be refunded.

Listed Building Consent

This service aims to provide customers with a decision within 35 days of the receipt of a valid application for an additional charge. In the unlikely event of us not being able to achieve this target or agree a short extension of time we will refund the fast track service fee. A short extension of time would be defined as an additional five working days (1 week) however this would have to be agreeable to the customer. **This service excludes applications for Grade I Listed Buildings.**

LBC £345

NOTE (LBC no application fee, this fee is solely to fast track the application)

Advertisement Consent

This service aims to provide customers with a quicker decision on their application, usually within 28 days of the submission of a valid planning application for an additional charge. Timescales vary with other applications. A valid application is defined as outlined within Welsh Government Circular 002/12.

For adverts displayed on business premises, Advance signs which are not situated on or visible from the site, directing the public to a business **£150**

Other **Adverts £625**

How to request Fast Track Service

You can request this service by completing the normal application form plus the Fast Track Service Application Form. Simply send the completed forms to the address above or via email, along with the relevant fee and any associated plans and documents.

Payment can be made by card on our website: or over the telephone on: 01633 644355. <https://www.monmouthshire.gov.uk/home/report-pay-or-request/pay-for-it/>

What is the process?

On receipt of your Fast Track application we will: -

- Log the application onto our internal systems and acknowledge receipt of the application.
- Allocate your application to a Development Management (DM) officer who will become your case officer.
- The case officer will conduct an initial desktop assessment of the application and determine if the application is valid. If the application is not valid they will be in contact to request any additional information. N.B The fast track service timeframe does not commence until the case officer is in receipt of a valid application.
- When the application is valid it will be registered and where appropriate any neighbours and relevant statutory consultees will be consulted on the proposals. Occasionally the case officer may request amendments to the scheme.
- After the consultation period the case officer will be able to determine your application.