

Development Management Pre-application Advice Services –Schedule from 1st April 2025

Service Option	Bespoke Service Provided	Fee (Inc VAT)	Statutory Service Provided	Fee No VAT
<p>Level 1 Householder</p> <ul style="list-style-type: none"> The enlargement, improvement or alteration of an existing dwelling house within garden curtilage,. Eg: Extension, enclosures, garden building NOT a Listed Building (see below) Advertisements 	<ul style="list-style-type: none"> Up to 30 minute meeting on phone/digital with a Development Management Officer. A written response outlining the discussion, areas for consideration (inc site history, policies & guidance) and initial assessment of proposal. Additional Officer Charge at £90 per officer eg: Ecologist/Heritage Site visit available at additional charge £72 	£140	<ul style="list-style-type: none"> Desk top assessment of proposal No officer discussion Written response with site history, relevant policies & guidance , considerations and an initial view on the proposal 	£25
<p>Level 2 Minor Developments 1-9</p> <ul style="list-style-type: none"> residential units or where a residential site area < 0.5 hectare. Non Residential, Change of Use or Mixed use where gross floor space <1000 sqm or site area < 0.5 hectares NOT a Listed Building (see below) 	<ul style="list-style-type: none"> Up to 60 minute meeting on phone/digital with a Development Management Officer A written response outlining the discussion, areas for consideration (inc site history, policies & guidance) and initial assessment of proposal. Section 106 & CIL scope & amt Follow up comments on up to one revised scheme, if required Additional Officer Charge at £125 per officer eg: Highways; planning officer (for listed building enquiries) Site visit available at additional charge £72 	£335	<ul style="list-style-type: none"> Desk top assessment of proposal No officer discussion Written response with site history, relevant policies & guidance, considerations and an initial view on the proposal. Section 106 & CIL scope & amt 	£250
<p>Level 3 Major Development</p> <ul style="list-style-type: none"> 10-24 residential units or where a residential site area ≥ 0.5 but <1.0 hectare. Non Residential, Change of Use or Mixed use where gross floor space ≥ 1000 but <2000 sqm or site area ≥ 0.5 but <1.0 hectare 	<ul style="list-style-type: none"> Up to 60 minute digital /site meeting with Development Management Officer + up to two other Authority experts as deemed appropriate to your scheme (e.g. Ecology + Highways) A written response outlining the discussion, areas for consideration (inc site history, policies & guidance) and initial assessment of proposal. Section 106 & CIL scope & amt A follow up meeting if required and amended response Additional Officer Charge applicable for additional officers at £125 	£1365	<ul style="list-style-type: none"> Desk top assessment of proposal No officer discussion Written response with site history, relevant policies & guidance, considerations and an initial view on the proposal. Section 106 & CIL scope & amt 	£600

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<p>Level 4 Large Major Development</p> <ul style="list-style-type: none"> • 25 or more residential units or where a residential site ≥ 1.0 hectare. <p>Non Residential, Change of Use or Mixed use where gross floor space ≥ 2000 sqm or site area ≥ 1.0 hectare.</p>	<ul style="list-style-type: none"> • Initial site appraisal by Development Management Officer Up to 90 minute digital/site meeting in office with Development Management Officer plus all other relevant Authority experts (e.g. Development Plans, Highways, Trees, Landscaping etc) • A written response outlining the discussion, areas for consideration (inc site history, policies & guidance) and initial assessment of proposal. Section 106 & CIL scope & amt • A further review meeting up to 60 minutes with Development Management Officer plus other relevant experts. • Final written response. 	<p>£1820</p>	<p>Desk top assessment of proposal</p> <ul style="list-style-type: none"> • No officer discussion • Written response with site history, relevant policies & guidance, considerations and an initial view on the proposal. • Section 106 & CIL scope & amt 	<p>£1000</p>
<p>Listed Buildings</p>	<ul style="list-style-type: none"> • Up to 60 minute meeting on site with a Heritage Officer • A written response outlining the discussion, areas for consideration (inc site history, policies & guidance) and initial assessment of proposal. • Follow up comments on up to one revised scheme, if required Additional Officer Charge at £125 per officer eg: Highways; Ecology, Planning officer • Relates to one planning unit 	<p>£400</p>	<p>Not Applicable</p>	
<p>Pre Purchase Certificates</p>	<ul style="list-style-type: none"> • An assessment of a site/building to confirm whether work on the site/building has been carried out in accordance with approved plans and any conditions attached to any form of planning permission or listed building/conservation area consent. • Per planning unit to be purchased 	<p>£620</p>	<p>Not Applicable</p>	
<p>Completion Certificates</p>	<ul style="list-style-type: none"> • An assessment of a site/building to confirm whether work in relation to a specific application has been carried out in accordance with approved plans and any conditions attached to any form of planning permission or listed building/conservation area consent. • Per application reference to be purchased. (Where applications are in duplicate, e.g. PP and LBC these are treated as one application) 	<p>£510</p>	<p>Not Applicable</p>	
<p>Completion Certificate (Section 106)</p>	<ul style="list-style-type: none"> • An assessment of a site/building to confirm whether work in relation to a specific application with particular focus on compliance to Section 106 obligations. • Per application reference to be purchased. (Where applications are in duplicate, e.g. PP and LBC these are treated as one application) 	<p>£670</p>	<p>Not Applicable</p>	

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Notes

- Bespoke Service charges are inclusive of VAT, the Statutory Service does not attract VAT. **Please note your request for advice will not be processed without payment.**
- **If your proposal is non-starter you will be refunded the fee, less an administration charge of £30**
- Following the issue of the Officers written advice the pre-application case enquiry will be considered closed. In the event of further advice being sought a charge will apply.
- If you are unsure of which level of service to choose or if you feel your development proposal falls outside of the service levels available please contact **Monmouthshire Planning Support on: 01633 644 880** or email planning@monmouthshire.gov.uk where a member of the team will assist.
- If you are carrying out any kind of building works it is likely that you will require Building Regulations. If you are unsure or would like further advice regarding building regulations please contact **Monmouthshire Building Control Services on: 01633 644833** or email buildingcontrol@monmouthshire.gov.uk
- The Development Management Officer will notify the Building Control Team of your enquiry and proposed development scheme and where appropriate a Building Surveyor may accompany them at your site meeting at no extra charge.

Exemptions to Charging (Excluding Pre- Purchase and Completion Certificates)

- Enquiries made by Monmouthshire County Council
- Enquiries made by a Town or Community Council relating to their statutory functions
- Enquiries may be waved in the case of Monmouthshire community-based projects by not-for-profit groups where the project's purpose has a direct benefit to the communities of Monmouthshire. This will be at the discretion of officers.
- Enquiries made by a person who is registered disabled – where the development is to benefit this person, except where a new dwelling is proposed.
- Enquiries made for the repair of a Listed Building where Listed Building Consent is not required.
- Statutory undertakings linked to domestic development – i.e. telecommunications