

# A Guide to Pre-Application Advice and Fees 2024/2025

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## 1. Introduction

The Climate, Planning and Transport service recognises the value of pre-application discussions for the more efficient handling of subsequent applications. For applicants, the benefits include helping to identify unacceptable schemes and providing assistance on where to amend proposals to meet planning policy and gain a positive outcome.

The service is not compulsory and may not be appropriate for all schemes. However, the council encourages pre-application discussions for all appropriate types of development proposals before submission for formal consideration.

Pre-application advice is available for a range of schemes as detailed in the Fee Schedule at Section 5.

## 2. How do I obtain pre-application advice?

### i) Online Pre-application Submissions

We encourage the use of our online submission tool – which can be found via this link: [Lambeth's Online Pre-Application Submission](#). You will be directed to the payment options at the end of the online submission process.

Submissions received where the description does not fall within the category which has been selected (and therefore incorrect fee paid) will be made invalid.

### ii) Submissions by email or post

If submitting by email or post, please download and complete a copy of the [Pre-Application Advice Request Form](#). Email requests should be sent to: [planning-preapp@lambeth.gov.uk](mailto:planning-preapp@lambeth.gov.uk)

Hard copy requests should be sent to:

[Pre-application Advice Service,](#)  
[Climate, Planning and Transport](#)  
[PO Box 80771](#)  
[London](#)  
[SW2 9QQ](#)

If a pre-application form is not included with your submission, the application will be automatically made invalid.

When submitting your application by email or post, you can use the council's online payment options [here](#).

All requests must include the correct fee and necessary supporting documentation and information. If paying by cheque, please ensure you quote your site address on the rear of the cheque.

If you have any queries about the submission procedure, please contact:

By email: [planning-preapp@lambeth.gov.uk](mailto:planning-preapp@lambeth.gov.uk)

By telephone: **020 7926 1180**

### 3. Information Required and Process

- The more information you provide, the more detailed the response. The level of information submitted should be appropriate to the scale / complexity of the development being proposed.
- Pre- application advice is provided based on the information submitted. You will not be asked to submit further information. It is up to the applicant to ensure they submit a thorough and complete package of material. Failure to provide all detail could impact the scope of the advice provided and vary the advice, should a full application be submitted.
- As part of this process, officers will not accept amendments or additional information. All responses will be made based on the original submission only.
- The council will not be responsible for instances where there is a failure to include information which would impact on advice provided on the development (e.g. neighbour window locations etc.) and that could affect the outcome of any formal decision.
- **Only one design per application** will be considered. For further design considerations, please submit a separate pre-application request with the relevant associated fee.
- Pre-application advice will only be provided once the correct fee has been received. Additionally, for any hard copy or emailed requests, advice will not be provided until a completed form has been received.
- For larger and/or more complex schemes the process may take longer. In these instances, our advice is to consider entering into a Planning Performance Agreement (Section 8).
- **Pre-application advice does not provide a formal decision or report but provides an advice note (which may be in the form of an email or an informal letter).**

The pre-application process comes to an end once the pre-application advice note has been issued. Further limited advice can be obtained with one follow-up request where it responds directly to the original pre-application response.

## 4. Timescales

Outlined below are the timescales for each category. Where there is an increase in the volume of enquiries being received and reduced staffing resources, we may in some instances be unable to meet the standard timescales.

Category	Initial Acknowledgement (including reference number advice)	Estimated response	Advice notes issued
<b>Major Schemes</b>	14 days	40 days	27 working days from the initial response date (may be varied with agreement)
<b>Minor Schemes</b>	5 days	35 days	As above
<b>Other schemes</b>	5 days	35 days	As above
<b>Householders in Conservation area and / or Listed Building</b>	5 days	35 days	As above
<b>All other types</b>	5 days	35 days	As above

### Duration of a site visit or meeting

Where a site visit or meeting is included within the overall fee, this is for one site visit or meeting only – and not both. Meetings are provided based on one hour per pre-application type.

If more time is required or further meetings requested – an additional fee will be payable.

## 5. Fee schedule – Pre-Application Advice

In accordance with the Local Government Act 2003, the council has introduced a scheme of charging for the pre-application advice detailed above, to recover the costs of providing the service.

### Pre-application Fees (£)

- All categories include one meeting (either on site or at LBL offices) unless otherwise specified.
- For applications that do not fall into the categories below, please contact the Manager of Planning & Development Delivery via the email [deliveryprojects@lambeth.gov.uk](mailto:deliveryprojects@lambeth.gov.uk) to discuss your proposal. They will provide you with a quotation for your pre-application request.
- For very large-scale proposals with complex issues, there may be a need for a series of meetings before a formal application is submitted. For some large major and/or complex schemes, the standard charge may be varied. These are defined as schemes requiring more than 25 hours of officer time and/or requiring specialists' input and advice. Please contact the council via the email above, to discuss the charge.

Type	Category Definition	Net (£)	Gross# (£)
<b>Large Major Scheme</b>	21+ dwellings or any other use with floorspace increase or change of use greater than 2000 m <sup>2</sup>	15,991.67	19,190
<b>Small Major Scheme</b>	9 – 20 dwellings or any other use with floorspace increase or change of use greater than 901 m <sup>2</sup> up to 1,999 m <sup>2</sup> .	8,911.67	10,694
<b>Large Minor Scheme</b>	Residential conversions or new build between 3 and 8 units; any other use with floorspace increase or change of use greater than 500 m <sup>2</sup> and up to 900 m <sup>2</sup> .	3,237.50	3,885
<b>Large Minor Involving a Listed Building</b>	As per Large Minor above and including - works falling within the curtilage of a listed building; Conversion of a listed building; Alterations to listed buildings where there is an increase in floor space.	3,991.67	4,790
<b>Small Minor Scheme</b>	Residential conversions or residential new build up to 2 units; or any other use increase or change of use greater than 65 m <sup>2</sup> and up to 499 m <sup>2</sup> ; demolition of an unlisted building in a conservation area; discharge of up to 5 conditions per submission attached to previously approved schemes.	2,920.00	3,504
<b>Small Minor Involving a Listed Building</b>	Works falling within the curtilage of a listed building; Alterations to listed buildings where there is no increase in floor space;	3,373.33	4,048
<b>Other</b>	Change of use, alteration or increase in floorspace of any use other than residential up to 64m <sup>2</sup> ; installation or alteration to air conditioning / ventilation / mechanical equipment.	1,557.50	1,869
<b>Telecoms</b>	Telecom related applications	1,557.50	1,869
<b>Commercial Hoardings (Panel sheets)</b>	Large poster hoardings (COMMERCIAL)	1,309.17	1,571
<b>Other - Advertisement / Shop Fronts / Conditions</b>	Advertisements to business premises; Shop fronts; discharge of conditions for non major/minor schemes (fee per condition).	587.50	705
<b>Householder with site visit or meeting</b>	Proposals to alter or enlarge a single house (for property outside of a Conservation Area and which is not listed)	517.50	621
<b>Householder - Written advice only</b>	Proposals to alter or enlarge a single house including works within the boundary/garden of a house.	290.00	348

<b>Householder relating to a Conservation Area or <u>Locally Listed Building</u> with a site visit or meeting</b>	Proposals to alter or enlarge a single house Including internal and external alterations to a building in a Conservation Area or on the Lambeth List of Buildings of Local Architectural or Historic Interest.	730.83	877
<b>Householder in a <u>statutorily Listed Building</u> with Site Visit or Meeting</b>	Proposals to alter or enlarge a single house including a building on the Statutory List of Buildings of Special Architectural or Historic Interest.	1,049.17	1259
<b>Listed building - Domestic</b>	For requests relating to internal works only	1,049.17	1259
<b>Listed building - Commercial</b>	For requests relating to internal works only	1,447.50	1737
<b>Tree Application</b>	Tree Application Pre-app	426.00	511
<b>General planning enquiries</b>	Written responses to general planning enquiries e.g. enquiries from conveyancing solicitors. First half hour up to maximum cost of £350	64.15	76.98
<b>Discharge of s106 agreement obligations (per obligation)</b>	For requests relating to submission of details or discharging details required by a s106 legal agreement (per obligation).	737.50	885
<b>Deeds of Variation</b>	For requests relating to proposals to vary a S106 legal agreement outside of a S73 application.	800.00	960

\* Notes:

- In the case of Listed Building where numerous / complex works are proposed the council reserves the right to seek an additional fee to cover the additional costs during the course of the pre-application process.
- Where the proposed works are solely to improve disabled access then we will provide the pre-application advice service free of charge.

## 6. Follow up pre-application advice

If you wish to discuss your application further or submit minor amendments to aspects of the original scheme, follow up advice is available.

Follow up advice can only be obtained where it specifically relates to the original pre-application proposal description.

If follow up advice is sought, this must be requested **within 3 months** of your original pre-application advice response. Failure to do so would require the submission of a new full pre-application advice request together with the relevant fee.

**Only one follow up request per application can be made.**

If, after the first Follow Up advice further advice is required against the site, a fresh pre-application advice request must be submitted along with the necessary fee and supporting documentation.

Follow up advice can be applied for:

- By using the online submission form and ticking the 'follow up' option
- Sending your request by email to [planning-preapp@lambeth.gov.uk](mailto:planning-preapp@lambeth.gov.uk) using a pre-application form and ticking the "Follow-up advice" option.
- Sending your request with a printed version of the pre-application form by post to the address given in **Section 2**.

## 7. Fee schedule – Follow Up Pre-Application Advice

Type	Net (£)	Gross <sup>#</sup> (£)
Large Major	7,062.50	8,475
Small Major	3,109.17	3,731
Large Minor	1,861.67	2,234
Large Minor involving a Listed Building	1,871.67	2,246
Small Minor	1,100.83	1,321
Small Minor involving a Listed Building	1,150.00	1,380
Other	735.83	883
Telecoms	583.33	700
Commercial Hoardings (panel sheets)	974.84	1,169
Other advertisements / Shop Fronts	488.33	586
Conditions – Non-Major	425.00	510
Householder with a site visit or Meeting	581.67	698
Householder - written advice only	304.17	365
Householder relating to a Conservation area or Locally Listed Building or a Listed Building	629.17	755
Listed building - Domestic	493.33	592
Listed building - Commercial	758.33	910
Tree applications	304.17	365
Discharge of s106 agreement obligations (per obligation)	442.50	531
Deeds of Variation	400.00	480

<sup>#</sup>VAT at the current rate

If you have any questions regarding these fees, email us at [deliveryprojects@lambeth.gov.uk](mailto:deliveryprojects@lambeth.gov.uk)

**Where a pre-application advice request is withdrawn before work has been undertaken on the same, the initial cost borne by the council in registering pre-application enquiries will still be applied. Accordingly, full refunds of pre-application enquiry fees will only be made where the withdrawal is confirmed before any registration of the enquiry has been undertaken.**

### **Further information around charging**

For the legislative background behind charging, you are referred to Section 93 of the Local Government Act 2003. <http://www.legislation.gov.uk/ukpga/2003/26/section/93>

## **8. Planning Performance Agreements (PPA)**

PPAs are a project management tool for large and/or complex schemes. This type of fee charging service was formally introduced into the planning system on 8th April 2008 following a pilot project (of which Lambeth was a participant) by the Advisory Team for Larger Applications Service (ATLAS). Lambeth introduced its PPA service in 2011.

For more information on PPAs, please use the following links:

<https://www.lambeth.gov.uk/planning-and-building-control/planning-applications/pre-application-planning-advice-and/planning-performance-agreements-ppas-larger-projects>  
and  
[www.lambeth.gov.uk/sites/default/files/PPA\\_Charter.pdf](http://www.lambeth.gov.uk/sites/default/files/PPA_Charter.pdf)

## **9. Limitations and important points to be aware of before applying for pre-application advice**

The council will make every effort to ensure that the advice given in the pre-application process is as accurate as possible. However, any advice given by council officers for pre-application enquiries does not constitute a formal response or decision of the council regarding any future planning applications and, whilst it may be a material consideration, cannot be held to bind the council in its validation or formal determination of a subsequent application.

If an application is subsequently submitted which fails to take on board advice given by officers, then the council may refuse it without further discussion with the applicant or their agent.

If the applicant or agent wishes the application to be determined as submitted, the council will consider the application without amendments and without further discussion with the applicant or their agent. This may result in refusal of permission.

There is a possibility that, under the Environmental Information Regulations 2000 and/or the Freedom of Information Act 2000, the council will be asked by third parties to provide information regarding enquiries for pre-application advice and copies of any advice provided or correspondence entered.

It will be for the council to decide whether information can be withheld in the event of a request being made under the Environmental Information Regulations or Freedom of



Information Act.

Generally, requests for disclosure relating to planning matters will fall within the scope of the Environmental Information Regulations. The starting point under the Regulations is that information which is held should be made available on request.

Information that is disclosed under the Regulations becomes publicly available. There are only a limited number of circumstances in which information can be withheld when it has been asked for. In many cases these exceptions are not absolute but require the council to carry out a balancing process. The balancing process requires the council to consider factors such as the nature of the information in question and how old it is, and what sort of harm could be caused, and to whom or to what, if the information were to be disclosed to a third party.

**Applicants must therefore be aware when submitting material in connection with pre-application advice requests that the council may have to make that information publicly available at a later date.**

The council expects applicants pro-actively to identify any information that they consider to be sensitive or confidential for other reasons when submitting a request for pre-application advice. Applicants should say clearly why the information is confidential or sensitive and this can be listed in the appropriate section at the end of the pre-application form.