

A Guide to Pre-Application Advice and Fees 2026/2027

Contents

1.	INTRODUCTION	2
2.	HOW DO I OBTAIN PRE-APPLICATION ADVICE?	2
3.	INFORMATION REQUIRED AND PROCESS	3
4.	TIMESCALES.....	4
5.	FEE SCHEDULE – PRE-APPLICATION ADVICE.....	4
6.	FOLLOW UP PRE-APPLICATION ADVICE	7
7.	FEE SCHEDULE – FOLLOW UP PRE-APPLICATION ADVICE	7
8.	PLANNING PERFORMANCE AGREEMENTS (PPA).....	8
9.	LIMITATIONS AND IMPORTANT POINTS TO BE AWARE OF BEFORE APPLYING FOR PRE-APPLICATION ADVICE	9

1. Introduction

The council recognises the value of pre-application discussions for the more efficient handling of subsequent planning applications.

For applicants, the benefits include identifying unacceptable schemes and helping 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 can pay for your submission with a bank or debit card, or alternatively, you will be directed to a bank transfer payment option at the end of the online submission process.

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

ii) Submissions by Email or Post

If submitting by email or post an additional £70 non-refundable processing fee is payable. Please download and complete a copy of the [Pre-Application Advice Request Form](#). Email requests should be sent to 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, plus the £70 processing 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

By telephone: **020 7926 1180**

3. Information Required and Process

- 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.
- The level of information submitted should be appropriate to the scale / complexity of the development being proposed.
- As part of this process, officers will not accept amendments or additional information. All responses will be made based on the original submission only. For amendments/additional information, a follow up application request should be submitted with the appropriate fee. (Follow up requests must be made within 3 months of the original pre-application request)
- 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
Major Schemes	14 days	40 days	27 working days from the initial response date (may be varied with agreement)
Minor Schemes	5 days	35 days	As above
Other schemes	5 days	35 days	As above
Householders in Conservation area and / or Listed Building	5 days	35 days	As above
All other types	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 either 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 are 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 applications 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 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; this includes all applications for 51 or more dwellings. For 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 deliveryprojects@lambeth.gov.uk, to discuss the charge.
- Applications submitted by post or email incur an additional non-refundable processing fee of £70.

Type	Categories	Net (£)	Gross [#] (£)
Large Major Scheme (note comment above)	Residential conversions or new build with 21 – 50 dwellings. For projects with 51 or more dwellings please contact deliveryprojects@lambeth.gov.uk for a fee bespoke to your project Any other use with floorspace increase or change of use greater than 2,000 m ²	18,193.33	21,832.00
Small Major Scheme	Residential conversions or new build between 9 – 20 dwellings Any other use with floorspace increase or change of use greater than 901 m ² up to 1,999 m ²	10,695.72	12,834.86
Large Minor Scheme with no Listed Building	Residential conversions or new build between 3 – 8 dwellings Any other use with floorspace increase or change of use greater than 500 m ² and up to 900 m ²	4,193.27	5,031.92
Large Minor with a Listed Building	Residential conversions or new build between 3 – 8 units Any other use with floorspace increase or change of use greater than 500 m ² and up to 900 m ² .	4,592.86	5,511.43
Small Minor Scheme with no Listed Building	Residential conversions or new build with 1 or 2 dwellings; or Any other use increase or change of use greater than 65 m ² and up to 499 m ² ; Demolition of an unlisted building in a conservation area;	3,069.18	3,683.02
Small Minor with a Listed Building	Works falling within the curtilage of a listed building; Alterations to listed buildings where there is no increase in floor space;	3,552.72	4,263.26
Other Minor without a Listed Building	Change of use, alteration or increase in floorspace of any use other than residential up to 64m ²	1,812.85	2,175.42
Other Minor with a Listed Building	Change of use, alteration or increase in floorspace of any use other than residential up to 64m ² with a Listed Building	1,812.85	2,175.42
Householder or one flat – written advice only (no site visit or meeting)	Proposals to alter or enlarge a single house or flat, not in a CA nor a LB	409.17	491.00

Householder or one flat with site visit <u>or</u> meeting	Proposals to alter or enlarge a single house or flat (for property outside of a Conservation Area and which is not listed)	683.72	820.46
Householder or one flat with a Conservation Area, Locally Listed Building or Listed Building	Proposals to alter or enlarge a single house or flat 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	820.73	984.88
Householder or one flat with a Listed building	For requests relating to internal works only; includes both locally and statutorily listed buildings	1,422.50	1,707.00
Air conditioning / ventilation / mechanical equipment	Installation or alteration to air conditioning / ventilation / mechanical equipment	1,812.85	2,175.42
Telecoms	Telecommunication related applications	1,650.60	1,980.72
Commercial Hoardings (Panel sheets)	Large poster hoardings (Commercial)	1,474.67	1,769.60
Other Advertisement / Shop Fronts	Advertisements to business premises Shop fronts	896.10	1,075.32
Listed building - Commercial	For requests relating to internal works only	1,640.83	1,969.00
Discharge of Conditions – Major	Discharge of conditions related to a major application (fee per condition)	1,800	2,160
Discharge of Conditions – Non-major	Discharge of conditions related to a non-major application (fee per condition)	694.17	833.00
Discharge of s106 agreement obligations (per obligation)	For requests relating to submission of details or discharging details required by a s106 legal agreement (per obligation)	792.23	950.67
Deeds of Variation relating to non-major permissions – no site visit or meeting	For requests relating to proposals to vary a S106 legal agreement outside of a S73 application	859.36	1,031.23
Deeds of Variation relating to major permissions	For requests relating to proposals to vary a S106 legal agreement outside of a S73 application. Related to planning permissions for major applications	1,800.00	2,160.00
Tree Application	Tree Application Pre-app	457.61	549.13

* 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.

General planning enquiries, not related to pre-application advice, can be made using our General Planning Enquiries service. Use this service to request copies of documents or drawings, to obtain written advice confirming planning conditions or s106 obligations are met/discharged, and or for enquiries from conveyancing solicitors.

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. You will be guided how to inform us you are seeking Follow Up planning advice.
- Sending your request by email to 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 [#] (£)
Large Major Scheme	8,135.83	9,763.00
Small Major Scheme	4,460.00	5,352.00
Large Minor Scheme with no Listed Building	2,398.17	2,877.80
Large Minor with a Listed Building	2,726.55	3,271.86
Small Minor Scheme with no Listed Building	1,202.58	1,443.10
Small Minor with a Listed Building	1,965.83	2,359.00
Other Minor without a Listed Building	867.50	1,041.00
Other Minor with a Listed Building	867.50	1,041.00

Householder or one flat – written advice only (no site visit or meeting)	359.17	431.00
Householder or one flat with site visit <u>or</u> meeting	525.83	631.00
Householder or one flat with a Conservation Area, Locally Listed Building or Listed Building	675.09	810.11
Householder or one flat with a Listed building	712.5	855.00
Air conditioning / ventilation / mechanical equipment	867.50	1,041.00
Telecoms	791.24	949.49
Commercial Hoardings (Panel sheets)	1,049.17	1,259.00
Other Advertisement / Shop Fronts	555.83	667.00
Listed building – Commercial	1,009.17	1,211.00
Discharge of Conditions – Major	1,400.00	1,680.00
Discharge of Conditions – Non-major	457.41	548.89
Discharge of s106 agreement obligations (per obligation)	476.24	571.49
Deeds of Variation – no site visit or meeting (non-major applications)	430.50	516.60
Deeds of Variation – no site visit or meeting (major applications)	1,400.00	1,680.00
Tree Application	327.36	392.83

#VAT at the current rate

If you have any questions regarding these fees, email us at deliveryprojects@lambeth.gov.uk

Refunds

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>

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 later.

The council expects applicants to proactively 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.