

Planning Advice Fees Schedule



City of Westminster

Pre-Application Advice

Development Scale	Development Scale Description	Service Provided	Fee (incl. VAT)	Timescale for Written Response
Householder Development – Improving Environmental Performance Includes individual houses and flats, including those that are/within listed buildings. This service is only applicable where the proposal is limited to the environmental improvements listed in the 'Development Scale Description' column.	Proposals for: <ul style="list-style-type: none"> Installation of energy efficient glazing (including secondary and double glazing). Green roofs and walls. Solar panels – including where part of the 'Solar Together' scheme. Air source/ground source heat pumps. 	Written Advice Only	£336	28 days
Householder Development Includes proposals to alter and extend individual houses and flats for residential purposes where the building affected is not listed as being of architectural or historic interest. <u>In cases where the house or flat is listed then the proposal will fall within the Small-Scale Development category.</u>	<ul style="list-style-type: none"> Proposals for alterations and extensions (excluding basement development). 	Written Advice Only	£408	28 days
	<ul style="list-style-type: none"> Proposals comprising basement development (as defined in the City Plan). 	1 Meeting and Written Advice	£816	35 days
Other Development Includes proposals that do not create any new floorspace or residential units.	<ul style="list-style-type: none"> Shopfronts. Advertisements. Telecommunications equipment. Air conditioning/ mechanical plant/ ventilation equipment (Note: specialist advice from Environmental Health can be obtained for an additional fee – see 'Additional Specialist Advice' table below). Amendments to previously approved 'Other Development' schemes. Discharge of conditions attached to Other Development, Small-Scale Development and Minor Development permissions. 	Written Advice Only	£816	28 days
Small-Scale Development	<ul style="list-style-type: none"> 1-2 residential units or up to 249m2 of new residential floorspace (including demolition and reconstruction of existing dwellings). 	1 Meeting and Written Advice	£1,812	35 days

Includes proposals that create new floorspace up to 249m2 or up to 2 residential units, proposals relating to listed buildings in that do not create any new floorspace and any proposals to alter or extend a listed building where it is already in use as a single dwellinghouse or flats and no new residential units would be created.	<ul style="list-style-type: none"> • Creation of up to 249m2 of new non-residential floorspace. • Change of use to a non-residential use up to 249m2. • Internal and/ or external alterations to a listed building creating no additional floorspace or units. • Alteration or enlargement of a listed building already in use as a single dwellinghouse or an existing flat within a listed building. 			
	<ul style="list-style-type: none"> • Amendments to previously approved Small-Scale Development. 	Written Advice Only	£1,344	28 days
Minor Development Includes proposals that create new floorspace between 250m2 and 499m2 or 3 or 4 residential units and all proposals for up to 499m2 new floorspace or up to 4 residential units where the building is listed, the proposal is within the curtilage of a listed building or where substantial demolition in a conservation area is proposed.	<ul style="list-style-type: none"> • 3-4 residential units or between 250m2 and 499m2 of new residential floorspace (including demolition and reconstruction of existing dwellings). • Creation of between 250 and 499m2 of new non-residential floorspace. • Change of use to a non-residential use of between 250m2 and 499m2. • 1-4 residential units or up to 499m2 of new floorspace where (i) the development involves a listed building, or (ii) is within the curtilage of a listed building, or (iii) where substantial demolition within conservation area is proposed. • Public Art. • Discharge of conditions attached to Medium Development, Major Development and Large-Scale Development permissions (no more than 2 conditions per fee). 	1 Meeting and Written Advice	£2,244	35 days
	<ul style="list-style-type: none"> • Amendments to previously approved Minor Development. 	1 Meeting and Written Advice	£1,692	28 days
Medium Scale Development See Development Scale Description.	<ul style="list-style-type: none"> • Proposals for 5-9 residential units or gross internal floorspace of between 500-999m2. 	1 Meeting and Written Advice	£5,028	42 days
		Follow up meeting and written advice (where officers consider it necessary).	£3,768	35 days
	<ul style="list-style-type: none"> • Amendments to previously approved Medium Scale schemes. 	1 Meeting and Written Advice	£3,768	35 days

Major Scale Development See Development Scale Description.	<ul style="list-style-type: none"> Proposals for 10-49 residential units or gross internal floorspace of 1,000-9,999m². 	1 Meeting and Written Advice Follow up meeting and written advice (where officers consider it necessary).	£8,040 £6,036	49 days 42 days
	<ul style="list-style-type: none"> Amendments to previously approved Major Scale schemes. 	1 Meeting and Written Advice	£6,036	42 days
Large-Scale Development See Development Scale Description.	<ul style="list-style-type: none"> Proposals for 50 or more new residential units or gross internal floorspace of 10,000m² or more and smaller major scale development by agreement with officers. 	Initial Scoping Meeting to agree further meetings to be secured via a Planning Performance Agreement (PPA) at not less than the per meeting/ feedback rate set out under Major Scale Development.	£8,040	By Agreement
	<ul style="list-style-type: none"> Amendments to previously approved Large-Scale schemes. 	1 Meeting and Written Advice	£6,036	49 days

Notes:

1. Fees for mixed use schemes including residential units will be calculated based on Gross Internal Floorspace of the whole development rather than unit numbers.
2. Meetings for Householder Basement Development, Small-Scale and Minor Scale Development will be up to 45 minutes in length (exact meeting length at the allocated officer's discretion) and will be held on site, unless specified otherwise by the allocated Planning Officer (e.g. where a site visit is unnecessary due to a previous site visit by the same officer).
3. Meetings for Medium, Major and Large-Scale Development will be up to two hours in length (exact meeting length at the allocated officer's discretion). The location of the meeting (i.e. on-site, in office or online/ virtual) will be specified by the allocated Planning Officer.
4. In the event that the Government introduces emergency powers (to control a pandemic or similar), in person meetings with officers are unlikely to be possible. In these circumstances, for Householder Basement Development, Small-Scale and Minor Scale Development a short one to one telephone discussion with the allocated officer will be provided. For Medium, Major and Large-Scale Development a virtual meeting will be arranged by the allocated officer. You should ensure that your pre-application submission is accompanied with sufficient photographs to show the appearance of the site and its context.
5. Except where specified otherwise within the fees schedule, the fees in the above table include the advice of a Planning Officer and, where appropriate (as determined by the allocated Planning Officer), the advice of a Design and Conservation Officer. Where appropriate, further specialist advice from other Council services can be procured in addition to the basic fee for certain Development Scales (see the following table for 'Additional Specialist Advice' fees).

Additional Specialist Advice

Specialist Officer Advice	Service Provided	Development Scale	Fee (incl. VAT)	Timescale
Building Control Officer	Only available where a development contains a relevant building under Planning Gateway One . Advice provided by a Building Control Officer on compliance of the proposed development with the requirements of Planning Gateway One. Please note that this service will not provide advice on the compliance of other aspects of the development with Building Regulations.	Where development contains a relevant building under Planning Gateway One	£1,212	See the relevant Development Scale in the Pre-Application Advice Fees Schedule above.
Place Shaping Officer	Attendance of Place Shaping Officer at pre-application meeting and provision of specialist advice on proposals for public realm and landscaping, which may include assistance in understanding the relationship of the development to the Council's own place shaping vision for the area of the City in the vicinity of the site.	Major and Large-Scale Development	£480	
Environmental Health Officer	Desktop review of proposals with regards to environmental health matters. This could include (i) assessment of noise requirements; (ii) air quality requirements; (iii) kitchen extract requirements; (iv) advice on contaminated land matters; and (v) advice on the layout and standard of new commercial and residential uses.	Other, Small-Scale and Minor Scale Development	£648	
Environmental Health Officer	Desktop review and site visit/ meeting with an officer with regards to environmental health matters. This could include (i) review of scope and methodology of noise, air quality and/or contaminated land (desk top study) reports; (ii) high level review of submitted plans with regards to layout and standard of commercial or residential uses; (iii) high level review of key environmental health policies relevant to the development; and (iv) high level advice on any key areas of concern identified.	Medium Scale	£1,296	
Environmental Health Officer	Desktop review and site visit/ meeting(s) with regards to environmental health matters. This could include (i) review of scope and methodology of noise, air quality and/or contaminated land reports; (ii) review of draft noise, air quality and/or contaminated land (desk top study) reports; (iii) high level review of submitted plans with regards to layout and standard of commercial or residential uses; (iv) high level review of key environmental health policies relevant to the development; and (v) high level advice on any key areas of concern identified.	Major and Large-Scale Development	£3,228	

Notes:

1. The Additional Specialist Advice service is not available for Householder Development and is only available for the development scales specified above.
2. Where you wish to obtain additional Specialist Officer Advice, it can be 'added' to pre-application enquiries when the pre-application advice request is made via the Council's online Pre-Application Portal (<https://www.westminster.gov.uk/request-planning-pre-application-advice>).
3. The scope of the advice provided will be determined by the Specialist Officer following receipt of key documentation and a decision made by them on the best use of the time allocated for each pre-application request response. No commitment is made to undertake all the assessments referenced in the 'Service Provided' column of the above table.
4. Please note Environmental Health Officer advice on Medium, Major and Large-Scale Development proposals will not include a historic search for contaminative uses for which a separate paid for service is provided: www.westminster.gov.uk/contaminated-land.
5. We reserve the right to return the fee for Additional Specialist Advice where we deem that its provision is not necessary.