

Pre-Application Advice Guidance Note & Charging Schedule

From November 2024

Why are we charging for pre-application advice?

In accordance with the National Planning Policy Framework, London Borough of Sutton is committed to providing clear, consistent and timely pre-application advice which places an emphasis on working with applicants in a positive and proactive way. By charging for pre-application advice the London Borough of Sutton are able to allocate more resources to this important early stage of the planning process.

Pre-application discussions offer particular benefits, including:

- more certainty at an earlier stage in the process by front-loading discussions regarding key issues
- assessment of development proposals by officers, senior managers and technical officers at an early stage in the process
- the opportunity to steer projects in the right form that will be attractive to the community and acceptable to the local planning authority
- reducing the risk of abortive work and associated delays and costs
- discussions regarding potential planning conditions and S106

The London Borough of Sutton is committed to accelerating the number of new homes and jobs provided in the borough and wants to work with developers to ensure their proposals are viable and deliverable and this will be a focus of pre-application advice.

Our Pre-application services:

The London Borough of Sutton pre-application service will operate across the Borough for developments up to 49 residential units and/or 4,999sq.m of non-residential floor space in size. For developments above this size, the Council will seek to engage with developers by way of a concept meeting followed by a Planning Performance Agreement (PPA) (*if deemed appropriate*) which will be tailored to the individual scheme and the needs of the applicant. All assessments of pre app proposals will be based on one option and not multiple options.

Pre application Advice

Category A, B, C, D, E

Residential and commercial extensions & 1-49 unit schemes

Non-residential development 0-4,999sqm of new floorspace

Change of use up to 4,999sq.m of floor space

Planning Performance Agreement (PPA)

Inception Meeting Followed by Category F and G

50 new residential units and above

Non-residential development 5,000sqm and above of new floorspace

Change of use of 5,000 sq.m and above of floor space

Category A- Householder Development

If you are proposing significant levels of development to a residential property, you should consider engaging with London Borough of Sutton prior to submitting your application.

It will be expected that all proposals for extensions and alterations to homes will be designed to respect the character of the property and to be neighbourly. Extensions must be attractive, work well for residents of the property and for neighbours, promote biodiversity and overall be of a high quality.

Category A: Relating to the following categories of development:

- All householder development (e.g. extensions, home offices, loft conversions, listed buildings)
- *Product A2 is an add on to A1. Product A2 is not a standalone product.*
- *NOTE: Conversion of single dwellings to flats, short term lets or HMOs are not included within this category.*

Pre-application Product	Fee (inclusive of VAT)
A.1 Pre-application meeting (30 Mins) followed by letter of salient points <i>Meeting to be held online or on site at officer's discretion</i>	£128
<u>Fees in addition to the above (prior to issuing of letter of salient points):</u>	
A.2 Follow up meeting (15 Mins)	£64

Category B – Local Businesses (Not exceeding 200sqm)



If you are proposing works to extend your business, change the use of the building, make changes to your shopfront or update your signage/advertising, you should consider engaging with the Council prior to submitting your application.

It will be expected that all proposals will be designed to respect and improve the character of the property and the wider street scene.

Category B: Relating to the following categories of development:

- Extensions to an existing business premises (new floor space not to exceed 100sq.m)
- Changes of use of an existing business premises (from a use within class E to a different use)
- Works to change the shopfront of an existing business
- Signage and advertising on an existing shopfront.
- Product B2 is an add on to B1. Product B2 is not a standalone product.

Pre-application Product	Fee (inclusive of VAT)
B.1 Pre-application meeting (30 Mins) followed by letter of salient points <i>Meeting to be held online</i>	£426
<u>Fees in addition to the above (prior to issuing of letter of salient points):</u>	
B.2 Charge for an on-site meeting with Officers (15 Mins)	£128

Category C – Small Scale Development

Small scale developments and those on ‘in-fill’ land can often raise complex issues and generate neighbour concerns. The Council welcomes the opportunity to assist developers through the planning process in order for high quality small scale schemes to be delivered.

Category C: Relating to the following categories of development:

- 1 to 3 new residential units
- Conversion of single dwellings to flats (max 3), short term lets or HMOs
- Non-residential applications or change of use (site area or floor space of 0 sqm – 499sq.m excluding those in Category B)
- Telecommunication equipment/masts and Advertisements; (excluding Category B)
- Certificates of lawfulness; and prior approvals within this category
- Minor material amendments within this category

Pre-application Product	Fee (inclusive of VAT)
C.1 Pre-application meeting (60 Mins) followed by letter of salient points <i>Meeting to be held online</i>	£960
C.2 Discharge of planning conditions meeting (30 Mins) followed by letter of salient points.	£480
C.3 Consideration of non material amendments of an extant permission	£480
<u>Fees in addition to the above (prior to issuing of letter of salient points):</u>	
C.4 Follow up meeting (30 Mins) followed by letter of salient points	£480
C.5 (can be purchased in conjunction with C1, C2, C3 and is not a standalone product) Charge for an on-site meeting with Officers (30Mins)	£256

Category D – Medium Scale Development

Medium scale developments and those on ‘in-fill’ land can often raise complex issues and generate significant neighbour concerns. The Council welcomes the opportunity to engage with developers to deliver high quality development.

Category D: Relating to the following categories of development:

- 4 to 9 new residential units
- Non-residential applications or change of use (site area or floor space of 500sq.m – 999sq.m)
- Certificates of lawfulness; and prior approvals within this category

Pre-application Product	Fee (inclusive of VAT)
D.1 Initial pre-application meeting (1 Hr) followed by letter of salient points Site visit where required <i>Meeting to be held online or at Council offices.</i>	£2134
D.2 <ul style="list-style-type: none"> • One submission of revised drawings. • One follow-up meeting (60 Mins) to present revisions <i>(only available for schemes which broadly accord with the development plan)</i> • Letter of salient points 	£1067
D.3 Discharge of planning conditions meeting (30 Mins) followed by letter of salient points.	£512
<u>Fees in addition to the above (prior to issuing of letter of salient points):</u>	
D.4 (can only be purchased with D1, D2 and is not a standalone product) Meeting with attendance of specialist officer only where appropriate and at case officer discretion e.g. highways or heritage officer (30mins) Please discuss with case officer prior to purchase.	£512

Category E – Large Scale Development

Large scale developments will raise complex planning issues, may generate significant neighbour concerns and require off-site contributions. London Borough of Sutton welcomes the opportunity to engage with developers to deliver high quality development.

Category E: Relating to the following categories of development :

- 10 to 49 new residential units
- Non-residential applications or change of use (site area or floor space of 1000sq.m – 4999sq.m)
- Reserved matters pursuant to outline permissions within this category
- Certificates of lawfulness; and prior approvals within this category

Pre-application Product	Fee (inclusive of VAT)
E.1 Initial pre-application meeting (1 Hr) followed by letter of salient points <i>Meeting to be held online or at Council offices</i>	£4268
E.2 <ul style="list-style-type: none"> • One follow-up meeting (90 Mins) to E1 to present revisions <i>(only available for schemes which broadly accord with the development plan)</i> • Letter of salient points 	£2134
E.3 Discharge of planning conditions meeting (60 Mins) followed by letter of salient points.	£1024

PPA – Planning Performance Agreements

Planning Performance Agreements provide a framework through which the applicant and London Borough of Sutton commit resources and work together to manage the entire planning process in a timely manner based on key targets and milestones. Applicants for schemes requiring a Planning Performance Agreement are expected to first undertake a concept meeting to present an overview of proposals and discuss the project plan and timescales.

PPA Product	Fee (inclusive of VAT)
Concept Meeting <i>Meeting to be held online or at Council offices.</i>	
<ul style="list-style-type: none">• With attendance from Major Applications Manager/Head of DM• Letter of salient points / key planning issues• Draft Planning Performance Agreement <i>(only available for schemes which broadly accord with the development plan)</i>	£7682

Following this meeting, if a Planning Performance Agreement is deemed appropriate for your proposal, London Borough of Sutton will then send you a draft Planning Performance Agreement tailored to your proposed development. London Borough of Sutton's Planning Performance Agreements fall within two categories based on the size of your proposed development. Full details of these categories and charging schedule are found on the following pages.

Please note, should specialist external consultants (e.g Viability, Ecology, Sun/Daylight) be required these will be provided at an additional cost on a case-by-case basis.

The Council also offer stand alone pre-application products within categories F and G in relation to meetings to discuss the discharge of planning conditions or minor material amendments to schemes which already have obtained planning consent.

Category F – Planning Performance Agreements

Schemes which are not referable to the Mayor of London and do not form EIA development. These fees are only applicable once a PPA Concept meeting has been had first.

Category F: Relating to the following categories of development:

- 50-149 residential units
- Non-residential applications or change of use (site area or floor space of 5,000sq.m – 15,000sq.m)
- Development with a site area of between 0.5 and 1 ha
- Reserved matters pursuant to outline permissions within this category
- Certificates of lawfulness and prior approvals within this category

Pre-application Product	Fee (inclusive of VAT)
F.1 One PPA meeting (2 Hrs) followed by letter of salient points <i>Meeting to be held online or at Council offices.</i>	£9218
<u>Fees in addition to the above (prior to issuing of letter of salient points):</u>	
F.2 Any subsequent PPA meeting (up to 2Hrs) followed by letter of salient points. <i>Meeting to be held online or at Council offices.</i>	£4610
F.3 (to be purchased in conjunction with F1 and F2 where appropriate) On-site meeting with officers	£1920
F.4 Meeting to discuss discharge of planning conditions or minor material amendments (90 Mins) followed by letter of salient points. <i>Meeting to be held online via Google meet.</i>	£4610

Category G – Planning Performance Agreements

Schemes which are referable to the Mayor of London and/or require an Environmental Impact Assessment. These fees only apply once a PPA Concept meeting has been had first.

Category G: Relating to the following categories of development:

- 150 or more residential units
- Non-residential applications or change of use (site area or floor space over 15,000sq.m)
- Development with a site area over 1 ha
- Reserved matters pursuant to outline permissions within this category
- Certificates of lawfulness and prior approvals within this category.

Pre-application Product

G.1 One PPA meeting (2 Hrs) followed by letter of salient points

Meeting to be held online or at Council offices.

Fee (inclusive of VAT)

£11204

Fees in addition to the above (prior to issuing of letter of salient points):

G.2 Any subsequent PPA meeting (up to 2Hrs) followed by letter of salient points.

Meeting to be held online

£5602

G3 (must be purchased in conjunction with G1 and G2 where appropriate and is not a standalone product)

On-site meeting with officers

£2800

Attendance to external pre-application meetings (e.g GLA/EA) per hour or the DRP

G.4

Meeting to discuss discharge of planning conditions or minor material amendments

£5602

(120 Mins) followed by letter of salient points. *Meeting to be held online via Google Meet*

Additional PPA/Pre-application products



Separate meetings with internal departments

There may be incidences where applicants will seek the technical guidance and advice from internal departments within LBS such as Highways outside of a standalone pre app meeting. LBS are happy to entertain these meetings at the discretion of the planning case officer. Please discuss with your case officer for further details.

Below are the current prices depending on the category of development.

Technical Meeting	Fee (inclusive of VAT)
Category B to E	£512 (30 mins)
Category F	£1920 (1 hour)
Category G	£2800 (1 hour)

Additional PPA/Pre-application products

Design Review Panel

The Design Review Panel provides expert independent professional design advice on applicable schemes, i.e categories E,F and G. The Panel consists of highly qualified professionals within the built environment, including architects, landscape architects, public realm specialists and urban designers. The Panel is set up and run by Design South East and the Panel exists to advise officers with independent design advice. It does not have decision-making powers, but serves as an advisory body helping officers to achieve high quality urban and architectural design for new developments.

Below are the current prices for the different types of Review. Each applicable scheme will need to have a Full Review in the first instance.

These fees will be paid directly to Design South East. Further details can be found at <https://designsoutheast.org/>

A fee to cover officer time to attend these reviews will be applicable.

Pre-application Product	Fee (inclusive of VAT)
DRP.1 Full review	£7860
DRP.2 Follow up review	£4920
DRP.3 Chair's review	£3240

How to apply for pre-application advice

To request pre-application advice, please complete the '[Pre-application request form](#)'. On receipt of your pre-application request and the applicable fee within 5 working days of receiving a valid pre-application request and relevant fee, your request will be allocated to an Officer who will contact you to arrange a suitable meeting date and confirm which Council officers will be in attendance.

Payments can be made online via the Council website or by BACs. Our validation team will assist you with this.

Once a request has been allocated officers will make contact within 5 working days to arrange a meeting and from that meeting written advice will be provided within 15 days working (unless otherwise mutually agreed). Written advice for Category A only is 10 working days.

Information Required

The Council will require a basic level of information to ensure that proper advice can be given. The following is not exhaustive but is a useful guide to what you will need to ensure that you get the advice and guidance you need. The more information you provide at pre-application stage the greater the extent to which the Council can provide you with a comprehensive pre-application response.

The list below sets out the minimum recommended level of information to be submitted at Pre-Application stage:

- Covering Letter - including details of the pre-application product(s) you require; *e.g. E.1 and E3*
- Site photographs
- site address and details of site ownership and the applicant's status
- the existing use of site and relevant planning history
- the proposed development, including details of land uses, scale and height of built form, schedule of floor space, housing details such as tenure/mix/size (where relevant)
- Drawings/Plans – including:
 - location plan at 1:1250, with site outlined in red, any adjoining land in the ownership of the applicant outlined in blue;
 - plans and elevations of existing buildings on the site; and
 - plans and elevations of the proposed development.
- Supporting Information - Depending on the type/scale of the proposed development and how advanced the scheme is it may be helpful to include supporting information regarding the key planning issues, such as an urban design analyses, or draft Design and Access Statement.
- Where necessary, a completed checklist of commercially sensitive documents. (further advice at page 14)