

# **Fees and Charges Document**

## **Planning, Building Control and Land Charges**

Effective from 19 August 2019 (unless stated)

# List of statutory and discretionary fees and charges

VAT is charged at 20% where applicable

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## Part A – Planning

### Statutory charges

In addition to the statutory planning fees listed below, from 19 August 2019, developments may also be liable to pay a Community Infrastructure Levy (CIL) charge – please see page 8 below.

#### Discontinuing Cheques

The Planning & Sustainable Development Service requests that you opt to pay by credit or debit card online or by phone via the 0300 1234151 number, by BACS, pre-paid card obtainable from post offices or by visiting anyone of Cornwall Council’s Information Services to pay electronically. We ask that you make payments by cheque (payable to Cornwall Council) as a last resort to help us to make savings in resources.

#### Statutory planning fees (from 19 August 2019)

Category of development	Fee payable
<b>I. Operations</b>	
1. The erection of dwellinghouses (other than development in category 6), includes the building of new flats.	(1) Where the application is for outline planning permission and— (a) the site area does not exceed 2.5 hectares, £462 for each 0.1 hectare (or part there of) of the site area; (b) the site area exceeds 2.5 hectares, £11,432; and an additional £138 for each 0.1 hectare (or part there of) in excess of 2.5 hectares, subject to a maximum in total of £150,000. (1A) where the application is for permission in principle £402 for each 0.1ha of the site area.
	(2) in other cases— (a) where the number of dwellinghouses to be created by the development is 50 or fewer, £462 for each dwellinghouse; (b) where the number of dwellinghouses to be created by the development exceeds 50, £22,859; and an additional £138 for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of £300,000.
2. The erection of buildings (other than buildings in categories 1, 3, 4, 5 or 7) includes extensions to flats.	(1) Where the application is for outline planning permission and— (a) the site area does not exceed 2.5 hectares, £462 for each 0.1 hectare (or part there of) of the site area; (b) the site area exceeds 2.5 hectares, £11,432; and an additional £138 for each 0.1 hectare (or part there of) in excess of 2.5 hectares, subject to a maximum in total of £150,000. (1A) where the application is for permission in principle £402 for each 0.1ha of the site area.
	(2) in other cases— (a) where no floor space is to be created by the development, £234; (b) where the area of gross floor space to be created by the development does not exceed 40 square metres, £234; (c) where the area of the gross floor space to be created by the development exceeds 40 square metres, but does not exceed 75 square metres, £462; (d) where the area of the gross floor space to be created by the development exceeds 75 square metres, but does not exceed 3750 square metres, £462 for each 75 square metres (or part there of) of that area; (e) where the area of gross floor space to be created by the development exceeds 3750 square metres, £22,859; and an additional £138 for each 75 square metres (or part there of) in excess of 3750 square metres, subject to a maximum in total of £300,000.

Please note: “floorspace” is measured to the outside wall.

<p>3. The erection, on land used for the purposes of agriculture, of buildings to be used for agricultural purposes (other than buildings in category 4).</p>	<p>(1) Where the application is for outline planning permission and—  (a) the site area does not exceed 2.5 hectares, £462 each 0.1 hectare (or part there of) of the site area;  (b) the site area exceeds 2.5 hectares, £11,432; and an additional £138 for each additional hectare (or part there of) in excess of 2.5 hectares, subject to a maximum in total of £150,000.  (1A) where the application is for permission in principle £402 for each 0.1ha of the site area.</p>
	<p>(2) in other cases—  (a) where the area of gross floor space to be created by the development does not exceed 465 square metres, £96;  (b) where the area of gross floor space to be created by the development exceeds 465 square metres but does not exceed 540 square metres, £462;  (c) where the area of the gross floor space to be created by the development exceeds 540 square metres but does not exceed 4215 square metres, £462 for the first 540 square metres, and an additional £462 for each 75 square metres (or part there of) in excess of 540 square metres; and  (d) where the area of gross floor space to be created by the development exceeds 4215 square metres, £22,859; and an additional £138 for each 75 square metres (or part there of) in excess of 4215 square metres, subject to a maximum in total of £300,000.</p>
<p>4. The erection of glasshouses on land used for the purposes of agriculture.</p>	<p>(1) Where the area of gross floor space to be created by the development does not exceed 465 square metres, £96;  (2) where the area of gross floor space to be created by the development exceeds 465 square metres, £2,580.</p>
<p>5. The erection, alteration or replacement of plant or machinery.</p>	<p>(1) Where the site area does not exceed 5 hectares, £462 for each 0.1 hectare (or part there of) of the site area;  (2) where the site area exceeds 5 hectares, £22,859; and an additional £138 for each 0.1 hectare (or part there of) in excess of 5 hectares, subject to a maximum in total of £300,000.</p>
<p>6. The enlargement, improvement or other alteration of existing dwelling houses.</p>	<p>(1) Where the application relates to one dwellinghouse, £206;  (2) where the application relates to two or more dwellinghouses, £407.</p>
<p>7. The carrying out of operations (including the erection of a building) within the curtilage of an existing dwellinghouse, for purposes ancillary to the enjoyment of the dwellinghouse as such, or the erection or construction of gates, fences, walls or other means of enclosure along a boundary of the curtilage of an existing dwellinghouse.</p>	<p>£206</p>
<p>8. The construction of car parks, service roads and other means of access on land used for the purposes of a single undertaking, where the development is required for a purpose incidental to the existing use of the land.</p>	<p>£234</p>
<p>9. The carrying out of any operations connected with exploratory drilling for oil or natural gas.</p>	<p>(1) Where the site area does not exceed 7.5 hectares, £462 for each 0.1 hectare (or part there of) of the site area;  (2) where the site area exceeds 7.5 hectares, £34,500; and an additional £138 for each 0.1 hectare (or part there of) in excess of 7.5 hectares, subject to a maximum in total of £300,000.</p>
<p>10. The carrying out of any operations not coming within any of the above categories.</p>	<p>(1) In the case of operations for the winning and working of minerals—  (a) where the site area does not exceed 15 hectares, £234 for each 0.1 hectare (or part there of) of the site area;  (b) where the site area exceeds 15 hectares, £34,934; and an additional £138 for each 0.1 hectare (or part there of) in excess of 15 hectares, subject to a maximum in total of £78,000;  (2) in any other case, £234 for each 0.1 hectare (or part there of) of the site area, subject to a maximum in total of £2,028.</p>

<b>II. Uses of Land</b>	
11. The change of use of a building to use as one or more separate dwellinghouses.	<p>(1) Where the change of use is from a previous use as a single dwellinghouse to use as two or more single dwellinghouses—</p> <p>(a) where the change of use is to use as 50 or fewer dwellinghouses, £462 for each additional dwellinghouse;</p> <p>(b) where the change of use is to use as more than 50 dwellinghouses, £22,859; and an additional £138 for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of £300,000;</p>
	<p>(2) in all other cases—</p> <p>(a) where the change of use is to use as 50 or fewer dwellinghouses, £462 for each dwellinghouse;</p> <p>(b) where the change of use is to use as more than 50 dwellinghouses, £22,859; and an additional £138 for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of £300,000.</p>
12. The use of land for— (a) the disposal of refuse or waste materials; (b) the deposit of material remaining after minerals have been extracted from land; or (c) the storage of minerals in the open.	<p>(1) Where the site area does not exceed 15 hectares, £234 for each 0.1 hectare (or part thereof) of the site area;</p> <p>(2) where the site area exceeds 15 hectares, £34,934; and an additional £138 for each 0.1 hectare (or part thereof) in excess of 15 hectares, subject to a maximum in total of £78,000.</p>
13. The making of a material change in the use of a building or land (other than a material change of use in category 11 or 12(a), (b) or (c)).	£462
<b>III. Scale of Fees in Respect of Applications for Consent to Display Advertisements</b>	
1. Advertisements displayed externally on business premises, the forecourt of business premises or other land within the curtilage of business premises, wholly with reference to all or any of the following matters— (a) the nature of the business or other activity carried on the premises; (b) the goods sold or the services provided on the premises; or (c) the name and qualifications of the person carrying on such business or activity or supplying such goods or services.	£132
2. Advertisements for the purpose of directing members of the public to, or otherwise drawing attention to the existence of, business premises which are in the same locality as the site on which the advertisement is to be displayed but which are not visible from that site.	£132
3. All other advertisements.	£462

<b>Lawful development certificate</b>	
LDC – (Section 191(1)(a) or (b)) application for a certificate to establish the lawfulness of an existing land-use, or of development already carried out.	Same as Full for that use or operation
LDC – (Section 191(1)(c)) application for a certificate to establish that it was lawful not to comply with a particular condition or other limitation imposed on a planning permission. Existing Use LDC - lawful not to comply with a particular condition	£234
LDC – (Section 192 application for a certificate to state that a proposed use would be lawful.	Half the normal planning fee if submitting a new application for that use or operation.
<b>Prior approval</b>	
Agricultural and Forestry buildings & operations or demolition of buildings	£96
Telecommunications Code Systems Operators	£462
Proposed Change of Use to State Funded School or Registered Nursery	£96
Proposed Change of Use of Agricultural Building to a State-Funded School or Registered Nursery	£96
Proposed Change of Use of Agricultural Building to a flexible use within Shops, Financial and Professional services, Restaurants and Cafes, Business, Storage or Distribution, Hotels, or Assembly or Leisure	£96
Proposed Change of Use of a building from Office (Use Class B1) Use to a use falling within Use Class C3 (Dwellinghouse)	£96
Proposed Change of Use of Agricultural Building to a Dwellinghouse (Use Class C3), where there are no Associated Building Operations.	£96
Proposed Change of Use of Agricultural Building to a Dwellinghouse (Use Class C3), and Associated Building Operations.	£206
Proposed Change of Use of a building from a Retail (Use Class A1 or A2) Use or a Mixed Retail and Residential Use to a use falling within Use Class C3 (Dwellinghouse), where there are no Associated Building Operations.	£96
Proposed Change of Use of a building from a Retail (Use Class A1 or A2) Use or a Mixed Retail and Residential Use to a use falling within Use Class C3 (Dwellinghouse), and Associated Building Operations.	£206
Notification for Prior Approval for a Change of Use from Storage or Distribution (Class B8) and Light Industrial (Class B1(c)) and any land within its curtilage to Dwellinghouses (Class C3)	£96
Notification for Prior Approval for a Change of Use from Amusement Arcades/ Centres and Casinos, (Sui Generis Uses) and any land within its curtilage to Dwellinghouses (Class C3)	£96
Notification for Prior Approval for a Change of Use from Amusement Arcades/ Centres and Casinos, (Sui Generis Uses) and any land within its curtilage to Dwellinghouses (Class C3), and Associated Building Operations	£206
Notification for Prior Approval for a Change of Use from Shops (Class A1), Financial and Professional Services (Class A2), Betting Offices, Pay Day Loan Shops and Casinos (Sui Generis Uses) to Restaurants and Cafés (Class A3)	£96
Notification for Prior Approval for a Change of Use from Shops (Class A1), Financial and Professional Services (Class A2), Betting Offices, Pay Day Loan Shops and Casinos (Sui Generis Uses) to Restaurants and Cafés (Class A3), and Associated Building Operations	£206

Notification for Prior Approval for a Change of Use from Shops (Class A1) and Financial and Professional Services (Class A2), Betting Offices, Pay Day Loan Shops (Sui Generis Uses) to Assembly and Leisure Uses (Class D2)	£96
Notification for Prior Approval for a Development Consisting of the Erection or Construction of a Collection Facility within the Curtilage of a Shop	£96
Notification for Prior Approval for the Temporary Use of Buildings or Land for the Purpose of Commercial Film-Making and the Associated Temporary Structures, Works, Plant or Machinery required in Connection with that Use	£96
Notification for Prior Approval for the Installation, Alteration or Replacement of other Solar Photovoltaics (PV) equipment on the Roofs of Non-domestic Buildings, up to a Capacity of 1 Megawatt	£96
Prior approval for permitted development rights for a larger single storey rear extension to a house.	£96
<b>Reserved matters</b>	
Application for approval of reserved matters following outline approval	In respect of reserved matters you must pay a sum equal to or greater than what would be payable at current rates for approval of all the reserved matters. If this amount has already been paid then the fee is £462
<b>Approval/variation/discharge of condition</b>	
Application for removal or variation of a condition following grant of planning permission	£234
Request to discharge one or more planning conditions No charge is made for the following:- <ul style="list-style-type: none"> <li>• Requests relating to Listed Building Consent</li> <li>• Discharging conditions attached to applications resulting from a condition removing "permitted development rights".</li> </ul>	£34 per request for Householder otherwise £116 per request  N.B. The Householder development fee above does not apply to requests to discharge conditions for new dwelling(s) proposals.
<b>Application for a non-material amendment following a grant of planning permission</b>	
Applications in respect of householder developments	£34
Applications in respect of other developments	£234
<b>Hazardous substances consents</b>	
Hazardous Substances Consents - if the maximum quantity proposed to be present exceeds twice the controlled quantity	£400
or in other cases.	£250
Other applications - Applications for consent without complying with a condition of a previous consent or continuation of consent following a change of control. The fee in each case is	£200
<b>Fee monitoring (planning condition), mining and landfill sites</b>	
Site visit to an active site	£397
Visit to an inactive site	£132

## Concessions

### Exemptions from payment

For alterations, extensions, etc. to a dwelling house for the benefit of a registered disabled person
An application solely for the carrying out of the operations for the purpose of providing a means of access for disabled persons to or within a building or premises to which members of the public are admitted
Listed Building Consent
Planning applications for demolition of unlisted buildings within conservation areas.
Works to Trees covered by a Tree Preservation Order or in a Conservation Area Hedgerow Removal
If the proposal is the first revision of an application for development of the same character or description on the same site by the same applicant within 12 months of making the earlier application if withdrawn or the date of decision if granted or refused and NOT a duplicate application made by the same applicant within 28 days then a “free-go” exemption may be available. This <a href="#">table</a> (PDF, 89KB, 3 pages) sets out the type of application which can benefit from a “free go” and the conditions and requirements to be eligible.  An application for a “free-go” needs to be received by 5pm on the working day it expires (e.g. if a decision notice is dated 12 March 2015 the “free-go” can be submitted up to and including 5pm on 12 March 2016).
If the application is for a lawful development certificate, for existing use, where an application for planning permission for the same development would be exempt from the need to pay a planning fee under any other planning fee regulation
There is no fee for a prior approval application where a planning application for the same site is submitted at the same time by or on behalf of the same person
If the application is for consent to display an advertisement following either a withdrawal of an earlier application (before notice of decision was issued) or where the application is made following refusal of consent for display of an advertisement, and where the application is made by or on behalf of the same person
If the application is for consent to display an advertisement which results from a direction under Regulation 7 of the Control of Advertisements Regulations 1992, dis-applying deemed consent under Regulation 6 to the advertisement in question
If the application is for alternate proposals for the same site by the same applicant, in order to benefit from the permitted development right in Schedule 2 Part 3 Class V of the Town and Country Planning (General Permitted Development) Order 2015 (as amended)
If the application relates to a condition or conditions on an application for Listed Building Consent or planning permission for relevant demolition in a Conservation Area
If the application is for a Certificate of Lawfulness of Proposed Works to a listed building

### Reductions to payments

If the application is being made on behalf of a non-profit making sports club for works for playing fields not involving buildings then the fee is £462
If the application is being made on behalf of a parish or community council then the fee is 50% (with the exception of submissions for discharge of conditions where the full fee is payable)
If the application is an alternative proposal being submitted on the same site by the same applicant on the same day, where this application is of lesser cost then the fee is 50%
In respect of reserved matters you must pay a sum equal to or greater than what would be payable at current rates for approval of all the reserved matters. If this amount has already been paid then the fee is £462
If the application is for a Lawful Development Certificate for a Proposed use or development, then the fee is 50%
If two or more applications are submitted for different proposals on the same day and relating to the same site then you must pay the fee for the highest fee plus half sum of the others
Where an application relates to development which is within more than one fee category, the correct fee is simply the highest of the fees payable (if not including residential)
Where an application consists of the erection of dwellings and the erection of other types of buildings (categories 1-4) the fees are added together and maximum can be exceeded
Where an application crosses one or more local or district planning authorities then the fee is 150% and goes to the authority that contains the larger part of the application site or a sum of the fees if it is less than 150%



<p>If the proposal is the first revision of an application for development of the same character or description on the same site by the same applicant within 12 months of making the earlier application if withdrawn or the date of decision if granted or refused and NOT a duplicate application made by the same applicant within 28 days then a “free-go” exemption may be available. This <a href="#">table</a> (PDF, 89KB, 3 pages) sets out the type of application which can benefit from a “free go” and the conditions and requirements to be eligible.</p> <p>An application for a “free-go” needs to be received by 5pm on the working day it expires (e.g. if a decision notice is dated 12 March 2015 the “free-go” can be submitted up to and including 5pm on 12 March 2016).</p>
<p>If the application is for a lawful development certificate, for existing use, where an application for planning permission for the same development would be exempt from the need to pay a planning fee under any other planning fee regulation</p>
<p>There is no fee for a prior approval application where a planning application for the same site is submitted at the same time by or on behalf of the same person</p>
<p>If the application is for consent to display an advertisement following either a withdrawal of an earlier application (before notice of decision was issued) or where the application is made following refusal of consent for display of an advertisement, and where the application is made by or on behalf of the same person</p>
<p>If the application is for consent to display an advertisement which results from a direction under Regulation 7 of the Control of Advertisements Regulations 1992, dis-applying deemed consent under Regulation 6 to the advertisement in question</p>
<p>If the application is for alternate proposals for the same site by the same applicant, in order to benefit from the permitted development right in Schedule 2 Part 3 Class V of the Town and Country Planning (General Permitted Development) Order 2015 (as amended)</p>
<p>If the application relates to a condition or conditions on an application for Listed Building Consent or planning permission for relevant demolition in a Conservation Area</p>
<p>If the application is for a Certificate of Lawfulness of Proposed Works to a listed building</p>
<p><b>Reductions to payments</b></p>
<p>If the application is being made on behalf of a non-profit making sports club for works for playing fields not involving buildings then the fee is £462</p>
<p>If the application is being made on behalf of a parish or community council then the fee is 50% (with the exception of submissions for discharge of conditions where the full fee is payable)</p>
<p>If the application is an alternative proposal being submitted on the same site by the same applicant on the same day, where this application is of lesser cost then the fee is 50%</p>
<p>In respect of reserved matters you must pay a sum equal to or greater than what would be payable at current rates for approval of all the reserved matters. If this amount has already been paid then the fee is £462</p>
<p>If the application is for a Lawful Development Certificate for a Proposed use or development, then the fee is 50%</p>
<p>If two or more applications are submitted for different proposals on the same day and relating to the same site then you must pay the fee for the highest fee plus half sum of the others</p>
<p>Where an application relates to development which is within more than one fee category, the correct fee is simply the highest of the fees payable (if not including residential)</p>
<p>Where an application consists of the erection of dwellings and the erection of other types of buildings (categories 1-4) the fees are added together and maximum can be exceeded</p>
<p>Where an application crosses one or more local or district planning authorities then the fee is 150% and goes to the authority that contains the larger part of the application site or a sum of the fees if it is less than 150%</p>

## Applications returned prior to validation.

Service charge for “returned applications”: Due to a high number of invalid applications being handled by the authority which are returned to customers prior to validation, the service will be deducting 10% of the planning application fee if processing has commenced. The deduction does not apply to applications returned following front-screening.

## Community Infrastructure Levy (CIL)

From 1 January 2019, development which creates new floorspace may be liable to pay CIL. This relates to full and reserved matters planning applications and Certificates of Lawfulness approved on or after 1 January. This also includes development permitted by way of general consent (development which does not require submission of a planning application) which commences on or after 1 January 2019.

CIL is charged in pounds per square metre on net additional increase in internal floor space for qualifying development, in accordance with the provisions of the CIL Regulations 2010 (as amended). The CIL rates charged by Cornwall Council are set out in the [CIL Charging Schedule](#).

It is the responsibility of the applicant to ensure that they comply with the CIL Regulations, including understanding how the CIL Regulations apply to a specific development proposal and submitting all relevant information. Further information can be found on the Council’s website at [www.cornwall.gov.uk/cil](http://www.cornwall.gov.uk/cil).

There are a number of additional charges that may be charged for additional specific CIL services, as set out below. All fees must be paid in advance of the service being provided.

Additional service	Fee (inclusive of VAT)	Description
CIL query	£150	Such as confirmation that CIL has been paid on a property.
Exceptional Circumstances Relief – Preliminary Assessment	£300	Initial officer assessment to determine whether there is agreement that there are exceptional circumstances in relation to the development, and that it would be expedient to consider a full application.
Exceptional Circumstances Relief – Full Application Assessment	£650	Application processing, including assessment of submitted Economic Viability Assessment and consideration by Service Director for Planning and Sustainable Development.  This fee also applies where detailed advice is requested in advance of a formal submission for ECR.

## Discretionary charges

Cornwall Council’s Planning and Sustainable Development produces a variety of documents, many of which can be obtained free of charge, however on occasion we may need to charge for our documents and discretionary services on a cost-recovery basis to enable them to continue to be provided.

## Do I need permission “DINP” form

Requests for a check as to the need for planning permission, listed building consent and/or a Building Regulation exemption certificate should the work appear to be exempt. There is a charge of £55.00 inc vat (householders) or £150 inc vat (all other application types) for the planning permission/listed building consent check, but the Building Regulation check is free.

## Additional Services

The charges listed below are based on cost recovery only. Therefore, if a matter subsequently transpires to be particularly complex and time consuming, the Council reserves the right to request additional payment based on an hourly charge of £60+VAT (£72 inclusive of VAT). We aim to provide a response within 10 working days.

Additional service	Fee (inclusive of VAT)	Description
Confirmation of closure of enforcement case (available for a 6 month period following closure of the case)	Householder development £66.00 inc vat  all other development £150 inc VAT	If the Council has been in contact with you recently to investigate a breach of planning control and determined not to take any action you will be verbally advised of the outcome.  Use this service if you require a letter of comfort confirming the Council's decision on the matter on a case closed in the last 6 months. If the case was closed over 6 months ago it is recommended to use the 'help resolving conveyancing issues' service below.
Confirmation of compliance with Enforcement Notice (including site visit)	£385 inc vat	Includes a site visit, full check of the enforcement case and written confirmation of the outcome.  Use this service if you require confirmation that an Enforcement Notice served by the Local Planning Authority has been complied with.
Confirmation of compliance with listed building consent (available for a 12 month period following completion of the development)	£385 inc vat	Includes a site visit to compare the development against the plans and written confirmation of our findings. Only available within 12 months of completion.  Use this service if you have completed a listed building project and you wish to sell the property. If the completion was over 12 months ago, use the 'help resolving conveyancing issues' service detailed below.
Confirmation of compliance with planning conditions (excluding minerals permissions that are subject to the monitoring programme and ROMPS conditions)	£360 inc vat for the first condition, £36 inc vat for each condition thereafter.	Available for 12 months following completion of the development (anything received over the 12 months can be dealt with via the "Help conveyancing issues service"). Includes a full check of the Council's application files to confirm whether the conditions have been discharged, a site visit to confirm whether the details have subsequently been complied with on site in accordance with the discharged details and written confirmation of the outcome.  Use this service if you require confirmation that the planning conditions on a site have been complied with.
Confirmation of use class	£150 inc vat	Use this service to find the current permitted use class of a property. A planning history will be carried out and a response provided within 10 working days.
Confirmation that Permitted Development rights have not been removed	Householder development £55.00 inc vat  all other development £150 inc VAT	Not all properties benefit from permitted development (PD) rights. PD rights may have been removed by condition either in the original permission or any subsequent permissions or due to a property being in a designated area for example covered by an Article 4 Direction.  The planning history and constraints/designations of the site will be checked and a response provided within 10 working days.
Confirmation of planning restrictions	£150 inc vat	This service should be used to find out if there are planning restriction on a property for example occupancy/use restrictions.  A planning history will be completed and information regarding any restrictions provided for example holiday use only, agricultural ties or use restricted to 10 months of the year.  Information will be provided within 10 working days.
Confirmation of Designated Areas	£72 inc vat	In response to customer requests we can provide confirmation of designated areas– re: Conservation Area/AONB/TPO – (self-service is available via online mapping) however we can provide a list of constraints on a property and email a response within 2 working days.
Requests for advice to achieve compliance with permissions that are subject to the Fees for Monitoring programme and ROMPS conditions	£72 inc vat (per hour)	As a cost recovery service the Council will charge at the standard hourly rate the provision of written advice on the steps necessary to achieve compliance with conditions on relevant permissions. The fee needs to be paid in advance and the Council will respond within 10 working days. Where more complex enquiries are proposed this should be the subject of a separate pre application enquiry.

Help resolving conveyancing issues	£625 inc vat	<p>Includes a full check of the planning and planning enforcement history, a site visit to view the development, 1 hour meeting if it is deemed necessary by the case officer, any necessary in house consultations, written confirmation of the outcome, a formal decision as to whether enforcement action will be taken and/or confirmation of steps required to remedy the situation, if any. Response will be provided in 10 working days in most cases (can be extended by agreement if further consultation or investigation is required).</p> <p>Use this quick service if you are buying or selling a property/land and a planning query arises through the conveyancing process. For example, unauthorised works have been discovered or planning conditions have not been complied with.</p>
What constitutes a material start?	£72 inc vat (per hour)	Material starts can only be confirmed by submitting a Certificate of Lawfulness however we also offer an informal response from a case officer on what constitutes a material start i.e. how much work needs to be carried out before submitting the certificate?
Minimum Energy Efficiency Standards (MEES) Requests for Exemptions	£265 inc vat £125 inc vat	<p><b>Minimum Energy Efficiency Standards (MEES) Requests for Exemptions</b> - The MEES standards came into force on 1 April 2018 and apply to private rented domestic (residential) and non-domestic properties. The purpose of the Regulations is to ensure that properties meet a minimum level of energy performance. This is currently set at a minimum Energy Performance Certificate (EPC) rating of E.</p> <p>The Government has acknowledged that in some limited cases not all properties will be able to comply fully with the requirements and has created a number of specific exemptions that landlords may apply for. In order to apply for an exemption a landlord must demonstrate that they have undertaken all efforts to comply with the Regulations where possible and provide detailed evidence where full compliance cannot be achieved.</p> <p>This discretionary service is available for domestic landlords to apply for the evidence required to request an exemption from the MEES.</p> <p>The following charges are on a cost recovery basis:</p> <p>Designated domestic properties e.g. listed buildings and/or in a conservation area - £265 (inclusive of VAT) per residential unit. Includes a site meeting with a Conservation Officer of up to one hour. All other domestic properties - £125 (inclusive of VAT), desktop assessment only.</p>
MEES Commercial		We offer this service to commercial buildings working with Trading Standards. Designated properties, listed buildings/conservation areas etc. Category A - MAJOR £765 (inc VAT), Category B - MINOR £510 (inc VAT). All other commercial properties £350 (inc VAT). MEES applies every 5 years or every time the property changes ownership.
Confirmation of compliance with section 106 planning obligations (desktop assessment)	£142 inc vat If a site visit is required, an additional charge of £276 inc vat is payable.	<p>This is a desktop check of the Council's records. If the clause in the agreement requires something to be undertaken on site it would be necessary to undertake a site visit for which there will be an additional charge.</p> <p>Use this service if you require confirmation that the clauses of the agreement have been complied with.</p>
Confirmation of whether specific documents were submitted with a planning application	£142 inc vat	Use this service if you require confirmation of the documents submitted with the planning application.
Modification of planning obligations in the first <b>FIVE</b> years (VS106)	£568 Majors inc vat £286 Minors inc vat	Fee for the submission of an application to consider whether changes should be made to a planning obligation – to be paid at point of receipt.

## Fees for monitoring of planning obligations.

- We carefully monitor all Legal Agreements in a transparent manner to ensure that contributions are spent on their intended purpose and that the associated development contributes to the sustainability of the area.
- Where schemes have been closely monitored the community contributions expected from the development have been secured. Additionally the transaction stages become easier when confirmation has been sought that compliance has been made with the obligations.

The fees for monitoring of planning obligations are:

Monitoring of planning obligations	
Obligations	Fee (inclusive of VAT)
Tying land to a building	No fee
Single affordable homes	£345
Modification/Variation of a 106	£345
Modification/Variation of a 106 relating to an application for a single affordable home	No fee
Minors – non-residential (less than 1,000sqm or less than 1ha)	£1,670
Small scale Major - non-residential (1,000sqm - 9,999sqm or between 1ha and 2ha)	£3,345
Large scale Major – non–residential (more than 10,000sqm or more than 2ha)	£4,680
Below 5 dwellings/holiday units	£1,040
5-50 dwellings/ holiday units	£2,155
51-99 dwellings/holiday units	£3,345
100+ dwellings/ holiday units	£4,680
Community Payments (Often linked to Renewable energy schemes)	£345 per year index linked
Other Obligations	No fee

NB. Fees for Guidance only.

Planning agents householder fast track accreditation scheme*		
Additional service	Fee	Description
Accredited Agents Scheme	£200 annual Membership Fee inc vat from January 2020 (166.67 ex vat)	Accredited Agents Membership - £200 per annum. (expedited validation; use of the Accredited Agents logo for stationery – and name of Business published on the website. One Accreditation per business which covers all Agents submitting applications).  All applications received from an accredited agent will be fast-tracked through validation/registration with minimal checks. Single accreditation per company.

\*Householder and tree applications only

## Pre-application planning advice

Pre-app: Category A - MAJOR	<p>Fee: <b>£1860 (£1550 ex VAT)</b> or <b>Desktop only £1000 inc VAT (£833.33 ex VAT)</b></p> <p>Residential Development of 10 Homes or where site area is 0.5 hectares or less</p> <p>New floorspace or change of use of 1000sqm or where site area is between 1 - 3 hectares</p> <p>A single wind turbine (any height/not EIA)</p>
	<p>Fee: <b>£3270 (£2725 ex VAT)</b> or <b>Desktop only £1700 inc VAT (£1416.67 ex VAT)</b></p> <p>Residential Development of more than 10 homes but less than 300 homes or where the site area is greater than 3 hectare</p> <p>New Floorspace or change of use of 3000sqm or where the site area is 3 hectares</p>
	<p>Fee: <b>£4980 (£4150 ex VAT)</b> or <b>Desktop only £2500 inc VAT (£2083.33 ex VAT)</b></p> <p>Residential Development of 300 homes or more or where the site area is more than 5 hectare</p> <p>New Floorspace or change of use of 10,000sqm or where the site area is 10 hectare or over</p>
	<p>Note: Major development requiring an EIA</p> <p>Lifting or varying conditions fee will depend on scale associated with a major development (see categories above).</p>
Pre-app: Category B – MINOR	<p>Fee: <b>£800 (£666.67 ex VAT)</b> or <b>Desktop only £400 inc VAT (£333.33 ex VAT)</b></p> <p>Residential Development of between 2-9 dwellings or where site area is below 0.5 hectares</p> <p>New floorspace or change of use of less than 1000 SQM or where site area is less than 1 hectare</p> <p>Lifting or varying conditions associated with a minor development</p>
Pre-app: Category C – Other	<p>Fee: <b>£300 (£250 ex VAT)</b> or <b>Desktop only £150 inc VAT (£125 ex VAT)</b></p> <p>Telecommunications development</p> <p>Listed Building Consent</p> <p>Advertisement Consent</p> <p>Certificate of Lawfulness for existing Development</p> <p>Proposals for a single dwelling</p> <p>Demolition in a Conservation Area</p> <p>Lifting of varying conditions associated with “other development”</p> <p>Agricultural buildings/dwellings</p>
Pre-app: Category D - Householder	<p>Householder pre-app advice - <b>Desktop only £80 inc VAT (£66.67 ex VAT)</b></p>
Pre-app: Category E - Exemptions	<p>Exemptions - please see guidance notes.</p>
Professional advice:	<p>If you wish to consult a Historic Environment Officer as part of your pre-app then there is an additional fee of £120.83+VAT (£145 inclusive of VAT) for pre-apps in Categories A, B and C. For all Categories (A, B and C) a further fee of £60+VAT (£72 inclusive of VAT) is required should a site meeting (not exceeding 1 hour) be required.</p> <p>If you wish to consult the Land Agent as part of your pre-application for an agricultural building/ dwelling, there is an additional fee of £255.83+VAT (£307 inclusive of VAT) per visit plus mileage expenses charged at 40p per mile for travelling to and from the site.</p> <p>If you wish to consult Environmental Health (air quality, land contamination, noise/ odour) as part of your pre-app an additional fee of £140+VAT (£168 inclusive of VAT) applies to utilise the preliminary ‘Environmental Health – Technical Advice for Planning applicants’ (EH-TAP) service. Where constraints apply to a site (e.g. potential land contamination risks, air quality management area), these will be identified when making your application and preliminary EH-TAP offered as an option. The fee is fixed and may therefore include Environmental Health consultee comments on one or more of the matters highlighted above. Preliminary EH-TAP is particularly beneficial when scoping potential impacts and commissioning studies/assessment by securing consultee input in advance of a formal planning submission. For more detailed consultee comments when reports have been commissioned, detailed EH-TAP is available. Full details including fees and charges are available via the <a href="#">EH-TAP guidance document</a>.</p> <p>If you wish to consult Highways as part of your pre-app then there is an additional fee of £60.00+VAT (£72 inclusive of VAT) per hour except for <b>Category A</b> development where the fee is payable is £288 (4hrs) inclusive of VAT.</p>
<ul style="list-style-type: none"> <li>• Historic Environment Officer</li> <li>• Land Agent</li> <li>• Environmental Health</li> <li>• Highways</li> </ul>	



<b>Historic building advice pre-app</b> (Heritage matters only)	<p>This service is available if you wish to consult with a Historic Environment Officer <b>in respect of heritage matters only</b> and do not require any planning advice at this stage. Fixed charge of £220.83+VAT (£265 inclusive of VAT).</p> <p>This will cover a site meeting of up to 1 hour with a Historic Environment Officer and one letter giving advice and an option, following the meeting. Should you require further advice to support the project then this can be extended on an hourly basis, to meet your needs, at a further £60+VAT (£72 inclusive of VAT) per hour.</p>
<b>Planning performance agreements</b>	<p>Fee by negotiation to cover the costs of the service from £2500.</p> <p>Bespoke agreements to cover pre-application advice, the application process and post decision monitoring, the allocation of a dedicated case officer and an agreed time frames for determination.</p>
<b>Pre-application Community Engagement (PACE) Forum</b>	<p>Full Strategic Planning Committee (Level 1) forum £1,700 inclusive of VAT (includes member, officer and local residents attendance and formal written feedback).</p> <p>Area Planning Sub-Committee (Level 2) forum £1,200 inclusive of VAT (includes member, officer and local residents attendance and formal written feedback). Any additional charges incurred for venue hire will be rechargeable to the applicant/agent.</p> <p>PACE – Level 1 (Strategic) £1700 Room hire included</p> <p>PACE – Level 2 (Area) £1200 Room hire included</p> <p>PACE Forum Cancellation Fee by applicant/agent:</p> <p>Service charge to cover preparation work: Fee refunds will be given with a deduction to cover the work completed at the following key stages. Forum date set and venue booked: 3 hours total (£216); invites sent and publicity completed 5 hours total( £360); cancellation less than 3 days before the event: no refund given.</p> <p>This is based on an hourly charge rate of £72 per hour inc. VAT.</p>

- **Resubmitted schemes – Free GO - if within 6 months of an application being withdrawn or refused.** If a free go, it is not necessary to submit a pre-application enquiry form or fee. Please contact the case officer that dealt with your application.
- **Empty properties** – available, at the discretion of the Council, to empty property owners who are working with the Council to bring their property back into habitable use. The exemption will not apply if the properties are listed buildings.
- **Building Regulations** – free for the first hour and £63.00 inc VAT per hour thereafter by negotiation.

#### Terms and conditions

- Standard fees plus VAT must be paid on submission of the request for advice.
- Cheques are to be made payable to Cornwall Council.
- The Council reserves the right to waive the fee for charitable organisations and community groups.
- Please note that where the proposal includes development falling within one or more categories the fee will be charged at the higher fee category
- Please note there may be an additional charge for professional advice

#### Planning Performance Agreements

Advice Service	Description	Fee (inclusive of VAT)
<b>Planning Case Officer (single point of contact)</b>	Coordination of PPA, single point of contact, dedicated resource & agreed timeframe through all stages of the planning process – pre-application, application stage & post decision monitoring/approval of conditions, identify and assess proposals against national/local policies & standards, carry out consultations at the pre-app stage, provide an indication of the acceptability of development proposals subject to material planning considerations that arise through the planning process	<b>from £2,500</b>
<b>Design Review Panel Meeting (1 hour)</b>	Presentation to full panel, discussion & report (6 external members + officer advisors)	<b>£1,410</b> <a href="#">Cornwall Design Review Panel</a>
<b>Design Review Panel Meeting (1.5 hour)</b>	Presentation to full panel, discussion & report (6 external members + officer advisors)	<b>£1,732</b> <a href="#">Cornwall Design Review Panel</a>

<b>Advice Service</b>	<b>Description</b>	<b>Fee</b> (inclusive of VAT)
<b>Design Review Panel Meeting (2 hour)</b>	For larger or more complex schemes: Presentation to full panel, discussion & report (6 external members + officer advisors)	<b>£2,112</b> <a href="#">Cornwall Design Review Panel</a>
<b>Desktop Design Review</b>	Only for returning schemes, offered as an alternative to returning to the panel for a 2nd full session: Desktop review by the panel chair and one panel member resulting in a written Panel report (applicant is not able to attend)	<b>£475</b> <a href="#">Cornwall Design Review Panel</a>
<b>Desktop Design Assessment</b>	Only for returning schemes, final desktop review by the panel chair and one Panel member to assess and record positive changes made prior to planning submission and to confirm that earlier guidance has been appropriately acted upon, involves a written assessment report (applicant is not able to attend)	<b>£475</b> <a href="#">Cornwall Design Review Panel</a>
<b>Design review Panel Cancellation Fee</b>	If booking is cancelled within 7 days of the panel date	£100
<b>Validation Checking Service</b>	This includes a validation check with one of our officers and one re-check if necessary	
<b>Level 1 (Full Committee) Pre-application Community Engagement Forum</b>	This is a full PACE Forum with all members of the Strategic Planning Committee, local Member(s), Local Council and residents. The fee is payable as part of the pre-app fee or Planning Performance Agreement. Developers receive the formal notes and feedback from the Forum including the advice of Members of the Committee and local residents to inform a subsequent planning application	<b>£1,700</b>
<b>Level 2 Pre-application Community Engagement Forum</b>	Area Planning Sub-Committee (Level 2) FORUM £525 inclusive of VAT (includes member, officer and local residents attendance and formal written feedback). Any additional charges incurred for venue hire will be rechargeable to the applicant/agent.	<b>£1,200</b>
<b>Community engagement facilitated by a Local Council</b>	The case officer could recommend community engagement led by the Local Council. The developer approaches the Local Council to facilitate a community engagement event. This may be using the Cornwall pre-app protocol for Local Councils that was recently adopted by the Cornwall Planning Partnership. NB: However a Local Council chooses to deal with pre-application proposals, they should publish how they do so on their parish websites	<b>Agreed with Local Council e.g. venue hire</b>
<b>Historic Environment Planning</b>	Pre-application stage Identification of relevant data about designated and non-designated historic assets affected by the development from the Historic Environment Record (1-2 hours) Visual impact of the proposal with site visit (4 hours) Site meeting and developer requested review meeting (3 hours) Application stage - provide advice in respect of the suitability of the submitted details/historic impact assessment: Advise on description of the significance of the heritage asset(s) affected by the proposal (1-2 hours) Advise on assessment of Historic significance (age & history of the asset, its development over time, its tie to a particular architectural period, layout, plan form of buildings, and internal features of special character) (2-6 hours) Advise on assessment of Cultural significance (The role the site plays in a historic setting, use of a building, social connections of the original architect or owner) (1-4 hours) Advise on assessment of Aesthetic/Architectural significance (Visual qualities and characteristics, views, legibility of building, character of elevations, roofscape, materials and special features of interest) (6-10 hours) Advise on scope of previous surveys (1-4 hours) Post application stage Agree works on site and specifying details to discharge a planning condition related to Listed Building Consent (1-2 hours)	<b>£72 per hour</b>



Advice Service	Description	Fee (inclusive of VAT)
<b>Affordable Housing</b>	Attendance of meetings, agreement of parameters for assessment at the outset, provision of initial comments on the overall proposed scheme and a partnership approach working with applicants/agents to agree the viability report. The additional time and cost invested in the process to work directly with an affordable housing officer will considerably reduce the time taken to reach a final position.	<b>£72 per hour</b>
<b>Highways</b>	Advice on highway access, impact on the local highway network, transport assessments, estate road design and highway safety.	<b>£72 per hour</b>
<b>Building Control</b>	<p>The Building Control Service can provide pre-application advice via email, paper copy by post, or face to face meetings at our local offices. Alternatively, where a site visit is more appropriate and useful this can be arranged.</p> <p>Our aim is to identify any key design issues where the Building Regulations and allied legislation may have an impact on the Planning decision process so that they can be factored into your scheme at an early stage. This can avoid the costs and delays associated with submitting amendments to a Planning consent.</p> <p>Examples of where the Building Regulations may have an impact on Planning include: Fire and Rescue Service access, means of escape in case of fire, external fire spread, fenestration, drainage systems, contaminated land/ mining issues, thermal performance/solar shading, access for the disabled and security.</p> <p>For projects which involve the erection of a heated or cooled building(s) we recommend very early engagement with a qualified energy consultant, who may need to undertake an assessment to ensure that your proposal will meet government set thermal performance requirements. Our in-house ESconsult service can offer advice and undertake relevant assessments for you for, at competitive rates</p>	<b>£63 per hour</b> <a href="#">Building Control</a>
<b>Natural Environment</b>	<p><i>Trees and Forestry</i></p> <p>Advise on general tree issues, public amenity provision and (where applicable) existing Tree Preservation Orders (Household 1–3 hrs, General 1–3 hrs, Major 1–3 hrs)</p> <p>Detailed discussions to help agree information required for planning application submission e.g. BS5837:2012 “Trees in relation to design, demolition &amp; construction – Recommendations” (Household 1–3 hrs, General 1–5 hrs, Major 1–5 hrs)</p> <p>Feasibility appraisal of proposals and advise on issues which require specific assessment e.g. Arboricultural Method Statements, daylight shading, tree work specification (Household 1–3 hrs, General 1–5 hrs, Majors 1–5 hrs)</p> <p>Advise on design options and impacts, with suggestions for revised design / layout where appropriate (Household 1–3 hrs, General 1–5 hrs, Majors 1–5 hrs)</p> <p>Advice on appropriate locations, species and sizes of trees for planting to enhance existing sites or to mitigate or compensate for tree losses (Household 1 hr, General 1–2 hrs, Majors 1–3 hrs)</p> <p>Tree Preservation Orders (existing) to be reviewed and updated in relation to changes in site context (Household N/A, General 1–5 hrs, Majors 1–15 hrs)</p> <p><i>Public Space</i></p> <p>Specific analysis of public open space (POS) in the area (2hrs)</p> <p>Calculations of POS requirements with recommendations for on or off site provision (1 hr)</p> <p>Assessment of POS proposals for site (General 1 hr, Major 2 hrs)</p> <p>Design advice – compliance with requirements and best practice, green infrastructure links and general layout (General 1 hr, Major 2 hrs)</p> <p>Advice on POS maintenance issues and management approach (1 hr)</p> <p><i>Ecology</i></p> <p>General site assessment of ecological issues (Household 1 hr, General 1 hr, Major 3 hrs)</p>	<b>£72 per hour</b>

Advice Service	Description	Fee (inclusive of VAT)
<b>Natural Environment</b> <i>(continued)</i>	<p>Agree planning submission - ecological surveys, Ecological Impact Assessment, Habitat Regulations Assessment, Ecological Constraints and Opportunities Plan (Household 1 hr, General 2 hrs, Major 4 hrs)</p> <p>Design advice – help with policy compliance, guidance and best practice (Household 0.5 hr, General 1 hr, Major 2 hrs)</p> <p>Master Planning advice – Sustainable incorporation of biodiversity protection, mitigation, compensation and enhancement within the layout (General 2 hrs, Major 4 hrs)</p> <p>Guidance on ecological input into site management plans (2 hrs)</p> <p><i>Landscape Architecture</i></p> <p>Assessment of landscape issues – landscape character, context, site constraints and opportunities (1 hr)</p> <p>Pre design advice –Scoping opinion, Landscape Appraisal / Landscape and Visual Impact Assessment (4 hrs)</p> <p>Design advice - Compliance with policy, Statutory Planning Documents, other guidance and best practice (2 hrs)</p> <p>Master Planning Advice – Integrated green infrastructure (biodiversity, public space, gardens, SuDS), Landscape and Ecological Mitigation Proposals (2 hrs)</p> <p>Detailed design advice – Hard and soft landscape details (3 hrs)</p> <p>Advise on requirement/content of overall site management / maintenance plans (3 hrs)</p> <p><i>Public Rights of Way</i></p> <p>Provide an extract of the definitive map and statement of rights of way (1 hr)</p> <p>Assessment of whether there are unrecorded public rights of way within the development site (Household 1 hr, General 2 hrs, Major 4 hrs)</p> <p>Setting out of recorded and unrecorded public rights of way on site (Household 2 hrs, General 4 hrs, Major 6 hrs)</p> <p>Assessment of viability of development proposal regarding changes to public rights of way (Household 1 hr, General 2.5 hrs, Major 4 hrs)</p> <p>Guidance on procedure for diverting and extinguishing the public rights of way within the development site (1hr)</p>	<b>£72 per hour</b>
Land Agent Agricultural Appraisal	Advice provided on the justification for proposed developments within the agricultural industry and wider rural community to include site visits and provision of planning appraisal reports	<b>£307 plus 40p per mile</b> <a href="#">Agricultural Planning Appraisals</a>
Environmental Health <ul style="list-style-type: none"> <li>• Air quality</li> <li>• Contaminated land</li> <li>• Acoustics (sound/noise)</li> <li>• Odour</li> <li>• Dust, smoke, fumes etc.</li> </ul>	<p>Environmental Health (Public Protection) provide technical planning advice on acoustics, air quality, land contamination and other forms of pollution that might affect the quality of land, air, water, and soils. This includes a range of emissions which may cause adverse impacts on human health, the natural environment, or general amenity (e.g. noise, odour, dust, fumes, gases) which are often important material planning considerations.</p> <p>With a dedicated resource, our aim is to ensure constructive discussions take place on technical issues with a focus upon delivering practical advice. Wherever possible, we will provide a recommendation at the outset on the extent of our involvement and the stages in the planning process that this can be best utilised.</p> <p>Our contribution towards a PPA may occur at various points in the planning process. The following are some typical examples:</p> <p><i>Pre-application</i></p> <p>We will provide advice to ensure that relevant potential impacts are correctly identified and assessed by the developer. This is often critical, especially where there is a desire to ensure that unnecessary delays are not caused when an application is formally submitted.</p> <p>Identification and provision of relevant local data for consideration by the developer (e.g. historic land uses, complaints, air quality, private water supplies etc.) (typically 1.5 hours)</p> <p>Advise on the need for, and scope of, relevant assessment(s) for inclusion within future planning submission (e.g. sound assessment, air quality, phased land contamination reports, EIA scoping) (typically 2-3 hours but</p>	<b>£84 per hour</b> <a href="#">Public Protection</a>

Advice Service	Description	Fee (inclusive of VAT)
Environmental Health <ul style="list-style-type: none"> <li>• Air quality</li> <li>• Contaminated land</li> <li>• Acoustics (sound/noise)</li> <li>• Odour</li> <li>• Dust, smoke, fumes etc.</li> </ul> (continued)	<p>very dependent upon the level information available, type of assessment required etc.)</p> <p>Site meeting with developer/consultants (e.g. to discuss sampling/monitoring methodology, proximity to receptors, proposed mitigation etc.) (typically 3-4 hours depending upon issues, travel time etc.)</p> <p>Review/appraisal of draft assessment report(s) prior to submission (typically 3-5 hours depending upon nature of assessment)</p> <p><i>Application:</i></p> <p>We will provide advice on the suitability and/or adequacy of submitted technical reports and other relevant technical details, including:</p> <p>Provide advice on the significance of identified potential impacts, the application of relevant standards/guidance including Planning Practice Guidance (e.g. air quality, land affected by contamination, noise), and whether additional information/assessment is considered necessary (typically 2-3 hours but very dependent upon the level information available, type of assessment required etc.)</p> <p>Advise on submitted sound assessments (e.g. application of relevant assessment methodologies such as BS4142: 2014 or ETSU-R-97, monitoring data collected and predictive calculations etc., identified sensitive receptors, suitability of proposed mitigation) (typically 2-6 hours)</p> <p>Advise on submitted air quality assessments (e.g. suitability of baseline air quality data, traffic data, assessment methodology and modelling, identified sensitive receptors, impacts upon air quality management area(s), suitability of proposed mitigation) (typically 2-6 hours)</p> <p>Advise on submitted land contamination assessment(s) (e.g. suitability of investigation methodology (e.g. identified potential hazards, sampling methodology), risk assessment methodology (e.g. use of screening levels), conceptual site model (typically 2-6 hours) Advise on potential recommended planning condition phrasing and approach to compliance/discharge (e.g. requiring further assessment or implementation of mitigation) (typically 1-2 hours)</p> <p><i>Post application (discharge of condition(s)):</i></p> <p>We will advise on the suitability and/or adequacy of submitted technical reports and other relevant technical details associated with a discharge of condition application, including:</p> <ol style="list-style-type: none"> <li>1. Initial discussions and appraisals prior to discharge of condition application(s) being submitted (typically 2-3 hours)</li> <li>2. Approval of methodology (e.g. sound monitoring locations, dispersion modelling, remediation statements/options appraisal and validation/verification), appraisal of collected data, monitoring of fieldwork etc. (typically 2-6 hours)</li> <li>3. Advise on content of technical reports prior to submission including any post evaluation discussions to establish mitigation strategies (typically 2-6 hours)</li> </ol> <p><b>Please note:</b></p> <p>The above descriptions are intended to be illustrative examples of the PPA contribution that the Public Protection service can provide. Due to the variation between development proposals, and the wide range of topics that our service includes, a bespoke quotation will usually be provided by Public Protection following a consideration of the specific application/proposal.</p> <p>Site visits/meetings are subject to an additional charge.</p> <p>Please refer to our 'Environmental Health – Technical Advice for Planning Applicants (EH-TAP)' document for further information on the services offered for developers, applicants and agents seeking technical and regulatory advice on environmental health matters linked to the planning process.</p> <p>Public Protection also provide environmental health consultancy services for contaminated land, air quality, water, environmental permitting, acoustics, pest control and other environmental issues.</p> <p>For further information:  <a href="http://www.publicprotectioncornwall.co.uk">www.publicprotectioncornwall.co.uk</a>  <a href="http://www.cornwall-land-air-water.org.uk">www.cornwall-land-air-water.org.uk</a>  <a href="mailto:cep@cornwall.gov.uk">cep@cornwall.gov.uk</a>            Tel: 0300 1234212 (Option 2)</p>	<p><b>£84 per hour</b></p> <p><a href="#">Public Protection</a></p>

Advice Service	Description	Fee (inclusive of VAT)
<b>Flood and Drainage</b>	<p><i>Drainage/Suds</i></p> <p>Site visits, discussions and guidance on Land Drainage Act 1991 and appropriate measures for SUDs and flood risk. Checking of map data relating to water courses, flood mapping and historic records and to review draft submissions. Advice in relation to Land Drainage</p> <p>Consents and rights and responsibilities under the Land Drainage Act 1991. Attendance at Planning/related meetings.</p> <p><i>Coast Protection</i></p> <p>Site Visits, discussions and guidance on Coast Protection Act 1949 and Shoreline Management Plan policies and options for development. Attendance at Planning/related meetings.</p> <p><i>Typical time required for all fee related works would be:</i></p> <p>SUDs consultation = Minor Application 1-3 hrs  SUDs consultation = Major Application 2-6 hrs  Land Drainage/Consenting Consultation = Minor Application 1-2 hrs  Land Drainage/Consenting Consultation = Major Application 5-5 hrs  Coast Protection Consultation = Minor Application 1-2 hrs  Coast Protection Consultation = Major Application 2-5 hrs</p> <p>All above rates plus time (variable dependant on application site location) for site visits/meetings and mileage rate as appropriate</p>	<b>£72 per hour plus 40p per mile</b>
<b>Education</b>	<p>Information/advice/guidance regarding education contributions and their relationship to education infrastructure for local schools based on the size and type of development. Also in a position to advise a developer or agent in regard to expected pupil yield from developments, local school information and capacity as well as the relationship between a school and public open space officers.</p> <p>Depending on the size of the development, we advise on expected land requirements for a school as part of a S106 agreement and also school specification should the development be of a sufficient size to warrant a school being requested.</p> <p>Number of hours for the services we provide depends on the size of the development and how complex it is, simple applications are usually 1-2 hrs, where the more complex development can be 6-7 hrs</p>	<b>£72 per hour</b>

### Validation checking service.

The validation checking service fee is in addition to the planning fee for processing the application charges are as follows:

<b>Category A - MAJOR</b>	<p>Fixed charge of £125.00+VAT (£150 inclusive of VAT)</p> <p>This will include 1 validation check of the application at any of the planning receptions listed overleaf plus 1 re-check.</p>
<b>Category B - MINOR</b>	<p>Fixed charge of £83.33+VAT (£100 inclusive of VAT)</p> <p>This will include 1 validation check of the application at any of the planning receptions listed overleaf plus 1 re-check.</p>
<b>Category C - Other (including householder)</b>	<p>Fixed charge of £25.00+VAT (£30 inclusive of VAT)</p> <p>This will include 1 validation check of the application at any of the planning receptions listed overleaf plus 1 re-check.</p> <p>*See info below on the Accredited Agents Scheme</p>
<b>Exemptions</b>	<p>Please see guidance notes</p>

This service can be used to expedite validation with two working days of receipt

**Category A – MAJOR development**

- Residential development of 10 or more dwellings
- New floor space or change of use of 1,000 square metres or more or where the site area is 1 hectare or more
- Development subject to an Environmental Impact Assessment (EIA)
- A single turbine

**Category B – MINOR development**

- Residential development of between 2 and 9 dwellings or where the site area is below 0.5 hectares
- New floor space or change of use of less than 1,000 square metres or where the site area is less than 1 hectare

**Category C – Other (including householder) development**

- Householder applications
- Telecommunications development
- Listed Building consent
- Advertisement consent
- Certificate of Lawfulness for existing development
- Proposals for a single dwelling
- Demolition in a Conservation Area
- Tree Preservation Order consent
- Trees in a Conservation Area consent

**Exemptions**

- There will be no charge for the validation checking service if the following apply:
- For applicants and/or agents submitting an application for the alteration or extension of a dwelling for the benefit of a registered disabled person.
- For applicants and/or agents who have submitted a Planning Performance Agreement submission. A validation check of the application will be included as part of the planning performance agreement process.
- For applicants and/or agents who have submitted a pre-application submission relating to a listed building application. A validation check of the listed building application will be included as part of the pre-application advice.
- Terms and conditions
- All of the above charges are exclusive of VAT where not stated and chargeable at the standard rate in place at the time of the request.
- Standard fees plus VAT must be paid to the validation officer at the validation checking appointment session
- The Council reserves the right to waive the fee for charitable organisations and community groups.

## High Hedge Complaint Fee

If you think that an evergreen high hedge is detracting from the reasonable enjoyment of your property, home or garden, you are able to make a formal complaint to the Council. Before you complain you will need to satisfy yourself that you have tried and exhausted all other avenues for resolving your hedge dispute. This should include approaching your neighbour and asking to discuss the issue, if that fails ask the hedge owner to try mediation and finally if that is unsuccessful inform them of your intention to complain to the Council. If these three steps are not completed then the Council are unlikely to proceed with your complaint. If you still wish to proceed and make a formal complaint, you will need to submit a completed form <https://www.cornwall.gov.uk/environment-and-planning/planning/planning-advice-and-guidance/high-hedges/> along with the appropriate fee of £400 including VAT.

## Consultation documents

Copies of all current policy and evidence based documents can normally be obtained free from our website [www.cornwall.gov.uk](http://www.cornwall.gov.uk).

### Planning publications list and charges

These are the current publications available for purchase rather than an exhaustive list of policy documents please see our website [www.cornwall.gov.uk](http://www.cornwall.gov.uk) for further details

Document name	Date of publication	Fee
Cornwall Local Plan <ul style="list-style-type: none"> <li>• Strategic Policies</li> <li>• Community Networks</li> </ul>	2016	£10
Cornwall Allocations DPD Submission consultation document	Available from 12 June 2017	£20
Cornwall Allocations DPD supporting documents		£10 each
Cornwall Minerals Safeguarding DPD Submission Consultation document		£20
Cornwall Mineral Resource Assessment		£10
Minerals Safeguarding DPD Sustainability Appraisal		£10
Minerals Safeguarding DPD Habitat Regulations Assessment Screening Report		£5

## Part B – Land Charges

Land charges statutory fees (19 August 2019)		
Product	Standard fee	Expedited service
Standard Search and Enquiries (Non-NLIS)	£208.00* (£150.67 + VAT + £27.20)	£312.50* (£226.25 + VAT + £41.00)
Search only (LLC1)	£27.20	£41.00
Con 29 Enquiries only	£180.80 (£150.67 + VAT)	£271.50 (£226.25 + VAT)
Optional Enquiries 4 to 22 on Con 290	£19.25 each (£16.04 + VAT)	£29.00 each (£24.17 + VAT)
Additional Enquiries	£32.75 each (£27.29 + VAT)	N/A for this service
Additional Parcels of Land on LLC1	£3.45 each*	£5.50 each*
Additional Parcels of Land on Con29 or Con290	£15.30 each* (£12.75 + VAT)	£23.00 each* (£19.17 + VAT)
Additional Parcels on combined LLC1 and Con29	£18.75 each* (£12.75 + VAT + £3.45)	£28.50 each* (£19.17 + VAT + £5.50)
Refresh of Standard Search**	£53.50 (£38.67 + VAT + £7.10)	
Copy documents file pursuant to the Local Land Charges Rules 1977.	<p>Planning Decision Notice £10.00 (£8.33 + VAT) each plus an administration charge of £6.50 (£5.42 + VAT)</p> <p>Legal Agreements (TPO's, Sec106 and Enforcement Notices) £20.00 (£16.67 + VAT) per document plus administration charge of £6.50 (£5.42 + VAT)</p> <p>Note: The administration charge applies irrespective of the total payable fee relating to "copying charges".</p> <p>The admin fee is charged per application site rather than per application.</p>	
General correspondence	£32.75 (£27.29 + VAT)	
Highway extent correspondence	£46.50 (£38.75 + VAT)	

(NLIS Subscribers – Please refer to your channel provider for current fees)

\*Cornwall Council reserves the right to make an additional charge for complex searches or extra parcels of land depending on the additional workload involved.

\*\*To request a refresh of a standard search and enquiries, please ensure that the original search document is returned together with the fee of £53.50 by not later than 6 months from the date of the original search.

## Fees – Personal searches of the local land charges register

Product	Fee
Personal Search	Free
Personal Search additional parcels of land	Free
Copy of entry in Register	£0.42 + VAT (£0.50 inclusive of VAT) per copy

Note : exemptions may apply

## Fees – Access to data for the completion of Con 29: fee structure for access to data

### Breakdown of Con 29 enquiry fees from 19 August 2019

Enquiry No.	Standard £ (inclusive of VAT)	Expedited service £ (inclusive of VAT)	Inspection £
1.1a	3.43	5.15	0
1.1b	3.43	5.15	0
1.1c	3.43	5.15	0
1.1d	3.43	5.15	0
1.1e	3.43	5.15	0
1.1f	3.43	5.15	0
1.1g	3.43	5.15	0
1.1h	3.43	5.15	0
1.1i	3.43	5.15	0
1.1j	3.43	5.15	0
1.1k	3.43	5.15	0
1.1l	3.43	5.15	0
1.2	3.43	5.15	0
2.1a	15.60	23.40	0
2.1b	4.38	6.60	0
2.1c	0.00	0.00	0
2.1d	0.00	0.00	0
2.2	3.43	5.15	0
2.3	3.43	5.15	0
2.4	3.43	5.15	0
2.5	3.43	5.15	0
3.1	3.43	5.15	0
3.2	3.43	5.15	0
3.3a	6.86	10.32	0
3.3b	0.00	0.00	0
3.3c	0.00	0.00	0
3.4a	4.15	6.24	0
3.4b	0.00	0.00	0



Enquiry No.	Standard £ (inclusive of VAT)	Expedited service £ (inclusive of VAT)	Inspection £
3.4c - i	0.00	0.00	0
3.4c - ii	0.00	0.00	0
3.4d - i	0.00	0.00	0
3.4d - ii	0.00	0.00	0
3.4d - iii	0.00	0.00	0
3.4e	0.00	0.00	0
3.4f - i	0.00	0.00	0
3.4f - ii	0.00	0.00	0
3.4f - iii	0.00	0.00	0
3.5a	4.15	6.24	0
3.5b	0.00	0.00	0
3.6a	7.02	10.56	0
3.6b	0.00	0.00	0
3.6c	0.00	0.00	0
3.6d	0.00	0.00	0
3.6e	0.00	0.00	0
3.6f	0.00	0.00	0
3.6g	0.00	0.00	0
3.6h	0.00	0.00	0
3.6i	0.00	0.00	0
3.6j	0.00	0.00	0
3.6k	0.00	0.00	0
3.6l	0.00	0.00	0
3.7a	4.15	6.24	0
3.7b	4.15	6.24	0
3.7c	4.15	6.24	0
3.7d	4.15	6.24	0
3.7e	4.15	6.24	0
3.7f	4.15	6.24	0
3.7g	4.15	6.24	0
3.8	4.15	6.24	0
3.9a	1.36	2.03	0
3.9b	1.36	2.03	0
3.9c	1.36	2.03	0
3.9d	1.36	2.03	0
3.9e	1.36	2.03	0
3.9f	1.36	2.03	0
3.9g	1.36	2.03	0
3.9h	1.36	2.03	0

Enquiry No.	Standard £ (inclusive of VAT)	Expedited service £ (inclusive of VAT)	Inspection £
3.9i	1.36	2.03	0
3.9j	1.36	2.03	0
3.9k	1.36	2.03	0
3.9l	1.36	2.03	0
3.9m	1.36	2.03	0
3.9n	1.36	2.03	0
3.10a	6.86	10.32	0
3.10b - i	0.00	0.00	0
3.10b - ii	0.00	0.00	0
3.10b - iii	0.00	0.00	0
3.10b - iv	0.00	0.00	0
3.10b - v	0.00	0.00	0
3.10b - vi	0.00	0.00	0
3.10c	0.00	0.00	0
3.10d	0.00	0.00	0
3.10e	0.00	0.00	0
3.10f	0.00	0.00	0
3.10g	0.00	0.00	0
3.10h	0.00	0.00	0
3.11a	1.36	2.05	0
3.11b	0.00	0.00	0
3.12	2.72	4.08	0
3.13a	3.43	5.16	0
3.13b - i	0.00	0.00	0
3.13b - ii	0.00	0.00	0
3.13c	0.00	0.00	0
3.14	0.00	0.00	0
3.15a - i	6.86	10.32	0
3.15a - ii	0.00	0.00	0
3.15a - iii	0.00	0.00	0
3.15a - iv	0.00	0.00	0
3.15a - v	0.00	0.00	0
3.15b - i	0.00	0.00	0
3.15b - ii	0.00	0.00	0
3.15b - iii	0.00	0.00	0
<b>Total</b>	<b>180.80</b>	<b>271.50</b>	<b>0</b>

Whilst one single fee structure has been agreed, minor regional variances apply mainly where certain information is not available at a particular office.

# Part C – Building Control

## Cornwall Council

### Building Control Services

Scheme for the recovery of building regulation charges and associated matters

The Building Act 1984 (as amended)  
The Building (Local Authority Charges) Regulations 2010  
The Local Government Act 2003

**(with effect from 1st April 2018)**



## Introduction

The building control industry and government have worked together for some time to create a new vision for building control.

It is critical that the building control system is fit for purpose now and in the future because it is central to the Government's ability to deliver more and better homes and buildings. To address the challenge of climate change and sustainability the Building Control Service needs to think creatively about how to target their resources to further raise compliance, tackle illegal construction and to strengthen their performance management systems to demonstrate the positive and added value they bring to building projects. Its success will be measured by even better compliance achieved on site.

Following consideration of the responses to the charges consultation and further discussions with key stakeholders, the Building (Local Authority Charges) Regulations

2010 (si 2010/404) were laid before Parliament on 25 February 2010 and came into force on 1 April 2010.

The regulations set out the overarching principles of the local authority building control charging system under the Charges Regulation 2010 based on full cost recovery and users only pay for the service they receive. This will facilitate the implementation of service level agreements based on risk assessment (as set out in the Future of Building Control Implementation Plan) and help to demonstrate the value that building control adds.

This scheme and tables of charges of Cornwall Council Building Control may be amended, revoked, or replaced by the Authority at any time. You are therefore advised to satisfy yourself that this document is current.

## Purpose of the building regulations

Building regulation standards have evolved to secure the health and safety of those persons in and around buildings, to assist with energy conservation and to provide access and facilities for disabled persons.

### You are advised that:

- The building notice charge will normally be equal to the combined full plans plan charge and inspection charge plus 20%. The fees have been rounded up or down.
- The regularisation charge will normally be calculated as an individually determined charge, but will be a minimum of the building notice net charge or the combined plan and inspection net charge (where a building notice cannot be used) plus 40%.
- All charges (except the regularisation charge) payable to the authority shall be subject to value added tax at the standard rate.

## Interpretation

The following definitions apply to this charging scheme and should be read in conjunction with the other clauses and tables which constitute the charging scheme:

**'the authority'** means Cornwall Council;

**'building'** means any permanent or temporary building but not any other kind of structure or erection, and a reference to a building includes a reference to part of a building.

**'building notice'** means a notice given in accordance with regulations 12(2) (a) and 13 of the building regulations 2010 (as amended).

**'building work'** means:

- a) the erection or extension of a building;
- b) the provision or extension of a controlled service or fitting in or in connection with a building;
- c) the material alteration of a building, or a controlled service or fitting;
- d) work required by building regulation 6 (requirements relating to material change of use);
- e) the insertion of insulating material into the cavity wall of a building;
- f) work involving the underpinning of a building;
- g) work required by building regulation 22 (requirements relating to a change of energy status);
- h) work required by building regulation 23 (requirements relating to thermal elements);
- i) work required by building regulation 28 (consequential improvements to energy performance).

**'chargeable function'** means a function relating to the following:

- a) the passing or rejection of plans of proposed building work which has been deposited with the council in accordance with section 16 of the building act 1984 (as amended);
- b) the inspection of building work for which plans have been deposited with the council in accordance with the building regulation 2010 and with section 16 of the building act 1984 (as amended);
- c) the consideration of a building notice which has been given to the council in accordance with the building regulations 2010;
- d) the consideration of building work reverting to the council under the building (approved inspectors etc.) regulations 2010;
- e) the consideration of a regularisation application submitted to the council under

f) regulation 18 of the building Regulations 2010.

**'cost'** does not include any professional fees paid to an architect, quantity surveyor or any other person.

**'dwelling'** includes a dwelling-house and a flat.

**'dwelling-house'** does not include a flat or a building containing a flat.

**'flat'** means a separate and self-contained premises constructed or adapted for use for residential purposes and forming part of a building from some other part of which it is divided horizontally.

**'floor area of a building or extension'** is the total floor area of all the storeys which comprise that building. It is calculated by reference to the finished internal faces of the walls enclosing the area, or, if at any point there is no enclosing wall, by reference to the outermost edge of the floor.

**'relevant person'** means:

in relation to a plan charge, inspection charge, reversion charge or building notice charge, the person who carries out the building work or on whose behalf the building work is carried out;

- a) in relation to a regularisation charge, the owner of the building; and
- b) in relation to chargeable advice, any person requesting advice for which a charge may be made pursuant to the definition of 'chargeable advice'.

## Principles of this scheme

The set charges or method of establishing the charge have been established in this scheme for the functions prescribed in the Building (Local Authority Charges) Regulations 2010 (referred to as the chargeable functions), namely:

**'a plan charge'** (domestic works), payable when plans of the building work are deposited with the authority.

Note: The inspection charge should be paid with the plan charge in the following domestic circumstances;

- Extensions and loft conversions not exceeding 10sqm
- Garages and carports not exceeding 40sqm (non-exempt)
- Replacement windows / doors
- Installation of micro generation and renovation of thermal elements not exceeding £15,000
- All other domestic works up to an estimated value of controllable works of £25,000

**'a plan charge'** (non domestic) payable when plans of the building work are deposited with the authority.

Note: The inspection charge should be paid with the plan charge in the following Non domestic circumstances;

- New build and extensions relating to industrial and storage usage up to 100sqm
- All other works up to an estimated value of controllable works of £30,000

**'an inspection charge'**, where charges are related to the above categories for domestic and non domestic work the inspection charge should be paid with the plan charge as described above when plans are deposited.

Inspection charges will be payable on all other projects on demand after the authority has carried out the first inspection in respect of which the charge is payable.

**'a building notice charge'**, payable when the building notice is given to the authority.

**‘a reversion charge’**, payable when work starts under the supervision of a private sector building control body but reverts to Local Authority control.

**‘a regularisation charge’**, payable at the time of the application to the authority in accordance with regulation 18 of the building regulations 2010. The regularisation charge will normally be calculated as an individually determined charge, but will be a minimum of the building notice net charge or the combined plan and inspection net charge (where a building notice cannot be used) plus 40%.

**‘Chargeable advice’**, the authority can make a charge for giving advice in anticipation of the future exercise of their chargeable functions (i.e. before an application or notice is received for a particular case). Any charge is payable after the first hour of advice, on demand, after the authority has given notice required by regulation 7(7) of the building (local authority) charges regulations 2010 (i.e. the charge has been confirmed in writing following an individual determination).

The charge can be discounted from a subsequent application or notice received for the work in question if the advice results in a reduction in the work required to be undertaken by the building control service.

## Building control charges

Any charge which is payable to the authority may, in a particular case, and with the agreement of the authority, be paid by instalments of such amounts payable on such dates as may be specified by the authority. If the applicant and the authority are agreeable, an inspection charge can be fully or partly paid up front with the plans charge.

The charge for providing a chargeable function or chargeable advice is based on the principle of achieving full cost recovery. The charges will be calculated by using the council officers’ average hourly rate stated in the charging scheme, multiplied by the time taken to carry out the functions/advice. The following factors will be taken into account in estimating the time required by officers to carry out the function/advice:

- a) The existing use of a building, or the proposed use of the building after completion of the building work;
- b) The different kinds of building work described in regulation 3(1)(a) to (i) of the Building Regulations 2010;
- c) The floor area of the building or extension;
- d) The nature of the design of the building work and whether innovative or high risk construction techniques are to be used;
- e) The estimated duration of the building work and the anticipated number of inspections to be carried out;
- f) The estimated cost of the building work;
- g) Whether a person who intends to carry out part of the building work is a person mentioned in regulation 12(6) or 20 of the Building Regulations 2010 (i.e. related to competent person/self certification schemes);
- h) Whether in respect of the building work, a notification will be made in accordance with regulation 41 of the Building Regulations 2010 (i.e. where design details approved by Robust Details Ltd have been used)
- i) Whether an application or building notice is in respect of two or more buildings or building works all of which are substantially the same as each other;
- j) Whether an application or building notice is in respect of building work, which is substantially the same as building work in respect of which plans have previously been deposited or building works inspected by the same local authority;
- k) Whether chargeable advice has been given which is likely to result in less time being taken by a local authority to perform that function;

- l) Whether it is necessary to engage and incur the costs of a consultant to provide specialist advice in relation to a particular aspect of the building work.
- m) New domestic buildings which include garages and/or carports
- n) Where the charge relates to an erection of a dwelling the charge includes for the provision of a detached or attached domestic garage or carport providing it is constructed at the same time as the dwelling.

**New domestic buildings which include garages and/or carports**

Where the charge relates to an erection of a dwelling the charge includes for the provision of a detached or attached domestic garage or carport providing it is constructed at the same time as the dwelling.

**Multiple extensions / work to domestic buildings**

Where any building work comprises or includes the erection of more than one extension to a building, the total floor areas of all such extensions shall be aggregated to determine the relevant charge payable, providing that the building work described is carried out at the same time. On request, the charge for this type of work may be individually assessed.

**Resubmissions**, where plans have been either accepted or rejected, no further fee is payable on resubmission for substantially the same work.

**Dangerous Structures**, a charge may be made for attending to dangerous structures based on the hourly rate

## Exemption from charges

The authority has not fixed by means of its scheme, nor intends to recover a charge in relation to an existing dwelling that is, or is to be, occupied by a disabled person as a permanent residence; and where the whole of the building work in question is solely:

- a) for the purpose of providing means of access for the disabled person by way of entrance or exit to or from the dwelling or any part of it; or
- b) for the purpose of providing accommodation or facilities designed to secure the greater health, safety, welfare or convenience of the disabled person.

The authority has not fixed by means of its scheme, nor intends to recover a charge for the purpose of providing accommodation or facilities designed to secure the greater health, safety, welfare or convenience of a disabled person in relation to an existing dwelling, which is, or is to be, occupied by that disabled person as a permanent residence where such work consists of:

- a) the adaptation or extension of existing accommodation or an existing facility or the provision of alternative accommodation or an alternative facility where the existing accommodation or facility could not be used by the disabled person or could be used by the disabled person only with assistance; or
- b) the provision or extension of a room which is or will be used solely:
  - i) for the carrying out for the benefit of the disabled person of medical treatment which cannot reasonably be carried out in any other room in the dwelling; or
  - ii) for the storage of medical equipment for the use of the disabled person; or
  - iii) to provide sleeping accommodation for a carer where the disabled person requires 24-hour care.

The authority has not fixed by means of its scheme, nor intends to recover a charge in relation to an existing building to which members of the public are admitted (whether on payment or otherwise); and where the whole of the building work in question is solely:

- a) for the purpose of providing means of access for disabled persons by way of entrance or exit to or from the building or any part of it; or

- b) for the provision of facilities designed to secure the greater health, safety, welfare for disabled persons.

Note: 'disabled person' means a person who is within any of the descriptions of persons to whom Section 29(1) of the National Assistance Act 1948, as extended by virtue of Section 8(2) of the Mental Health Act 1959, applied but disregarding the amendments made by paragraph 11 of Schedule 13 to the Children Act 1989. The words in section 8(2) of the Mental Health Act 1959 which extend the meaning of disabled person in section 29(1) of the National Assistance Act 1948, are prospectively repealed by the National Health Service and Community Care Act 1990, section 66(2), Schedule 10, as from a day to be appointed.

Competent Persons Schemes – notifications of work from persons registered with a relevant Government approved competent person scheme will be exempt from charges

### **Information required to determine charges**

If the authority requires additional information to enable it to determine the correct charge the authority can request the information under the provisions of regulation 9 of The Building (Local Authority Charges) Regulation 2010.

The standard information required for all applications is detailed on the authority's Building Regulation application forms. This includes the existing and proposed use of the building and a description of the building work.

Additional information may be required in relation to:

- The floor area of the building or extension
- The estimated duration of the building work and the anticipated number of inspections to be carried out
- The use of competent persons or Robust Details Ltd
- Any accreditations held by the builder or other member of the design team
- The nature of the design of the building work and whether innovative or high- risk construction is to be used
- The estimated cost of the building work. If this is used as one of the factors in establishing a charge the 'estimate' is required to be such reasonable amount as would be charged by a person in business to carry out such building work (excluding the amount of any value added tax chargeable).
- Whether chargeable advice has been given which is likely to result in less time being taken by a local authority to perform that function
- Whether it is necessary to engage and incur the costs of a consultant to provide specialist advice in relation to a particular aspect of the building work

### **Establishing the charge based on cost recovery**

The authority has established 'standard charges' using the principles contained within The Building (Local Authority Charges) Regulation 2010. Standard charges are detailed in the following tables. In these any reference to number of storeys includes each basement level as one-storey and floor areas are cumulative.

If the building work you are undertaking is not listed as a standard charge it will be individually determined in accordance with the principles and relevant factors contained within the Building (Local Authority Charges) Regulation 2010. If the authority considers it necessary to engage and incur the costs of a consultant to provide specialist advice or services in relation to a particular aspect of building work, those costs shall also be included in setting the charge.

When the charge is individually determined the authority shall calculate the charge in the same way a standard charge was set by using the average hourly rate of officers' time, multiplied by the estimated time taken to carry out their building regulation functions in relation to that particular piece of building work and taking into account the applicable factors listed in regulation 7(5) of the Building (Local Authority Charges) Regulation 2010.



Individually determined charges will be confirmed in writing specifying the amount of the charge and the factors that have been taken into account in determining the charge.

### **Individually determined charges**

The building regulation charges for the following types of building work will be individually determined and the authority will state which factors in regulation 7(5) of the charges regulations it has taken into account in establishing a standard or individually determined charge;

- a) A reversion charge (this should always be included as an individually determined charge).
- b) The Building work is in relation to more than one non domestic building.
- c) Building work consisting of alterations to any domestic building where the estimated cost exceeds £45,000 or £50,000 for non domestic buildings
- d) The work consists of the erection or conversion of more than 3 dwellings or where the combined floor area of each dwelling exceeds 250sqm
- e) More than one standard charge applies to the building work and, with the agreement of the relevant person, the authority may establish the charge by individually determining the charge.
- f) Domestic extensions and loft conversions over 100sqm
- g) Non exempt domestic garages or carports over 40sqm
- h) Installation of micro generation or renovation of thermal elements over £15,000
- i) Non domestic industrial or storage use new build or extensions over 100sqm.
- j) All other non domestic extensions or new build over 100sqm
- k) Office or shop fit out.
- l) Provision of a mezzanine floor in an existing non domestic building.
- m) An application submitted for retrospective approval of unauthorised work.
- n) Any other work not listed above and not subject to the Standard Charges in the tables.

### **Other matters relating to calculation of charges**

- In calculating these charges, refunds or supplementary charges, an officer hourly rate of £63.00 (including VAT) has been used.
- The authority may accept payment by instalments in respect of all building work. Where the authority agrees to payment by instalments, the authority on request, will specify the amounts payable and dates on which instalments are to be paid
- All charges are based on the assumption that all electrical works will be carried out by a suitably qualified, self certifying electrician

### **Reductions**

Where in accordance with Regulation 7(5)(i) of the charges regulations, one application or building notice is in respect of two or more buildings or building works all of which are substantially the same as each other, up to 25% reduction in the standard plan and inspection charge may be made on request.

Where in accordance with Regulation 7(5) (j) of the charges regulations an application or building notice is in respect of building work which is substantially the same as building work in respect of which plans have previously been deposited or building works inspected by the same local authority, up to 25% reduction in the plan and inspection charges can be made on request.

The authority shall make a reduction in an individually determined charge when chargeable advice has been given before receipt of an application or notice for proposed building work, which is likely to result in less time being taken by the local authority to perform the chargeable function for that work.

The authority may make a reduction in its charges when work or the relevant part of the work, has been, or intends to be carried out by a person mentioned in regulation 20 of the Building Regulations 2010.

The authority may make other reductions in standard charges, based on the standard hourly rate, by way of refunds where the time taken by the local authority to perform the chargeable function for that work is substantially reduced.

### **Refunds and supplementary charges**

The authority will, on request, refund any Inspection Charge element that has been paid in advance of the work commencing, where that work will not proceed on the basis of the application for which it was paid.

If the basis on which any charge has been set or determined changes, the authority will, on request, refund or itself request, a supplementary charge and provide a written statement setting out the basis of the refund/supplementary charge and also state how this has been calculated.

Withdrawing applications – a non-returnable minimum charge of £52.50 will be made to recover administrative costs where an application is withdrawn before the plans are checked. Any refund will also take into account the amount of time spent in checking the application for compliance before any request to withdraw it is received.

Supplementary charges may be charged for additional services, using the average hourly rate of Officer time multiplied by the estimated time taken to carry out the functions, where the Local Authority considers that additional costs have been incurred due to:

- a) abortive pre-arranged site visits;
- b) works that are required to be re-inspected because of incomplete work;
- c) changes in the scope of the work and/or the program of work

### **Non-payment of a charge**

Your attention is drawn to Regulation 8(2) of the Building (Local Authority Charges) Regulations 2010, which explains that, plans are not treated as being deposited for the purposes of Section 16 of the Building Act or building notices given, unless the Council has received the agreed charge. In other words, relevant timescales do not start until the agreed payment has been made. The debt recovery team of the authority will also pursue any non-payment of a charge.

### **Complaints about charges**

If you have a complaint about the level of charges you should initially raise your concern with the charges team. The council has a comprehensive complaint handling process. If your complaint is not satisfactorily responded to by the officer concerned, details of how to resolve your complaint is available on request and can be viewed on the council's web site [www.cornwall.gov.uk](http://www.cornwall.gov.uk)

### **Transitional Provisions**

The authority's scheme for the recovery of charges dated 1st May 2014 continues to apply in relation to building work for which plans were first deposited, a building notice given, a reversion charge becoming payable, or a regularisation application is made, between 1st May 2014 - 30 April 2015.

## Standard charges

Standard charges include works of drainage in connection with the erection or extension of a building or buildings, even where those works are commenced in advance of the plans for the building(s) being deposited.

These 'standard charges' have been set by the authority on the basis that the building work does not consist of, or include, innovative or high risk construction techniques and/or the duration of the building work from commencement to completion does not exceed 12 months.

The design and building work is undertaken by a person or company competent to do so. Should extra site inspections be found necessary, additional charges may be incurred.

Any notifiable electrical work will be carried out by a person registered with one of the approved competent person schemes. If this is not the case, supplementary charges may be incurred based on the number of inspections required.

If chargeable advice has been given in respect of any of the work detailed in these tables and this is likely to result in less time being taken by the authority then a reduction to the standard charge may be made.

All types of building work can be considered, on request, as an individually assessed charge.

### **Plan and inspection charges**

These are listed in the following tables.

#### **Building notice charge**

Where the building work is of a relatively minor nature the building notice charge is the same as the total plan and inspection charge. In relation to more complex work, the time to carry out the building regulation function is higher and the resultant additional cost of using the building notice procedure results in the higher charge as detailed in the following tables.

By agreement, in writing, the building notice charge can be split into application and site inspection elements.

#### **Reversion charge**

These charges will be individually determined.

#### **Regularisation charge**

The Regularisation Charge will normally be calculated as an individually determined charge, but will be a minimum of the Building Notice net charge or the combined Plan and Inspection net charge (where a Building Notice cannot be used) plus 40%.

## Charges for building control

### Charges for domestic work

New houses/flats or conversions to dwellings			
A new dwelling/flat (less than 250sqm)	Full Plans		Building Notice
	Plan charge	Inspection charge	
	Gross £	Gross £	Gross £
1	306	546	1017
2	507	813	1578
3	645	1050	2028

To help you achieve a successful build, our ESconsult team offer a wide range of professional consultancy services, such as SAP and EPC design calculations, air pressure and acoustic testing, together with a complete range of structural and new home warranties.

Contact us:

- Tel: 01872 224792
- Email: [extendedservices@cornwall.gov.uk](mailto:extendedservices@cornwall.gov.uk)
- Web: [www.cornwall.gov.uk/business/building-control/esconsult/](http://www.cornwall.gov.uk/business/building-control/esconsult/)

Extensions and loft conversions			
Description of work	Full Plans		
	Plan charge	Inspection charge	Building Notice
	Gross £	Gross £	Gross £
Floor area not exceeding 10sqm	426		513
Floor area exceeding 10sqm but not exceeding 40sqm	267	387	774
Floor area exceeding 40sqm but not exceeding 100sqm	306	546	1017

Garages and carports (non-exempt garage or carport)		
Description	Full Plans (combined plan and inspection fee)	Building Notice
	Gross £	Gross £
Detached or attached garage or carport not exceeding 40sqm	306	

**Replacement windows / doors (non competent person scheme) per dwelling, where work is carried out at the same time**

Description	Full Plans (combined plan and inspection fee)	Building Notice
	Gross £	Gross £
1 - 4 units	150	
5 or more units	207	

**Installation of micro generation/renovation of a thermal element**

Description	Full Plans (combined plan and inspection fee)	Building Notice
	Gross £	Gross £
Cost of work up to £15,000	177	

**All other domestic work not described above**

Estimated cost of work	Full Plans		Building Notice Charge
	Plan Charge	Inspection Charge	
	Gross £	Gross £	Gross £
£0 - £500	177	Included in plan charge	177
£501 - £2500	234		234
£2501 - £5000	309		309
£5001 - £15000	387		462
£15001 - £25000	531		633
£25001 - £45000	261	387	774

## Charges for non domestic work

Our in-house ESconsult offers a range of extended services such as SBEM and EPC, we can also quote for Acoustic Testing, Fire Risk Assessments and Warranty Inspections.

Contact us:

- Tel: 01872 224792
- Email: [extendedservices@cornwall.gov.uk](mailto:extendedservices@cornwall.gov.uk)
- Web: [www.cornwall.gov.uk/business/building-control/esconsult/](http://www.cornwall.gov.uk/business/building-control/esconsult/)

<b>Extensions/new build</b>			
Description	Industrial and storage usage (combined plan and inspection fee)	All other classes	
		Plan charge	Inspection charge
	Gross £	Gross £	Gross £
Floor area not exceeding 50sqm	474	504	711
Floor area exceeding 50sqm but not exceeding 100sqm	531	558	789

<b>All other non domestic work not described above (very minor works – please contact us)</b>		
Estimated cost of work	Plan charge	Inspection charge
	Gross £	Gross £
£0 - £4,000	324	Included in plan charge
£4,001- £10,000	414	
£10,001 - £20,000	528	
£20,001 - £30,000	648	
£30,001 - £40,000	324	474
£40,001 - £50,000	387	558
Office or shop fit out	Individually determined charge- please contact us	
Installation of mezzanine floor	Individually determined charge- please contact us	

## Extended services

As part of Cornwall Council's commitment to provide best value to the residents of Cornwall, the Planning and Sustainable Development will be seeking to add value to statutory responsibilities with the extension of some advisory or discretionary services that will be operated through Extended Services.

Discretionary services are additional services that the authority has the legal power to, but is not obliged to provide.

### **Establishing the charge based on cost recovery**

Each authority providing a discretionary service under the Local Government

2003 is under a duty to secure that taking one year with another the income from charges for that service does not exceed the costs of provision. Extended Services will have in place a robust methodology for assessing the costs of providing a discretionary service. This will be undertaken by Finance.

Any capital and investment costs necessary to establish a new service or to improve or extend an existing service are legitimate costs of providing the service. Consistent to local government accounting practice, to the extent that these costs are charged to revenue, they can be set against income in calculating whether the cost ceiling rule has been met.

Individually determined charges will be confirmed in writing specifying the amount of the charge and the factors that have been taken into account in determining the charge.

### **Other matters relating to calculation of charges**

- In calculating these charges, refunds or supplementary charges, an officer hourly rate of £63.00 (including VAT) has been used.
- The authority may accept payment by instalments. Where the authority agrees to payment by instalments, the authority on request will specify the amounts payable and dates on which instalments are to be paid.

The authority may make other reductions in standard charges, based on the standard hourly rate, by way of refunds where the time taken by the local authority to perform the chargeable function for that work is substantially reduced.

### **Refunds and supplementary charges**

Withdrawing applications – a non returnable minimum charge of £63.00 (including VAT) will be made to recover administrative costs where an application is withdrawn before the plans are checked. An application may not be withdrawn once plans have been checked.

Supplementary charges may be levied when the as built SAP substantially differs from the original designed SAP.

### **Complaints about charges**

If you have a complaint about the level of charges you should initially raise your concern with the Extended Services team. The council has a comprehensive complaint handling process. If your complaint is not satisfactorily responded to by the officer concerned, details of how to resolve your complaint is available on request and can be viewed on the council's [web site www.cornwall.gov.uk](http://www.cornwall.gov.uk)

## Charges for ESconsult

Charges	
	Inc. VAT
SAP compliance check with EPC (single dwelling under 250sqm floor area)	£240
Combined package; SAP, EPC, and air pressure test (single dwelling under 250sqm floor area)	£510
SAP compliance check with EPC (single dwellings over 250sqm or multiple plots)	POA
SAP – Highly glazed extension	£300
SBEM with EPC	POA
Air Pressure Test (single dwelling)	£300
Water Usage calculations	£90
Fire Risk Assessments	POA
Acoustic Testing	POA



## Part D – Departmental service charges

Copying charges*	
Service	Fee
Copy of a Planning Decision notice or Building Regulations Completion certificate	£8.33+VAT (£10 inclusive of VAT) plus administration charge – see below
Copies of TPOs (multi pages), Enforcement Notices and Legal Agreements	£16.67+VAT (£20 inclusive of VAT) plus administration charge – see below
<b>Copies of documents</b>	<b>Refer to copying and administration charges – see below</b>
Black and white copy (A4)	£0.42+VAT (£0.50 inclusive of VAT)
Black and white copy (A3)	£0.83+VAT (£1.00 inclusive of VAT)
Black and white copy (A2)	£5.42+VAT (£6.50 inclusive of VAT)
Black and white copy (A1)	£7.50+VAT (£9.00 inclusive of VAT)
Black and white copy (A0)	£8.33+VAT (£10.00 inclusive of VAT)
Colour copying (A4)	£3.75+VAT (£4.50 inclusive of VAT)
Colour copying (A3)	£4.58+VAT (£5.50 inclusive of VAT)
Colour copying (A2)	£11.25+VAT (£13.50 inclusive of VAT)
Colour copying (A1)	£15.42+VAT (£18.50 inclusive of VAT)
Colour copying (A0)	£20.83+VAT (£25.00 inclusive of VAT)

\*We aim to provide a response within 10 working days

Administration charge	
Service	Fee
Administration Charge	£5.42 + VAT (£6.50 inclusive of VAT)
NOTE: The administration charge applies irrespective of the total payable fee relating to “copying charges” (NB The admin fee is charged per application site rather than per application.)	

## History Searches

Dedicated staff will check our records and provide the relevant information relating to planning permissions and other proposals and/ or the building regulations for any specific site.\*

History Searches	
Product	Fee £
Planning history search* (flat rate fee per site)	£35.00+VAT (£42 inclusive of VAT)
Building Control history search (flat rate fee per site)	£35.00+VAT (£42 inclusive of VAT)

Cornwall Council reserves the right to make an additional charge for complex requests depending on the additional workload involved.

\*We aim to provide a response within 10 working days

## Contact details

### Planning and Sustainable Development, Cornwall Council

Dolcoath Avenue, **Camborne**, TR14 8SX

Pydar House, Pydar Street, **Truro**, TR1 1XU

Chy Trevail, **Bodmin**, PL31 2FR

**Email:** [planning@cornwall.gov.uk](mailto:planning@cornwall.gov.uk)

### Building Control, Cornwall Council

Pydar House

Pydar Street

Truro

TR1 1XU

**Email:** [buildingcontrol@cornwall.gov.uk](mailto:buildingcontrol@cornwall.gov.uk)

## Part E – Street Name and Numbering charges

Street Name & Numbering Services	
Product	Fee (No VAT applicable)
Naming/Renaming an existing property	£50.00
Numbering/Naming a new property	£80.00
Confirmation of address enquiries	£40.00

If you require further information or advice on street naming and addresses please contact the Address Management Team by Email: [addressmanagement@cornwall.gov.uk](mailto:addressmanagement@cornwall.gov.uk) or Tel: 01872 327667.

If you would like this information  
in another format please contact:

Cornwall Council  
County Hall  
Treyew Road  
Truro TR1 3AY

Telephone: Tel: 0300 1234 151

Email: [enquiries@cornwall.gov.uk](mailto:enquiries@cornwall.gov.uk)

[www.cornwall.gov.uk](http://www.cornwall.gov.uk)

