

Ipswich Borough Council
Pre-application Charging Guide
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IPSWICH
BOROUGH COUNCIL

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Ipswich Borough Council Pre-application Charging Guide

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1. Introduction

"Early engagement has significant potential to improve the efficiency and effectiveness of the planning application system for all parties. Good quality pre-application discussion enables better coordination between public and private resources and improved outcomes for the community."
NPPF 2023, paragraph 39.

1.1 This guidance provides details on the Ipswich pre-application procedure and the associated fee charges.

1.2 Pre-application advice serves as a valuable resource for prospective applicants offering advice and recommendations tailed to their specific proposal. Ipswich Borough Council welcomes and encourages pre-application advice discussions before a planning application is submitted to us as the local planning authority.

1.3 The benefits of making a pre-application enquiry include:

- De-risking development proposals
- Saves you time and money
- Speeds up application determination
- Early notification of likely planning conditions

1.4 Prior to submitting a pre-application enquiry please use the Postcode checker to confirm if the site/property is in Ipswich Borough.

2. Legal framework

2.1 The Council has powers under Section 93 of the Local Government Act 2003 to charge for discretionary services. This statutory provision allows the Council to levy fees for advisory services such as pre-application advice.

3. Pre-application fees

3.1 The fee categories provided below are based on the scale and type of development, providing a pragmatic and transparent framework for charges.

3.2 Please be aware that any site visits or meetings are not included in the overall fee and may incur additional charges.

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Table 1: Charging Schedule

This charging schedule sets out the fees for Ipswich Borough Council. These fees are subject to VAT, which is in addition to the fees set out below.

Type of application	Description	Cost excluding VAT
Householder application	For Works or Extension to a Dwelling to alter or enlarge a single house, including works within the curtilage (boundary/garden) of a house	£210 (+VAT)
Listed Building Consent	Works to a listed building	£210 (+VAT)
Minor application	Minor development: • 1-4 dwellings • Non-residential development of less than 40 square meters	£415* including urban design advice (+VAT)
	Minor development: • 5-9 dwellings (new build or change of use) • Non-residential development of between 40 and1000 square metres • Changes of use of less than 1000 square metres of floorspace or on a site of less than 1 hectare	£775* including urban design advice(+VAT)
Major application	Major development: • Between 10 and 49 dwellings (new build or change of use) • Non-residential development of between 1000 square metres and 4999 square metres • Changes of use of between 1000 square metres and 4999 square metres, or on a site of between 1 hectare and 1.99 hectares	£3915* including urban design advice (+VAT)
Significant major application	Development of a significant scale: • 50+ dwellings • Non residential development of 5000+ square metres • Changes of use of 5000+ square metres, or on a site of 2+ hectares	Bespoke fee to be agreed (see paragraph 4.3) (+VAT)
Other		Bespoke fee to be agreed (see paragraph 4.3) (+VAT)
Pre-app meeting - virtual (1 hr)	Plans or documents to discuss submitted 5 working days in advance of the meeting and a follow up email to be circulated within 2 working days of the meeting. (Meetings must be agreed in advance of payment and meeting requests are subject to officer discretion).	Cost to be determined on a case-by-case basis, Standard meeting fee £290. (+VAT)

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Please Note: the above costs are calculated on average assumptions. Where an application has taken significantly more officer time the local planning authority reserve the right to ask for an additional fee to progress the pre-application.

4. Fee calculation

4.1 Fees are calculated on an average assessment of the complexities and resource requirements associated with different types and scale of development. This ensures that: fees are commensurate with the service being offered; the Council is able to recover costs; and that the Council is able to provide a highly efficient pre-application service.

4.2 The Council is committed to undertaking an annual review of the fees and fee charging categories to ensure that they reflect the costs associated with the delivery of service. The Council will take account of legislative requirements and will consider stakeholder feedback, economic conditions, etc. when reviewing the fee charging schedule.

4.3 Bespoke fees will be required for significant majors and for applications that are not listed on the pre-application charging schedule. These bespoke fees must be agreed with officers and paid in full prior to the commencement of the pre-application. These bespoke fees will be calculated on the basis of the scale of development, number of meetings required, attendees at each of the meetings, complexity of the pre-application, etc.

5. What should be submitted with a pre-application enquiry

5.1 The quality of the advice we can give depends on the quality of the information you submit. It is advised as a minimum this should include:

- Full description of the proposed development with specific details, typically in the form of a Supporting Statement.
- Payment of the correct fee.
- Site location plan with site boundary indicated (preferably to scale).
- Existing and proposed plans (preferably to scale to include elevations, floor plans, and block plan).
- Photographs of the site (if available).
- A list of the key issues for which you require a specific response.
- Any additional supporting documents that support the proposals.

6. Scope of the pre-application service

6.1 The scope of advice provided will depend upon the individual case and the information submitted as well as any specific advice being requested. The list

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below is not exhaustive but pre application responses will include some or all of the following:

- Relevant site constraints, development plan policies and national planning policies;
- Whether the proposal is likely to accord with the development plan and national policies, and whether planning permission is likely to be granted;
- Whether it is likely that planning obligations will be required, where known;
- Relevant planning history held by the Council;
- The relevant documentation required to be submitted with an application, including necessary supporting documents in accordance with the County Council's Planning Application Validation Requirements;
- The requisite planning application fee;
- Any recommended pre-application consultation with other bodies;
- Explanation of the decision-making process and likely timescales;

6.2 Any views expressed in pre-application advice are made without prejudice to the formal consideration of any planning application, which will be the subject of consultation and publicised, where new material planning considerations may be raised. Pre-application advice does not constitute a decision of the Borough Council and cannot guarantee a favourable outcome.

7. Specialist advice

Who we consult

7.1 In the pre-planning application phase, we will engage in consultations with key internal and external stakeholders to ensure a comprehensive understanding of the proposed development's potential impacts.

7.2 The case officer will determine which stakeholders to consult based on the specific type and scale of the pre-planning application. This decision is made at the officer's discretion.

7.3 It is possible to pay for additional pre-application advice from Suffolk County Council. Advice is available in relation to highway related matters, as well as sustainable drainage and flood risk management. For further information, please refer to the 'Preapplication and other planning service charges' page of Suffolk County Council's website.

Conservation and Design Panel

7.4 Where schemes involve design and/or conservation issues we like to seek comments from the Ipswich Conservation and Design Advisory Panel. This is an independent panel made up of practicing and retired professionals with architectural, urban designer, and town planning backgrounds. We have found in the past that the advice given can greatly benefit the success of a proposed scheme, and therefore can be very helpful to officers and agents/applicants alike. It must be noted that the Panel are aware of commercial sensitivities and

at the pre-application stage these comments would not be available to the public. Permission from the applicant would always be sought before taking a scheme to the Conservation and Design Advisory Panel.

Who we do not consult

7.5 It is important to note that consultations with councillors is not typically conducted as part of the pre-application process. This decision is in line with maintaining impartiality and avoiding any perception of bias or undue influence during the early stages of project development.

7.6 Consultation with councillors will take place as part of the formal planning application process. For major developments, a community consultation exercise is required to be conducted by the applicant prior to the submission of an application. This consultation process (conducted by the applicant) should involve engaging with all relevant Ipswich Borough Council and Suffolk County Council Ward Councillors, as stipulated in the adopted Local Validation List 2023. This proactive engagement ensures that local elected representatives are informed and have the opportunity to provide input on proposed developments.

Who we may advise you to consult separately

7.7 While consultations with certain stakeholders, such as Anglian Water, the Environment Agency, Network Rail, Historic England and others, are vital for ensuring the feasibility and compliance of proposed developments, it is important to note that these consultations are not typically conducted as part of the Ipswich pre-application process. This is to ensure that pre-application consultation responses are received promptly, as the timeframes of these consultees may not align with our own. These stakeholders may offer free or paid pre-application advice of their own.

7.8 These organisations can provide valuable insights and recommendations to ensure that projects are designed in a way that is compliant with relevant laws and regulations.

7.9 You may also need to discuss your proposal with Building Control to ensure that it will comply with Building Regulations. Note that this is separate from the pre-application process.

8. Pre-application meetings and site visits

8.1 Site visits and meetings are not an automatically part of the pre-application process. They are only undertaken at the pre-application stage where they are deemed necessary and an appropriate use of officer time. This is at the discretion of officers.

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8.2 Therefore, if you wish officers to be aware of a particular feature or aspect of the site or your proposals, it is recommended that you include details within the sketches, photographs, plans and/or statements that you submit.

9. Timescales

9.1 After you have submitted and paid for your request for pre-application advice, we will aim to acknowledge that we have received your pre-application and advise you which case officer has been allocated to your case, within 2 workings days.

9.2 When your pre-application has been acknowledged, we will aim to provide a written response within six weeks.

9.3 Whilst every endeavour will be made to meet the six-week turnaround this may not always be possible, for example awaiting external consultee responses that are fundamental to the officers advice. If this cannot be achieved the planning officer will aim to contact you at the six-week mark to either provide a formal response or set out a new deadline for the pre-application response.

10. Fee exemptions and waivers

10.1 Informal enquiries concerning listed buildings may be exempt from the pre-application charging schedule at the discretion of the Conservation and Urban Design team.

10.2 Furthermore, where the proposed works aim to address the specific needs of an individual's registered disability, the proposal will be exempt from pre-application charges.

11. Planning Performance Agreements

11.1 Planning Performance Agreements (PPAs) are agreements where the local authority and an applicant agree to key milestones (timeframe). These are typically used and are ideal for larger, more complex, applications, where the determination is likely to go beyond the statutory deadlines. These can cover pre-application, the application process, and the discharge of conditions.

11.2 The Local Planning Authority will enter into PPAs where the department is sufficiently resourced to meet the additional demands and where both parties can agree to a suitable timeframe. This will be assessed on a case-by-case basis and is at the discretion of the local planning authority.

11.3 Fees for PPAs will be bespoke and we would encourage early-stage discussions if you are considering a PPA.

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12. Refund policies

12.1 Pre-application advice is provided strictly without prejudice to the Planning Authority's determination of any subsequent planning application. Ipswich Borough Council will not issue a refund if a planning application is ultimately refused.

12.2 Pre-application advice is not subject to the Planning Guarantee under the Town and County Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended).

13. Freedom of information

13.1 The pre-application advice service is a confidential fee-based service. However, under the Freedom of Information Act 2000 and Environmental Information Regulation 2004 we may receive a request to provide information regarding pre-application advice.

13.2 Requests will be reviewed on a case-by-case basis and may involve some information to be released.

14. General Data Protection Regulation (GDPR)

14.1 Data Protection Act overview | Ipswich Borough Council

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