






**EASTSUFFOLK**  
C O U N C I L

# **Fees and Charges Document Planning and Building Control**

**Effective from XXX 2021**

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## Introduction

This document sets out the fees and charges associated with the Planning and Building service at East Suffolk Council. The information contained in this document should be read alongside information contained on the Council's website with regards to submitting a new planning application and making a pre-application request.

These pages can be accessed via the following links and will be kept live and updated.

[Making a planning application » East Suffolk Council](#)

[Pre-application planning advice » East Suffolk Council](#)

### 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 below).

### Discontinuing Cheques

The Planning and Coastal Management requests that you opt to pay by credit or debit card online or by phone via the 01394 444832 number, by BACS or by visiting any of the Council offices at either Riverside or East Suffolk House. We no longer take cheques as a method of payment

## Statutory Planning Fees

Statutory planning fees are those set by central government in relation to formal submissions for consent or approval from the local planning authority. With the exception of the exemptions (as listed below) these fees are non-negotiable and are not subject to refund. The full document and guidance can be viewed via the following web link - [Fees for planning applications - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/414242/fees_for_planning_applications.pdf)

Category of development	Fee payable
<b>I. Operations (including first submissions of Reserved Matters; or Technical Details Consent)</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.

Category of development	Fee payable
	<p>(1A) where the application is for permission in principle £402 for each 0.1ha of the site area.</p> <p>1) in other cases—</p> <ul style="list-style-type: none"> <li>a) where the number of dwellinghouses to be created by the development is 50 or fewer, £462 for each dwellinghouse;</li> <li>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.</li> </ul>
<p>2. The erection of buildings (other than buildings in categories 1, 3, 4, 5 or 7) includes extensions to flats.</p>	<p>1) Where the application is for outline planning permission and—</p> <ul style="list-style-type: none"> <li>a) the site area does not exceed 2.5 hectares, £462 for each 0.1 hectare (or part there of) of the site area;</li> <li>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.</li> </ul> <p>(1A) where the application is for permission in principle £402 for each 0.1ha of the site area.</p> <p>1) in other cases—</p> <ul style="list-style-type: none"> <li>a) where no floor space is to be created by the development, £234;</li> <li>b) where the area of gross floor space to be created by the development does not exceed 40 square meters, £234;</li> <li>c) where the area of the gross floor space to be created by the development exceeds 40 square meters, but does not exceed 75 square meters, £462;</li> <li>d) where the area of the gross floor space to be created by the development exceeds 75 square meters, but does not exceed 3750 square meters, £462 for each 75 square meters (or part there of) of that area;</li> <li>e) where the area of gross floor space to be created by the development exceeds 3750 square meters, £22,859; and an additional £138 for each 75 square meters (or part there of) in excess of 3750 square meters, subject to a maximum in total of £300,000.</li> </ul>
<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—</p> <ul style="list-style-type: none"> <li>a) the site area does not exceed 2.5 hectares, £462 each 0.1 hectare (or part there of) of the site area;</li> <li>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.</li> </ul> <p>(1A) where the application is for permission in principle £402 for each 0.1ha of the site area.</p>

Category of development	Fee payable
	1) in other cases— <ol style="list-style-type: none"> <li>a) where the area of gross floor space to be created by the development does not exceed 465 square meters, £96;</li> <li>b) where the area of gross floor space to be created by the development exceeds 465 square meters but does not exceed 540 square meters, £462;</li> <li>c) where the area of the gross floor space to be created by the development exceeds 540 square meters but does not exceed 4215 square meters, £462 for the first 540 square meters, and an additional £462 for each 75 square meters (or part there of) in excess of 540 square meters; and</li> <li>d) where the area of gross floor space to be created by the development exceeds 4215 square meters, £22,859; and an additional £138 for each 75 square meters (or part there of) in excess of 4215 square meters, subject to a maximum in total of £300,000.</li> </ol>
4. The erection of glasshouses on land used for the purposes of agriculture.	Where the area of gross floor space to be created by the development does not exceed 465 square meters, £96; where the area of gross floor space to be created by the development exceeds 465 square meters, £2,580.
5. The erection, alteration or replacement of plant or machinery.	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.
6. The enlargement, improvement or other alteration of existing dwelling houses.	1) Where the application relates to one dwellinghouse, £206; 2) where the application relates to two or more dwellinghouses, £407.
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.	£206

Category of development	Fee payable
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.	£234
9. The carrying out of any operations connected with exploratory drilling for oil or natural gas.	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.
10. The carrying out of any operations not coming within any of the above categories.	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 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.
<b>II. Uses of Land</b>	
11. The change of use of a building to use as one or more separate dwellinghouses.	1) Where the change of use is from a previous use as a single dwellinghouse to use as two or more single dwellinghouses— a) where the change of use is to use as 50 or fewer dwellinghouses, £462 for each additional dwellinghouse; b) where the change of use is to use as more than 50 dwellinghouses, 2) £22,859; and an additional £138 for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of £300,000; 3) in all other cases— a) where the change of use is to use as 50 or fewer dwellinghouses, £462 for each dwellinghouse; b) where the change of use is to use as more than 50 dwellinghouses, 4) £22,859; and an additional £138 for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of £300,000.

Category of development	Fee payable
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.	(1) Where the site area does not exceed 15 hectares, £234 for each 0.1 hectare (or part there of) of the site area; (2) 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.
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>
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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>	
Larger Home Extensions	£96
Agricultural and Forestry buildings & operations	£96
Demolition of buildings	£96
Communications (previously referred to as ‘Telecommunications Code Systems Operators’)	£462
Change of Use from Shops (Class A1), Professional and Financial Services (Class A2), Takeaways (Class A5), Betting Offices, Pay Day Loan Shops or Launderettes to Offices (Class B1a)	£96
Change of Use of a building and any land within its curtilage from Business (Use Class B1), Hotels (Use Class C1), Residential Institutions (Use Class C2), Secure Residential Institutions (Use Class C2A) or Assembly and Leisure (Use Class D2) to a State Funded School or Registered Nursery	£96
Change of Use of a building and any land within its curtilage from an Agricultural Building to a State-Funded School or Registered Nursery	£96
Change of Use of a building and any land within its curtilage from an Agricultural Building to a flexible use within Shops (Use Class A1), Financial and Professional services (Use Class A2), Restaurants and Cafes (Use Class A3), Business (Use Class B1), Storage or Distribution (Use Class B8), Hotels (Use Class C1), or Assembly or Leisure (Use Class D2)	£96
Change of Use of a building and any land within its curtilage from Offices (Use Class B1a) Use to Dwellinghouses (Use Class C3)	£96
Change of Use of a building and any land within its curtilage from an Agricultural Building to Dwellinghouses (Use Class C3)	£96; or
	£206 if it includes building operations in connection with the change of use
Change of use of a building from Shops (Use Class A1), Financial and Professional Services (Use Class A2), Betting Offices, Pay Day Loan Shops, Launderette; or a mixed use combining one of these uses and use as a dwellinghouse to Dwellinghouses (Use Class C3)	£96; or
	£206 if it includes building operations in connection with the change of use
Change of use of a building and any land within its curtilage from Light Industrial (Use Class B1c) to Dwellinghouses (Use Class C3)	£96
Change of Use of a building and any land within its curtilage from	£96; or



Amusement Arcades/Centres and Casinos (Sui Generis Uses) to Dwellinghouses (Use Class C3)		£206 if it includes building operations in connection with the change of use
Change of Use of a building from Shops (Use Class A1), Financial and Professional Services (Use Class A2), Betting Offices, Pay Day Loan Shops and Casinos (Sui Generis Uses) to Restaurants and Cafés (Use Class A3)		£96; or £206 if it includes building operations in connection with the change of use
Change of Use of a building from Shops (Use Class A1) and Financial and Professional Services (Use Class A2), Betting Offices, Pay Day Loan Shops (Sui Generis Uses) to Assembly and Leisure Uses (Use Class D2)		£96
Change of Use from Shops (Class A1), Professional and Financial Services (Class A2), Takeaways (Class A5), Betting Offices, Pay Day Loan Shops or Launderettes to Offices (Class B1a)		£96
Development Consisting of the Erection or Construction of a Collection Facility within the Curtilage of a Shop		£96
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
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
Construction of new dwellinghouses	Not more than 50 dwellinghouses	£334 for each dwellinghouse
	More than 50 dwellinghouses	£16,525 + £100 for each dwellinghouse in excess of 50 Maximum fee of £300,000
<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

## Concessions

### Exemptions from payment

For alterations, extensions, etc. to a dwelling house for the benefit of a registered disabled person. To comply with this, the council will need to see evidence of the registration. This will however be confidential and not disclosed to any external parties.

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 [table](#) (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
'Second application' exemption for applications for prior approval under Part 20 Construction of up to 2 storeys to create new flats on the topmost residential storey of a building which is an existing purpose-built, detached block of flats which are made by the same applicant, in respect of the same development on the same site or part of the same site and within 12 months of a determination of an earlier application (where a fee has previously been paid) under Part 20 or, in the case of an earlier application under Part 20 which was withdrawn, the date when that application was received by the local planning authority.

## 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. It is the responsibility of the applicant to provide appropriate evidence to demonstrate compliance.
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%
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 table (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

## 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 expected planning application fee if processing has commenced. The deduction applies to both statutory and discretionary applications but does not apply to applications returned following front-screening unless an invalid letter has been sent to you.

## Discretionary Charges

The council offers a number of discretionary services to assist our customers in a number of key ways. These are set at cost recovery levels and are inclusive of VAT.

If there is a service we can assist you on and it is not included below, please do make contact with us, using the means at the end of this document, and we will endeavour to assist you.

All such requests should be, in the first instance, directed to [planning@eastsoffolk.gov.uk](mailto:planning@eastsoffolk.gov.uk). Once the relevant information and fee is received your request will be directed to the most appropriate team/person who will respond to you direct within the specified timescales, unless an extension of time is requested.

## Do I need permission “DINP” form

Requests for a check as to the need for planning permission, listed building consent or advertisement consent. There is a charge of £74 for the planning permission/listed building consent check.

The form can be completed via the following link ([insert link](#)) and a formal decision will be issued within five working days of valid receipt.

**Please note:** Houses created through permitted development rights to change use from shops, financial and professional services premises or agricultural buildings cannot use householder permitted development rights to improve, alter or extend homes. In all instances planning permission is required and a formal planning application is required with the appropriate fee and documentation.

## 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 £61.70+VAT (£74 inclusive of VAT). We aim to provide a response within the specified timescales but on occasions it may be necessary to seek an extension of time to enable a comprehensive response to be prepared.

Additional Service	Fee (inclusive of VAT) (Fee's need to be set)	Description
Confirmation of closure of enforcement case (available for a six month period following closure of the case)	£74	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

Additional Service	Fee (inclusive of VAT) (Fee's need to be set)	Description
		decision on the matter on a case closed in the last six months. If the case was closed over six months ago it is recommended to use the 'help resolving conveyancing issues' service below.
Confirmation of compliance with Enforcement Notice (including site visit)	£222	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)	£222	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	£74	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 (if necessary) 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.
Informal confirmation of permitted use class	£74	Use this service to find the current permitted use class of a property. A planning history will be carried out

Additional Service	Fee (inclusive of VAT) (Fee's need to be set)	Description
(formal confirmation can only be obtained by a certificate of lawfulness)		and a response provided within 10 working days
Confirmation that permitted development rights have not been removed	£74	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	£74	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	£74	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 two working days.
Help resolving conveyancing issues	£296	Includes a full check of the planning and planning enforcement history, a site visit to view the development (if necessary), one 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.

Additional Service	Fee (inclusive of VAT) (Fee's need to be set)	Description
		<p>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.</p> <p>For example, unauthorised works have been discovered or planning conditions have not been complied with.</p> <p>We will aim to issue a formal response within 28 days of receipt.</p>
Confirmation of compliance with Section 106 Agreement (desktop assessment)	£74	<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. Please ensure that any such request is sent to <a href="mailto:CIL@eastsoffolk.gov.uk">CIL@eastsoffolk.gov.uk</a></p>
Confirmation of Community Infrastructure Levy	£74	<p>Use this service if you need written guidance or feedback on following the CIL process including personalised written advice on the submission of forms and the provision CIL exemption evidence.</p> <p>This service can also be used for a written estimation of CIL liability and CIL implications on development (particularly for major and complex schemes) at pre-application stage.</p> <p>This is an hourly rate and an estimate of the time required and fee will be provided upon making the request. Please ensure that any such request is sent to <a href="mailto:CIL@eastsoffolk.gov.uk">CIL@eastsoffolk.gov.uk</a></p>



Additional Service	Fee (inclusive of VAT) (Fee's need to be set)	Description
Confirmation of validation requirements	£74	Use this service if you wish to clarify the documents required to be submitted with a planning application, or have them checked prior to submission.

## Pre-application Planning Advice Service

Nature of Development	Written Advice Only	Written Advice & One Formal Meeting (up to 2hrs)	Additional Cost for Site Visit (when booked with any other option)	Suggested Details Required to assist with response	Timescale for response
<b>Householder Development:</b> Extensions, conservatories, sheds, outbuildings, garages, carports, fences, walls, gates, alteration or new access, swimming pools, porches, satellite dishes, solar panels, external wall insulation (all works must be within the boundary or curtilage of the existing house)	£74	Not Applicable / £148 if requested	Not Applicable / £74 <i>This does not allow for extended on site discussion, rather allows the officer to understand the site context.</i>	<ul style="list-style-type: none"> <li>• Site Location Plan;</li> <li>• Existing and Proposed Plans, with annotated dimensions;</li> <li>• Photographs, if possible.</li> <li>• Description of proposal</li> </ul>	10 working days unless otherwise agreed
<b>Advertisement Proposals:</b> Signs or advertisements displayed on buildings or land (for example; posters, notices, placards, banners, fascia or projecting signs, flag or balloon advertising, pole and canopy signs, advance and directional signs etc)	£74	Not Applicable	Not Applicable	<ul style="list-style-type: none"> <li>• Site Location Plan;</li> <li>• Details of proposed advertisements (with dimensions, if known)</li> <li>• Description of proposal</li> </ul>	10 working days unless otherwise agreed
<b>Minor Development:</b> Development of 1 to 9 dwellings or site area of less than 0.5 hectares, Development of up to 9 Tourist Accommodation, Non-residential dev. less than 1000sq m in floorspace (commercial, retail, industrial); Change of use of a building or land (less than 1000sq m in floorspace or on a site area of less than 0.5 hectare), Renewable Energy Proposals, Compliance with Schedule 2, Part 3 or 6 of the General Permitted Development Order (GPDO). Prior Approval Applications where the number of units created is less than 10  NPPF Para 79 dwellings	£222	£148	£148  In respect of a para 79 dwelling additional fees may be required in relation to Design Review Panel meetings and officer time at an hourly rate to be agreed between both parties in advance.	<ul style="list-style-type: none"> <li>• Description of proposal</li> <li>• Site Location Plan;</li> <li>• Block Plan;</li> <li>• Proposed Plans;</li> <li>• Development details;</li> <li>• Site photographs, if possible;</li> <li>• Compliance with the GPDO, if applicable.</li> </ul>	20 working days unless otherwise agreed
<b>Major Development:</b>				<ul style="list-style-type: none"> <li>• Description of proposal</li> </ul>	30 working

Nature of Development	Written Advice Only	Written Advice & One Formal Meeting (up to 2hrs)	Additional Cost for Site Visit (when booked with any other option)	Suggested Details Required to assist with response	Timescale for response
Development of 10 to 99 dwellings or SITE AREA; development of 10 –99 Tourist Accommodation, Non-residential development of between 1000sq m and 4999sq m in floorspace (commercial, retail, industrial); Changes of use of buildings or land between 1000sq m and 4999sq m or on a site of between 0.5 hectare and 1.99 hectares.	£629	£148	Site Visit Included	<ul style="list-style-type: none"> <li>As minor developments, plus any additional supporting information to support the proposal;</li> <li>Proposed SCI.</li> </ul>	days unless otherwise agreed
<b>Significant Scale Development:</b> Development of 100+ dwellings; Development of 100+ Tourist Accommodation, Non-residential development of 5000+ sq m in floorspace (commercial, retail, industrial). Changes of use of buildings or land of 5000+ sq m in floorspace, or on a site of 2+ hectares.	£2200	£148	Site Visit Included	<ul style="list-style-type: none"> <li>Description of proposal</li> <li>As minor developments, plus any additional supporting information to support the proposal.</li> <li>Proposed SCI.</li> </ul>	A bespoke timetable to be agreed with the Council
<b>Non-Material Amendment or Variation of Condition or Query:</b> Householder Development.	£37	Not Applicable	Not Applicable	<ul style="list-style-type: none"> <li>Description of proposal</li> <li>Details of condition(s) to be varied or of proposed amendment.</li> <li>Written description of proposed variation/amendment.</li> </ul>	Five working days unless otherwise agreed
<b>Non-Material Amendment or Variation of Condition or Query:</b> Minor, Major or Significant Development.	£115	Not Applicable	Not Applicable	<ul style="list-style-type: none"> <li>Description of proposal</li> <li>Details of condition(s) to be varied or of proposed amendment.</li> <li>Written description of proposed variation/amendment.</li> </ul>	Five working days unless otherwise agreed
<b>Telecommunications Development</b> Erection of telecommunications mast(s)	£148 (per mast)	Not Applicable	Not Applicable	<ul style="list-style-type: none"> <li>Description of proposal</li> <li>Site Location Plan;</li> <li>Proposed Plans;</li> <li>NCIRP Certificate;</li> </ul>	20 working days unless

Nature of Development	Written Advice Only	Written Advice & One Formal Meeting (up to 2hrs)	Additional Cost for Site Visit (when booked with any other option)	Suggested Details Required to assist with response	Timescale for response
and associated apparatus/infrastructure.				<ul style="list-style-type: none"> <li>Traffic Light Rating.</li> </ul>	otherwise agreed
<b>Specialist Advice – Listed Buildings and Conservation Areas</b>	£148	Not Applicable / £148 if requested or deemed necessary – to be agreed in advance	Not Applicable / £148 if requested or deemed necessary – to be agreed in advance	<ul style="list-style-type: none"> <li>Description of proposal</li> <li>Site location plan</li> <li>Photographs or records of heritage asset</li> <li>Proposed works</li> <li>Draft Heritage Statement if required</li> </ul>	10 working days unless otherwise agreed
<b>Specialist Advice – Works to Trees and Tree Preservation Orders</b>	£148	Not Applicable / £148 if requested or deemed necessary – to be agreed in advance	Not Applicable / £148 if requested or deemed necessary – to be agreed in advance	<ul style="list-style-type: none"> <li>Description of proposal</li> <li>Details of proposed works and tree plan/assessment or photographs</li> </ul>	10 working days unless otherwise agreed
<b>Specialist Advice – Ecology or Recreational Avoidance Mitigation Strategy (RAMS)</b>	£148	Not Applicable / £148 if requested or deemed necessary – to be agreed in advance	Not Applicable / £148 if requested or deemed necessary – to be agreed in advance	<ul style="list-style-type: none"> <li>Description of proposal</li> <li>Details of proposal</li> <li>Draft ecological surveys if required</li> </ul>	10 working days unless otherwise agreed

## Guidance Notes

Each pre-application enquiry will result in a single response of the type detailed above. If you require additional or subsequent advice following the first enquiry, any additional response will be charged at the same rate as above. Relevant internal consultees will be consulted at officer's discretion.

Pre-application fees are non-refundable and are not discounted from any planning application fee as may be required.

Outline, reserved matters and full proposals will be charged at the same rate. If the request for advice is accompanied by an indicative layout detailed comments on the layout will be provided.

Where a proposal falls into multiple categories, the fees will be combined.

The pre-application advice service is discretionary and non-refundable. Any requests for determination of whether planning permission is required will not be dealt with through the pre-application process and will need to form the subject of an application for Lawful Development

<p>Certificate. For information regarding whether planning permission is required and Lawful Development Certificates please visit <a href="http://www.planningportal.co.uk">www.planningportal.co.uk</a></p>
<p>Where requests cover more than one proposal for the development of a site, each proposed scheme needs to be submitted as a separate pre-application enquiry and will be charged for separately, at the above rates with unique responses provided on each proposal.</p>
<p>Requests submitted for works to be undertaken by Parish Councils for their benefit will be exempt from a fee</p>
<p>All meetings agreed will be held at a Council Office or virtually unless officers consider a meeting on site is necessary to enable the response to be provided.</p>
<p>For pre-application fees for proposals which are outside of the above categories please contact the Development Management Team via e-mail <a href="mailto:planning@eastssuffolk.gov.uk">planning@eastssuffolk.gov.uk</a> for advice on how to proceed.</p>
<p>If you are interested in entering into a Planning Performance Agreement (PPA) to cover more extensive pre-application discussions, and to allow more time and revisions during the application process, please contact the Development Management Team via e-mail. A PPA is a bespoke service to cover all aspects of the application process, and can incorporate multiple rounds of pre-app and the submission of revisions or additional information during the application process.</p>
<p>Seeking pre-application advice may help you get a quicker decision once your planning application is submitted. All planning applications received will normally be determined without negotiation or submission of revisions, unless the applicant has entered into a PPA, or the proposal has been subject to pre-application advice and the advice provided has been followed.</p>
<p>For proposals within the defined Heritage Action Zones, there will be no pre-application fee where the proposal will be subject to HAZ funding and agreed as such by the HAZ project manager. All other proposals within the HAZ zones will be require the appropriate fee.</p>
<p>Pre-application advice represents an informal, non-binding opinion on a proposal as presented. This advice will normally be considered confidential, but could be subject to disclosure if is the subject of a Freedom of Information request.</p>

## Community Infrastructure Levy (CIL) and Section 106 (s106)

New residential development, including conversion/change of use to residential, householder extensions/outbuildings over 100 sqm and other types of development such as convenience retail may be liable to pay CIL. This can relate to full and reserved matters planning applications and Certificates of Lawfulness approved on or after 1 August 2013. This can also include permitted development (development which does not require submission of a planning application) which commences on or after 1 August 2013.

CIL is charged in pounds per square metre for qualifying development, in accordance with the provisions of the CIL Regulations 2010 (as amended). The latest CIL rates for East Suffolk are published on the Councils [CIL webpages](#). These are updated annually, effective from 1 January.

Further guidance and information on CIL, together with the relevant CIL Forms can be found on the [Planning Portal](#).

### **CIL and s106 Additional Services and Fees**

There are a number of additional services relating to CIL that you can request and an email with details of the service you require should be sent to [CIL@eastsoffolk.gov.uk](mailto:CIL@eastsoffolk.gov.uk) for an estimate of the time involved. CIL support fees are charged at £74 per hour and should be paid up front.

Scaled floorplans must be provided for all proposed and existing buildings. Estimates are provided based on the current CIL Rates at the time and would be subject to change if permission is granted after there is a change in CIL rates through annual uplift or through implementation of a new CIL Charging Schedule.

### **S106 Monitoring Fees**

Regulation 122 (2A) of the CIL Regulations 2010 (as amended) permit local authorities to charge a fee for monitoring and reporting on planning obligations.

The Regulation 122 tests do 'not apply in relation to a planning obligation which requires a sum to be paid to a local planning authority in respect of the cost of monitoring (including reporting) provided –

- a) the sum to be paid fairly and reasonably relates in scale and kind to the development; and
- b) the sum to be paid to the authority does not exceed the authority's estimate of its cost of monitoring the development over the lifetime of the planning obligations which relate to that development.'

From 1 April 2021 the s106 Monitoring fee will be £408 per trigger to be paid on submission of the signed legal agreement.

## Building Control

East Suffolk Council's Building Control Team have significant experience of working with all customers across East Suffolk and would be pleased to discuss your needs with you to help you realise your aspirations. Working with the East Suffolk Building Control Team means that all aspects of your proposal are handled in a comprehensive, seamless, 'one authority' way which simplifies the process for you.

[Building Control » East Suffolk Council](#)

All Building Control Fees are individually calculated, we operate a not for profit service which means all fees simply cover the cost of the tailored service we provide to ensure your project is controlled in the most effective, prompt and reasonable manner.

We aim to provide all individual fee quotes within 24 Hours of the initial fee quote request.

Please email [bctfeequotes@eastsuffolk.gov.uk](mailto:bctfeequotes@eastsuffolk.gov.uk) to request your tailored fee quotation.

## Local Land Charges

A local land charges search is undertaken as part of the conveyancing process when a property or a piece of land is being purchased, leased, valued or re-mortgaged. This reveals any restrictions or legal obligations against the site such as tree preservation orders, conditional planning consents, conservation areas, listed buildings etc.

- Check that your property is within the East Suffolk district
- Guidance on how to buy a house
- Guidance on how to sell a house

## How to apply for a local land charges search

[Apply for a local land charge search via Public Access Land Charges \(PALC\)](#)

You will need the search address and an Ordnance Survey site plan of the property outlined in red.

The turnaround time for a basic search is a maximum of 10 working days.

Fees for 2021/2022	
Full search (LLC1 and CON29R)	£155.00
Full search - Additional parcel	£18.30
LLC1	£27.00
LLC1 Additional parcel	£4.25
CON29 (R)	£128.00
CON29 (O) Enquiries	£21.75
Additional enquiries	£23.25



## Cancelling a search

Public Access Land Charges (PALC) is not designed for dealing with cancellations. If you delete a search before it is completed you will still receive the results and will be charged.

If you need to cancel a search, please [contact our Local Land Charges team](#).

A refund will not be given if work has started on processing your search.

Before submitting a search using PALC, please ensure the property that is subject to the search submission is definitely in the East Suffolk area. If you are in doubt please email the team at [land/charges@eastsoffolk.gov.uk](mailto:land/charges@eastsoffolk.gov.uk) or call us on 01394 444301. If a search is submitted for a property outside our area, the search will be rejected, the refund will be processed and a cancellation charge of £20 will be application

## What does a local land charge search contain?

A standard land charge search usually includes two elements, submitted together - LLC1 and CON29R, although these can also be submitted separately.

- LLC1 - Certificate of Search of the Local Land Charges Register.  
Shows Land Charges affecting land or property such as planning consents and tree preservation orders and includes an official Certificate of Search.
- CON29R - Enquiries of local authority.  
Shows anything else such as Highways information on nearby road schemes, planning and building decisions pending and outstanding notices.

## Personal search

An extract of the Local Land Charges Register can be purchased online via [Public Access Land Charges \(PALC\)](#)

If you would prefer to [visit one of our offices](#), you can collect this for free (as a Personal Search).

Collection times are between 09:30-12:00 and 14:00-16:00 on Mondays, Wednesdays and Fridays. Personal Searches will not be available for collection outside of these times.

Please [email our Land Charges Team](#), stating your preferred office and date you would like to collect the personal search, allowing at least 24 hours before collection.

- [CON29 informative notes](#)

## Accessing Copies of documents

Copies of planning permissions, Listed Building Consents, Advertisement Consents, building control approvals and completion certificates can be accessed online via [Public Access](#).

Requests for documents not available on Public Access should be directed to [our Land Charges Team](#). Please be advised that archive records are held in hard copy and microfilm formats at an off-site, deep storage facility, and a retrieval fee of £21.10 per application is payable in advance of files being requested. Publishable documents will be made available to view on [Public Access](#), which can take up to 30 days depending on the volume of documents within each file.

Requests for documents from building control competent persons schemes, (eg NICEIC, Fensa, HETAS) should be sent direct to the individual scheme.

- [Current competent person schemes](#)

## Other Related enquiries

### Drainage and Water Enquires

For drainage and water enquiries please contact [Geodesys Ltd](#) who are part of Anglian Water.

### Property and land ownership

For details of property and land ownership please contact [HM Land Registry](#).

### Property and land boundaries

For details of property and land boundaries please see [HM Land Registry Boundaries](#).

### Commons and village green enquiries

Requests for an official search of the Register of Commons and Village Greens can be submitted online via [Suffolk County Council](#).

## Contact Details

If you would like any further information please use the following contacts:



### Contact us by E-mail

General Planning Enquiries – [planning@eastsoffolk.gov.uk](mailto:planning@eastsoffolk.gov.uk)

Duty Planner – [dutyplanner@eastsoffolk.gov.uk](mailto:dutyplanner@eastsoffolk.gov.uk)

Building Control – [buildingcontrol@eastsoffolk.gov.uk](mailto:buildingcontrol@eastsoffolk.gov.uk)

Community Infrastructure Levy – [cil@eastsoffolk.gov.uk](mailto:cil@eastsoffolk.gov.uk)

Local Land Charges – [land.charges@eastsoffolk.gov.uk](mailto:land.charges@eastsoffolk.gov.uk)



### Contact us by phone

General Planning and Building Control Enquiries – 01394 444832

Land Charges Enquiries – 01394 444301



### Contact us by post or visit one of our offices

Planning and Coastal Management  
East Suffolk Council  
Riverside  
4 Canning Road  
Lowestoft  
NR33 0EQ

Planning and Coastal Management  
East Suffolk Council  
East Suffolk House  
Station Road  
Melton  
Woodbridge  
IP12 1RT