Planning Pre-application Advice Service
What is the pre-application advice service?

The pre-application advice service offers planning advice before you submit a formal planning application.

The current planning application fees do not cover the cost of a pre-application advice service, and Council’s may charge for this service. In order to provide a high quality pre-application advice service Kettering Borough Council does charge for advice, with the fee payable depending on the scale of the proposal.

Full details of the fees can be found on page 3.

What does the service provide?

♦ Advice in relation to all relevant planning matters and the planning merits of the proposal
♦ Information on key National planning policy/guidance and Development Plan Policy
♦ Advice on the necessary documents to be submitted with a future planning application
♦ Details of the likely Section 106 obligations to be made by a developer (applies to larger schemes)
♦ A written response within 30 working days (or longer by agreement)
♦ Assistance with the validation of an application following a pre-application advice request

Why use the service?

♦ Greater certainty of the outcome of a planning application
♦ A more efficient planning application process
♦ It highlights unacceptable proposals and gives reasons why, saving time and the cost of submitting a formal application
♦ Opportunity to improve upon the proposal for a future submission

Pre-application advice will help you to submit a valid and accurate application for planning permission. It will help to avoid delays during the formal application process and flag up issues with the development proposal at an earlier stage.

Please note that we cannot give weight to pre-application advice more than one year old, or where there has been significant change in policy or circumstances since the advice was given.
Pre-Application Fee Schedule from 01/04/19
All prices are inclusive of VAT.

**Minor applications – including site visit if deemed necessary by the planning officer**

- Householder: £65
- Advert: £65
- Listed Building: £65
- Change of Use: £135

Up to an hour meeting if requested: 30% of initial fee

**Platinum Service – £110**

This service is for Householder applications only and is subject to availability.

This service will include a site visit and written report within 15 working days of a valid application being received. Please contact Development Services to check the availability of this service.

**Medium applications – including a site visit and one meeting of up to one hour**

- 1-4 dwellings
  - £180 for 1 dwelling, £110 for each subsequent dwelling
- 5-9 dwellings
  - £575 for 5 dwellings, £95 for each subsequent dwelling
- 10-49 dwellings
  - £1,000 for 10 dwellings, £65 for each subsequent dwelling

- <100sqm Commercial: £140
- 100-499sqm Commercial: £325
- 500-999sqm Commercial: £1,500

Additional meeting of up to one hour: 30% of initial fee

**Major applications – including a site visit and two meetings of up to one hour each**

- 50-100 dwellings: £3,750
- 101-150 dwellings: £4,500
- 151+ dwellings: Bespoke fee
- 1000+sqm Commercial: Bespoke fee

Development proposals which do not fall within the categories listed above will be charged at £255

Please note that where a proposal includes development falling within one or more categories the fee will be charged at the higher category.

For non-householder proposals, should you wish to seek advice on multiple options an additional fee is payable. Any second or subsequent option will require an additional payment of 50% of the relevant pre-application fee per option.

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1 Bespoke proposals such as those which would need to be considered under paragraph 55 of the National Planning Policy Framework (NPPF) will fall under the bespoke fee category. Please contact Kettering Borough Council Development Services to discuss the fee and timescales involved.
How can I pay?

♦ Online at www.kettering.gov.uk
   Click on ‘make a payment’, select ‘Planning pre-application advice’
♦ Telephone on 01536 534316
♦ Visit one of our Customer Service Centres

Cheques should be made payable to Kettering Borough Council and sent with your pre-application form. To pay online or by telephone you will require a reference number which will be issued to you once your submission is received by the Council.

The fee must be paid before a request for pre-application advice is processed

What to include in a pre-application advice request?

1. Your name
2. Contact details (including telephone number and email address)
3. Address of proposal
4. A site location plan (with site outlined in red) 1:1250 or 1:2500
5. Written details of the proposal (brief description of works)
6. Sketches or drawings of proposal ideally to a scale of 1:100 or 1:50 (not required for change of use only proposals)
7. The fee

The more information you are able to provide the more detailed response you will receive. You may like to provide:

♦ Photographs/photomontages
♦ Draft design and access, planning or heritage statements (not relevant for all proposals)
♦ Architectural detailing
♦ Site survey
♦ Full elevations at a scale of 1:100/1:50

A valid pre-application request will be responded to within 30 working days. For all major development proposals this timeframe may need to be extended but will be agreed with you the applicant during the pre-application process.

For a pre-application to be valid it must include the seven items shown above

Contact Information

If you have any questions or for more information please contact Development Services on:

📞 01536 534316
✉️ planning@kettering.gov.uk
🌐 www.kettering.gov.uk/planning