

# Duty Planner and Pre-Application Fee Schedule – January 2025

Duty Planner and Minor Applications				
Service	Who for?	What you can expect	Fees	Additional Services
				<ul style="list-style-type: none"> <li>Available only when initial meeting has been held</li> <li>Must be booked within three months of the original meeting</li> <li>NOT bookable as a standalone service</li> </ul>
Duty Planner – Homeowner + Small Business	<p>Advice on plans to extend, alter or improve houses or flats including permitted development</p> <p>Advice on change of use for small businesses (up to 99sqm), extensions up to 99sqm for small business, shopfront alterations or advertising.</p>	<ul style="list-style-type: none"> <li>Meeting with Planning Officer.</li> <li>A written response providing an analysis of the merits and a summary of meeting discussion</li> <li>A site visit – additional cost</li> </ul>	<p>£325 + VAT – meeting only</p> <p>£200 + VAT – site visit</p>	<p><b>£160+</b> VAT Follow up meeting</p>
Duty Planner - Listed Building: Advice and Site Visit (+VAT)	<p>People who want advice on their plans to extend, alter or improve their listed building – house, flat, shopfront alterations or advertising or small business</p>	<ul style="list-style-type: none"> <li>Meeting with Conservation Officer</li> <li>A written response providing an analysis of the merits and a summary of meeting discussion</li> <li>If Duty Planner advice is required a combined fee is payable</li> </ul>	<p>£650 + VAT</p>	<p><b>£325 + VAT</b> Follow up meeting</p> <p><b>£60+ VAT</b> – Submission of Conditions (per condition)</p>
Small Proposals	<p>1-3 units (including conversions of a house to flats)</p> <p>New build or extensions of 99 sqm-499sqm</p> <p>Change of use 100sqm-499sqm</p> <p>Telecoms masts and equipment</p> <p>Change of use from C3 dwelling to C4 HMO/Sui Genris HMO</p>	<ul style="list-style-type: none"> <li>Meeting with Planning Officer and other specialist officers if applicable</li> <li>A written response providing an analysis of the merits and a summary of meeting discussion</li> <li>A site visit – additional cost</li> </ul>	<p>£2000 + VAT – meeting only</p> <p>£200 + VAT – site visit</p>	<p><b>£1000 + VAT</b> Follow up meeting</p> <p><b>£150 + VAT</b> – Submission of Conditions (per condition)</p> <p><b>50 %</b> of original fee Non-Material Amendment / Minor Material</p>
Medium Proposals	<p>4-9 units (including flat conversions)</p> <p>New build or extensions of 500sqm-999sqm</p> <p>Change of use 500sqm-999sqm</p>	<ul style="list-style-type: none"> <li>Meeting with Planning Officer and other specialist officers if applicable</li> <li>Site visit</li> <li>A written response providing a précis of meeting discussion</li> </ul>	<p>£3,500 + VAT</p> <p>£200 + VAT – site visit</p>	<p><b>£1,750 + VAT</b> Follow up meeting</p> <p><b>£150+ VAT</b> – Submission of Conditions (per condition)</p> <p><b>50 %</b> of original fee Non-Material Amendment / Minor Material</p>

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Planning Enforcement				
Homeowner	People who want advice on submitting an application as a result of a planning enforcement investigation regarding their home or flat	<ul style="list-style-type: none"> <li>Meeting with Planning and Planning Enforcement Officer.</li> <li>A written response providing guidance on if planning permission is likely to be granted in regards to the enforcement investigation or what amendments are likely to be required for the Council to support the proposal</li> </ul>	£650 + VAT	£325 + VAT Follow up meeting
Small Business, Community Use	People who want advice on submitting an application as a result of a planning enforcement investigation regarding their commercial proposal or community use	<ul style="list-style-type: none"> <li>Meeting with Planning and Planning Enforcement Officer.</li> <li>A written response providing guidance on if planning permission is likely to be granted in regards to the enforcement investigation or what amendments are likely to be required for the Council to support the proposal</li> </ul>	£650 + VAT	£325 + VAT Follow up meeting

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Majors				
Service	Who for?	What you can expect	Fees	Additional Services
Medium Scale Major Development Proposals	10-49 units New build or extensions of 1,000sqm-9,999sqm Change of use 1,000sqm-9,999sqm	<ul style="list-style-type: none"> <li>Meeting with Planning Officer and Development team</li> <li>Site visit</li> <li>Formal advice letter</li> <li>Confirmation of likely Planning Obligations heads of term</li> <li>Confirmation of likely supporting documents required</li> <li>Inclusion with VU.CITY computer modelling</li> </ul>	<b>£8,000 + VAT</b>  Additional technical expertise including: <ul style="list-style-type: none"> <li>Design panel</li> <li>Legal advice + s106,</li> <li>Draft Viability review</li> <li>Draft ES review</li> <li>Sunlight/daylight</li> <li>Other identified specialist areas will be charged separately</li> </ul>	<ul style="list-style-type: none"> <li>Available only when initial meeting has been held</li> <li>Must be booked within three months of the original meeting</li> <li>NOT bookable as a standalone service</li> </ul> <b>£4,000 + VAT</b> Follow up meeting <b>£500 + VAT</b> Pre submission validation check  <b>£350 + VAT</b> – Submission of Conditions (per condition) <b>50 %</b> of original fee Non-Material Amendment / Minor Material
Large Scale Major Development Proposals	50-149 units New build or extensions 10,000sqm to 15,000sqm Change of use 10,000sqm to 15,000sqm	<ul style="list-style-type: none"> <li>Meeting with Planning Officer and Development team</li> <li>Site visit</li> <li>Formal advice letter</li> <li>Confirmation of likely Planning Obligations heads of term</li> <li>Confirmation of likely supporting documents required</li> <li>Agree application timeframes within a Planning Performance Agreement</li> <li>Inclusion with VU.CITY computer modelling</li> </ul>	<b>£12,000 + VAT</b>  Additional technical expertise including: <ul style="list-style-type: none"> <li>Design panel</li> <li>Legal advice + s106,</li> <li>Draft Viability review</li> <li>Draft ES review</li> <li>Sunlight/daylight</li> <li>Other identified specialist areas will be charged separately</li> </ul>	<b>£6,000 + VAT</b> Follow up meeting <b>£500 + VAT</b> Pre submission validation check  <b>£450 + VAT</b> – Submission of Conditions (per condition) <b>50 %</b> of original fee Non-Material Amendment / Minor Material Amendment
Strategic Major Development Proposals	150 units + New build or extensions over 15,000sqm Change of use over 15,000sqm	<ul style="list-style-type: none"> <li>Meeting with Planning Officer and Development team</li> <li>Site visit</li> <li>Formal advice letter</li> <li>Confirmation of likely Planning Obligations heads of term</li> <li>Confirmation of likely supporting documents required</li> <li>Agree application timeframes within a Planning Performance Agreement</li> <li>Inclusion with VU.CITY computer modelling</li> </ul>	<b>£16,000 + VAT</b>  Additional technical expertise including: <ul style="list-style-type: none"> <li>Design panel</li> <li>Legal advice + s106,</li> <li>Draft Viability review</li> <li>Draft ES review</li> <li>Sunlight/daylight</li> <li>Other identified specialist areas will be charged separately</li> </ul>	<b>£8,000 + VAT</b> Follow up meeting <b>£650 + VAT</b> Pre submission validation check  <b>£550 + VAT</b> – Submission of Conditions (per condition) <b>50 %</b> of original fee Non-Material Amendment / Minor Material Amendment
Planning Performance Agreements	For all major proposals, we strongly encourage all applicants to work collaboratively with us via a Planning Performance Agreement.	<ul style="list-style-type: none"> <li>Bespoke service to be agreed with Major Development Manager</li> </ul>	Subject to Scope	Bespoke service to be agreed with Development Manager

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Greenwich Design Review Panel	For all major proposals, we strongly encourage all applicants to present their scheme to the Design Panel.	Guidance on Design Review Panel can be found on our website	<b>£4,950</b> + VAT- Formal Review <b>£3,825</b> + VAT – Workshop Review <b>£2,750</b> + VAT – Chair’s Review <b>£1,650</b> + VAT - Surgery Review	
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