

## **Pre-application Advice – Notes and Charges from 1<sup>st</sup> April 2025**

Harrow Council's planning service has a key part to play in helping to deliver our communities' aspirations for high quality new development across the Borough. If you are planning a development, we therefore want to try to help you to ensure that you get it right first time. This will help avoid unnecessary cost and delays to your project.

Harrow's planning service therefore provides a range of pre-application advice options, depending on the size, scale and complexity of your project. To enable the Council to provide this discretionary service alongside processing of planning applications, and in accordance with S93 of the Local Government Act, the services are the subject to charges, which have been designed to recover the costs to the Council of the service itself. The schedule of charges is set out below. For clarity, these are split into charges for commercial development projects (such as new houses, flats and shops) and a separate schedule for improvement or alterations to homes (known as householder) applications. **If you are unsure of which service is right for your project, please email [planning.applications@harrow.gov.uk](mailto:planning.applications@harrow.gov.uk) for advice.**

To get the best out of the pre-application process, we would encourage you to provide as much information as possible about the project. As a minimum, we would request that you provide:

- Completed pre app form (this must provide the full site address)
- An OS based plan showing the land in question
- Scale drawings (floor plans and elevations) of your proposal
- Photographs of the site
- A letter outlining specific areas that you want the Planning service to comment upon (if required).

Your submission must be accompanied by a pre-application advice fee (as detailed in the below schedule). Payment of this fee can be made online here:

[www.harrow.gov.uk/wf\\_planpreapp](http://www.harrow.gov.uk/wf_planpreapp)

## Schedule of Pre-app Fees

<b>Category of Development</b>	<b>Pre-application Service Type</b>	<b>Fee</b>
<b>Category A – Strategic Development</b> (150+residential units/5,000m <sup>2</sup> +)	Meeting and written advice	£ 18,655.20 (Inc VAT)
	Follow up meeting and written advice	£ 9,327.70 (Inc VAT)
<b>Category B – Large Scale Major Development</b> (25 to 149 units/ 2,000m <sup>2</sup> to 4,999m <sup>2</sup> )	Meeting and written advice	£ 12,436.90 (Inc VAT)
	Follow up meeting and written advice	£ 6,218.40 (Inc VAT)
<b>Category C – Major Development</b> (10 to 24 units/ 1,000m <sup>2</sup> to 1,999m <sup>2</sup> )	Meeting and written advice	£ 8,927.20 (Inc VAT)
	Follow up meeting and written advice	£ 4,464.20 (Inc VAT)
<b>Category D – Outline Reserved Matters Major Development</b>	Meeting and written advice	£ 4,098.90 (Inc VAT)
	Follow up meeting and written advice	£ 1,974.10 (Inc VAT)
<b>Category E – Minor Development 1</b> (5-9 units/100m <sup>2</sup> to 999m <sup>2</sup> )	Written response	£2,836.50 (Inc VAT)
	Meeting and written response	£3,644.80 (Inc VAT)
	Follow up meeting	£1,821.50 (Inc VAT)
<b>Category F – Minor Development 2</b> (2-4 units/<100m <sup>2</sup> )	Written response	£2,234.70 (Inc VAT)
	Meeting and written response	£3,016.30(Inc VAT)
	Follow up meeting	£1,510.00 (Inc VAT)
<b>Category G – Minor Development 3</b> 1 unit (residential)	Written response	£1,406.30 (Inc VAT)
	Meeting and written response	£1,674.50 (Inc VAT)
	Follow up meeting	£841.40 (Inc VAT)
<b>Category H – Outline Reserved Matters Minor</b>	Written response	£532.40 (Inc VAT)

<b>Development</b> 1 unit (residential)	Meeting and written response	£739.40 (Inc VAT)
	Follow up meeting	£370.90 (Inc VAT)
<b>Category I – Small Scale Development *</b> (small extensions/alterations to commercial buildings, including advertisements, telecoms – contact to discuss fee if multiple locations)	Written Response	£933.20 (Inc VAT)
	Meeting and written response	£1,865.20 (Inc VAT)
<b>Category J – Householder *</b>	Meeting and written response	£507.90 (Inc VAT)
	Written response	£310.40 (Inc VAT)
<b>Category K – Heritage **</b> (Listed Building Consents and other heritage matters)	Meeting (includes Conservation Officer)	£874.50 (Inc VAT)
	Follow up meeting	£427.40 (Inc VAT)
<b>Category L – Works to Protected Trees</b>	Meeting (includes Tree Officer)	£847.50 (Inc VAT)
	Follow up meeting	£427.40 (Inc VAT)
<b>Category M – Meeting to discuss broad principles prior to formal pre-application</b>	Meeting (no written response)	£1091.00 (Inc VAT)
	Follow up meeting	£547.60 (Inc VAT)
<b>Category N – Minor works to a Listed Building</b>	Written Response	£299.90 (Inc VAT)
<b>Category O – Use of 3D Modelling</b>	Written Response	£824.50 (Inc VAT)
<b>Category P – Approval of Details</b>	Please email <a href="mailto:planning.applications@harrow.gov.uk">planning.applications@harrow.gov.uk</a> For a fee quote which will be based on hourly rates for officer to attend meeting.	

\*Please note the above charges include the attendance of the planning officer. If your development project involves heritage considerations or involves works that may impact protected trees then you will be required to pay additional charges based on the hourly rates below for the relevant officer to attend the meeting and to provide input into the response. Costings will include pre-meeting and post meeting input and travel time, if travel is necessary. Please email [planning.applications@harrow.gov.uk](mailto:planning.applications@harrow.gov.uk) to enquire about the overall cost.

\*\*If additional officers are required, such as an enforcement officer, then you will be required to pay additional charges based on the hourly rates below for the relevant officer to attend the meeting and to provide input into the response. Costings will include pre-meeting and post meeting input and travel time, if travel is necessary. Please email [planning.applications@harrow.gov.uk](mailto:planning.applications@harrow.gov.uk) to enquire

about the overall cost.

### **Staff Charge Rate for meeting attendance**

<b>Officer</b>	<b>*Cost per hour including VAT</b>
<b>Divisional Director</b>	£529.80
<b>Head Of Development Management/Planning Applications Manager</b>	£397.10
<b>Head Of Policy</b>	£397.10
<b>Area Planning Team Leader</b>	£262.30
<b>Senior/Principal Planning Officer/Enforcement Officer/Conservation Officer/Landscape Officer/Policy/Urban Design Officer</b>	£216.30
<b>Planning/ Enforcement Officer</b>	£197.50
<b>Affordable Housing Officer</b>	£197.50
<b>Highways Officer</b>	£197.50
<b>Urban Design Officer</b>	£197.50
<b>Ecology Officer</b>	£197.50
<b>Policy Officer</b>	£197.50
<b>Tree Officer</b>	£197.50
<b>Head Of Building Control</b>	£397.10
<b>Principal Surveyor</b>	£216.30
<b>Senior Surveyor</b>	£216.30
<b>Surveyor</b>	£197.50
<b>Structural Engineer</b>	£197.50
<b>Fire Officer</b>	£197.50

\*Hourly rate will include time for preparation pre-meeting and time spent post-meeting and any travel time, where appropriate.

### **Notes**

- The pre application advice and fee, relates to a single proposal and a single meeting. Please note that multiple options under a single pre application will each incur a fee of half the pre application fee.
- The meeting will take place remotely on MS Teams by default. Should you wish for alternative meeting arrangements to be in person then the officer time will need to be accounted for to travel to and from the meeting. Please email [planning.applications@harrow.gov.uk](mailto:planning.applications@harrow.gov.uk) for a quote.

- Should you wish to submit revised drawings following a meeting and before the Council issues its written response, a further fee equivalent to a third of the paid fee would be required within 7 working days of the meeting. Should the additional fee not be paid within 7 days, the Council will issue its written response based on the original submission within the timescales agreed. Amended drawings will not be accepted for written responses only.
- If the proposals cross two separate categories, the highest fee should be paid.
- If you are unsure about what category your proposal falls within please email [planning.applications@harrow.gov.uk](mailto:planning.applications@harrow.gov.uk)
- Written responses will be issued 15/20 working days after receipt of these amended drawings (unless a longer timescale has been agreed). Any further amendments will be the subject of a further full fee.