

## Pre-Application Guidance and Fee Schedule

The table below sets out the fee, timescale, and type of response depending on the type of development proposed.

Cat	Type of development	Fee (+VAT)	Type of response	Timescales
1	500 or more dwellings or 10,000 sqm or more of non-residential floorspace	£10,000 (£12,000)	Up to two hour meeting and written response (entering into a Planning Performance Agreement (PPA) recommended)	6 weeks or as otherwise agreed
2	200 to 499 dwellings	£7,500 (£9,000)		
3	50 to 199 dwellings	£5,000 (£6,000)		
4	25 to 49 dwellings or 2500m sq to 9999m sqm of non-residential floorspace	£2,500 (£3,000)		
5	10 to 24 dwellings or 1000m sqm to 2499m sqm of non-residential floorspace	£1,500 (£1,800)	Up to one hour meeting and written response	4 weeks or as otherwise agreed
6	5 to 9 dwellings or 500 sqm to 999 sqm to non-residential floorspace	£1,000 (£1,200)		
7	2 to 4 dwellings	£500 (£600)		
8	External works only or under 500 sqm of non-residential floorspace	£350 (£420)		
9	Listed Building Consent	£200 (£240)	Site meeting from conservation officer only, and written response	
10	1 dwelling, including replacement dwellings	£200 (£240)	Written response only	
11	Change of use	£200 (£240)		
12	Householder or advertisement	£150 (£180)		
13	Confirmation that an Enforcement Notice had been complied with	£250 (£300)		

## Guidance Notes:

1. 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.
2. 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.
3. Where a proposal falls into multiple categories, the fees will be combined.
4. 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 Certificate. For information regarding whether planning permission is required and Lawful Development Certificates please visit [www.planningportal.co.uk](http://www.planningportal.co.uk)
5. 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.
6. Requests submitted for works to be undertaken by Parish Councils will be subject to a 50% reduction in the above fees.
7. All meetings will be held at a Council Office (usually Civic Offices, Saxon Gate East). Site visits are not included within the pre-application fee. In the exceptional circumstances where an applicant requests a meeting other than at a Council Office it will cost an additional £150 (+VAT) per officer. These will only be agreed at officer's discretion.
8. For pre-application fees for proposals which are outside of the above categories please contact the Development Management Team via e-mail [dcadmin@milton-keynes.gov.uk](mailto:dcadmin@milton-keynes.gov.uk) for advice on how to proceed.
9. 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 round of pre-app and the submission of revisions or additional information during the application process.
10. 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.

11. 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.

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