

## Fast Track Pilot Guidance Notes and Charging Schedule – April 2015 version 2

The Fast Track Pilot provides a range of services to Barnet residents and businesses to accelerate the administration and review of planning applications and pre-planning submissions. This Fast Track Pilot does not affect the merits of the proposals. Fast Track charges are payable in addition to the any application fees payable under the Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 or pre-application as detailed below. VAT receipts can be provided on request.

All requests for the service should be emailed to [planning.premium@barnet.gov.uk](mailto:planning.premium@barnet.gov.uk) prior to the submission of the (pre) application.

**Each request is assessed individually and a confirmation that the service can be offered is provided by the Fast Track Team before the (pre) application is considered as part of the Pilot.**

Each request should include the following details:

- Name, address, phone number and email address of applicant / agent
- Site Address
- Description of proposals
- Reference of requested fast track service(s) (e.g. 8a and 8e)

All fast track payments must be made at the time of registration of the (pre) application. The applicant or applicant's agent shall inform the Council upon submission and payment of the (pre) application by emailing [planning.premium@barnet.gov.uk](mailto:planning.premium@barnet.gov.uk) with details of the Planning Portal or Pre-application reference numbers.

**(Pre) applications submitted without the confirmation of the Fast Track team that the service can be offered will not be processed under the Pilot.**

We reserve the right to right to refuse requests subject to resources and availability.

## Charging Schedule

### Householders applications

Our services for householder applications cover all types of residential development within the curtilage of a dwelling (including house extensions, outbuildings, driveways, etc). Each service can be offered individually.

#### Service 1a

- 1- Registration of application within 1 working day
- 2- Consultation of neighbouring properties within 1 working day
- 3- Provision of an officer's recommendation within 5 weeks of validation

In the event that the recommendation is to approve, note that the decision will be delegated if fewer than 5 objections are received and the application is not called in to a planning committee by a Councillor. Whilst the recommendation will be provided within 5 weeks of validation of the applications in any event, the necessary referral of an application to committee will have the effect of delaying the determination of the applications.

**£350  
(£420 inc VAT)**

#### Service 1b

Visit to site within 5 working days of registration

**£100  
(£120 inc VAT)**

#### Service 1c

- 1- Review of the information submitted with the application within 2 working days of the site visit, if Service 1b accepted, or 5 working days from the validation (if Service 1b not accepted)
- 2- Provision of an email setting out any required changes to the application or confirming support/refusal of the application.

**£250  
(£300 inc VAT)**

Additional and faster services

**on request**

### Conditions and certificate of lawfulness applications

All our services for conditions and certificates include:

- The registration of a valid application within 1 working day of receipt
- The issuing of a decision notice within 1 working day of confirmation of support or within 1 working of receipt of acceptable amendments / additional information.

#### Service 3a

Accelerated review and provision of an email setting out any required changes to the application or confirming support/refusal of the application within 10 working days of registration.

**£200  
(£240 inc VAT)**

#### Service 3b

Accelerated review and provision of an email setting out any required changes to the application or confirming support/refusal of the application within 5 working days of registration.

**£300  
(£360 inc VAT)**

<p><b><u>Service 3c</u></b></p> <p>Accelerated review and provision of an email setting out any required changes to the application or confirming support/refusal of the application within 2 working days of registration.</p>	<p><b>£400 (£480 inc VAT)</b></p>
<p><b><u>Service 3d</u></b></p> <p>Accelerated review and provision of an email setting out any required changes to the application or confirming support/refusal of the application within 1 working days of registration.</p>	<p><b>£600 (£720 inc VAT)</b></p>
<p>Additional and faster services</p>	<p><b>on request</b></p>

<p><b><u>Office to Residential Prior Notifications</u></b></p>	
<p><b><u>Service 4a</u></b></p> <p>1- Registration of valid application within 1 working day of receipt  2- Consultation of neighbouring properties within 1 working day  3- Provision of an officer's recommendation within 4 weeks of validation</p>	<p><b>£350 (£420 inc VAT)</b></p>
<p><b><u>Service 4b</u></b></p> <p>Subject to a prior notification application is approved, provision of letter confirming compliance with relevant legislation.</p>	<p><b>£75.00 (£90 inc VAT)</b></p>
<p>Additional and faster services</p>	<p><b>on request</b></p>

<p><b><u>Larger Home Extensions Prior Notifications</u></b></p>	
<p><b><u>Service 5a</u></b></p> <p>1- Registration of valid application within 1 working day of receipt  2- Consultation of neighbouring properties within 1 working day  3- Provision of an officer's recommendation within 5 weeks of validation</p>	<p><b>£200 (£240 inc VAT)</b></p>
<p>Additional and faster services</p>	<p><b>on request</b></p>

## **Minor Applications and Variation of Conditions**

### **Service 6a**

- 1- Registration of valid application within 1 working day of receipt
- 2- Consultation of neighbouring properties within 1 working day

**£250  
(£300 inc VAT)**

### **Service 6b**

- 1- Review of the information submitted within 5 working days from the validation of the application
- 2- Provision of an email setting out any required changes to the application or confirming support/refusal of the application.

**£350  
(£420 inc VAT)**

### **Service 6c**

Provision of an officer's recommendation within 5 weeks of validation.

In the event that the recommendation is to approve, note that the decision will be delegated if fewer than 5 objections are received and the application is not called in to a planning committee by a Councillor. Whilst the recommendation will be provided within 5 weeks of validation of the applications in any event, the necessary referral of an application to committee will have the effect of delaying the determination of the applications.

**£250  
(£300 inc VAT)**

Additional and faster services

**on request**

## **Major Applications**

Tailored service - Quote provided on request

**on request**

## **Pre-Application advice Category B**

### **Category B - Large Scale, Complex Development**

- 25 - 99 residential units
- 2000m<sup>2</sup> - 3999m<sup>2</sup> of commercial floor space

Tailored service - Quote provided on request

**on request**

## **Pre-Application advice Categories C and D+**

### **Category C - Major Complex Development – standard base fee £3,150 (inc VAT)**

- 10 - 24 residential units
- 1000m<sup>2</sup> - 1999m<sup>2</sup> of commercial floor space
- Development involving a site of 0.5ha and over
- Mixed use developments

### **Category D+ - Minor development – standard base fee £1,890 (inc VAT)**

- 2-4 new units (where a meeting is sought)
- 5-9 new residential units
- 100-999 m<sup>2</sup> of commercial floorspace (including change of use)
- Creation of 1 residential unit with associated complex heritage issues

#### **Service 7a**

- 1- Accelerated offer of meeting at our offices (or on site) within 10 working days
- 2- Provision of meeting notes within 3 working days of meeting

**25% of standard  
base pre-  
application fee**

#### **Service 7b**

- 1- Accelerated offer of meeting at our offices (or on site) within 5 working days
- 2- Provision of meeting notes within 3 working days of meeting

**50% of standard  
base pre-  
application fee**

#### **Service 7c**

- 1- Accelerated offer of meeting at our offices (or on site) within 2 working days
- 2- Provision of meeting notes within 3 working days of meeting

**75% of standard  
base pre-  
application fee**

Additional and faster services on request

**on request**

## **Pre-Application advice Categories E and F**

### **Category E - Creation of one residential unit – standard base fee £360 (inc VAT)**

- Creation of 1 additional residential house or flat
- Replacement of an existing residential unit
- Conversion of 1 property into 2 residential units

### **Category F - Small Scale development – standard base fee £262.80 (inc VAT)**

- Small extensions / alterations (including advertisements) to commercial or similar premises, below 100m2
- Small changes of use to commercial or similar premises, below 100m2
- Other small scale developments below the threshold of category D

Note that the standard base charges cover the provision of written notes only. A standard site visit or meeting is charged at the standard rate of £220 (inc VAT).

The charges below are payable in addition to the base charges. For example a Category E request to have a site meeting within 10 days of submitting the request and notes within 6 days of the meeting will be attract an overall charge of £755 (£336 base charge + £220 base charge for the meeting + £139 fast track charge to guarantee an accelerated meeting date + £60 to guarantee the accelerated provision of notes)

<b><u>Service 8a</u></b> Accelerated offer of meeting at our offices (or on site) within 10 working days	<b>25% of standard base pre-application fee</b>
<b><u>Service 8b</u></b> Accelerated offer of meeting at our offices (or on site) within 5 working days	<b>50% of standard base pre-application fee</b>
<b><u>Service 8c</u></b> Accelerated offer of meeting at our offices (or on site) within 2 working days	<b>75% of standard base pre-application fee</b>
<b><u>Service 8d</u></b> Provision of written notes within 6 working days of meeting	<b>£50 (£60 inc VAT)</b>
<b><u>Service 8e</u></b> Provision of written notes within 3 working days of meeting	<b>£100 (£120 inc VAT)</b>
Additional and faster services on request	<b>on request</b>

## **Pre-Application advice Categories G - Extensions / Development within the curtilage of a house or flat**

Note that the standard base charge is £144 (inc VAT) for a Category G pre-application request. This charge covers the provision of written notes only. A standard site visit or meeting is charged at the standard rate of £220 (inc VAT).

The charges below are payable in addition to the base charges. For example a request to have a site meeting within 6 days of submitting the request and notes within 6 days of the meeting will be attract an overall charge of £748 (£144 base charge + £220 base charge for the meeting + £360 fast track charge to guarantee an accelerated meeting date + £24 to guarantee the accelerated provision of notes)

<b><u>Service 9a</u></b> Accelerated offer of meeting at our offices (or on site) within 6 working days	<b>£150 (£180 inc VAT)</b>
<b><u>Service 9b</u></b> Accelerated offer of meeting at our offices (or on site) within 3 working days	<b>£300 (£360 inc VAT)</b>
<b><u>Service 9c</u></b> Accelerated offer of meeting at our offices (or on site) within 1 working days	<b>£500 (£600 inc VAT)</b>
<b><u>Service 9d</u></b> Provision of written notes within 6 working days of meeting	<b>£20 (£24 inc VAT)</b>
<b><u>Service 9e</u></b> Provision of written notes within 3 working days of meeting	<b>£75 (£90 inc VAT)</b>
<b><u>Service 9f</u></b> Provision of written notes within 1 working days of meeting	<b>£150 (£180 inc VAT)</b>
Additional and faster services on request	<b>on request</b>