

GUIDANCE NOTES FOR PRE-APPLICATION ENQUIRY FEES from 1st April 2026

FAST TRACK SERVICE

The Planning Department usually offers a FAST TRACK pre-application advice service on request for most development types - see fee details below. We will no longer accept payment for additional meetings subsequent to the initial meeting covered by the first payment. These services are currently suspended.

PLEASE NOTE owing to current workloads The Planning Department cannot accept FAST TRACK requests from Monday 22nd December 2025. Response times on other types of pre-application enquiries are also likely to be slightly longer than the timescales stated below.

Householder Development £75.00 with no meeting. £150.00 for one meeting. ~~£75.00 for each additional meeting. Fast Track £225.00 (includes one meeting)~~

Advice relating to development within one domestic curtilage including:-

- domestic extensions and/or alterations to an existing dwelling
- domestic sheds/garages/structures within existing gardens
- solar panels
- decking
- new or replacement driveways
- new domestic access (dropping the kerb)
- new or replacement windows

Timescale – aim to respond within 6 weeks (~~4 weeks for fast track~~). Aim to have a meeting within 4 weeks (~~3 weeks for Fast Track~~).

Minor Developments £328.00 for one meeting. Additional meetings £164.00 each. Fast Track £492.00 (~~includes one meeting~~)

- Creation of less than 3 (i.e. 1 or 2) new dwellings
- Offices/research/business and light industry < 500m²
- General industry/manufacturing/storage and warehousing < 500m²
- Retail proposals < 500m²
- All other developments covering less than half a hectare (if outline enquiry i.e. advice on principle of development only)

Timescale – aim to respond within 6-8 weeks (~~4-6 weeks for fast track~~) Aim to have a meeting within 5 weeks (~~3 weeks for Fast Track~~).

Intermediate Developments £615.00 for one meeting. Additional meetings £305.00 each. Fast Track £922.50 (~~includes one meeting~~)

- Creation of 3 to 9 new dwellings (i.e. 3,4,5,6,7,8 or 9)
- Offices/research/business and light industry 500m²–1000m²
- General industry/manufacturing/storage and warehousing 500m²–1000m²
- Retail proposal 500m² –1000m²
- All other developments covering less than one hectare (if outline enquiry i.e. advice on principle of development only)

Timescale – aim to respond within 6-8 weeks (~~4-6 weeks for fast track~~) Aim to have a meeting within 5 weeks (~~3 weeks for Fast Track~~).

Major Developments £1860.00 for up to two meetings. Additional meetings £930.00 each. Fast Track £2840.00 (~~includes up to two meetings~~)

- Residential schemes involving the creation of more than 9 dwellings but less than 100 dwellings, or where the number of dwellings is not specified, a site area measuring between 1 Ha – 3.5 Ha (if outline enquiry i.e. advice on principle of development only);
- Retail, commercial or industrial schemes that involve development in between 1000m² – 2,500m², or sites measuring between 1ha – 2.5ha;
- Educational, hospital, leisure and recreational schemes on sites between 1ha – 2.5ha (if outline enquiry i.e. advice on principle of development only).

Timescale – aim to respond within 8 weeks (~~6 weeks for Fast Track~~). Aim to have first meeting within 4 weeks (~~3 weeks for Fast Track~~).

Largescale Major Developments £2520.00 for up to two meetings. ~~Additional meetings £1260.00 each. Fast Track £3825.00 (includes up to two meetings)~~

- Residential schemes of over 100 units or, where the number of dwellings is not specified, a site area of over 3.5ha;
- Retail, commercial and industrial schemes with a floor space of 2,500² or more or on sites of 2.5ha or more;
- Educational, hospital, leisure and recreational schemes on sites of 2.5 hectares or more;
- Schemes with 2 or more land uses on sites of 2 hectares or more;
- Changes of use of building(s) with a gross floor area of 2,500 sq. m. or more;
- Schedule 1 or Schedule 2 Environmental Impact Assessment (EIA) Development

Timescale – aim to respond within 8 weeks (~~6 weeks for Fast Track~~). Aim to have a meeting within 4 weeks (~~3 weeks for Fast Track~~).

Listed Buildings or work in Conservation Areas Free of Charge or £138.00 – see below

- Advice for development in a Conservation Area or work to a Listed Building that consists **only of like for like repairs and maintenance** to the existing fabric (not replacement) will be free of charge. Beyond this threshold, advice for **internal alterations only** to Listed Buildings will require a fee of £133.00. **All other advice** is covered by the other categories. For the avoidance of doubt, if advice is being sought on internal alterations and development falling into the Householder Development category then the fee will be the sum of each category.

Where advice is being sought on internal alterations please provide sufficient photographs of the area(s) of the building in question to assist the Council in responding. In some instances the planning officer will refer these photographs along with other supporting information to its external conversation advisors, Growth Lancashire, to assist in formulating a response. If the customer wants an officer from Growth Lancashire to attend a site meeting at an additional cost (to cover their hourly rate and travel expenses) please indicate on the pre-app form.

Timescale – aim to respond within 4 weeks if like for like repairs and maintenance to the existing fabric. Aim to respond within 6-8 weeks if beyond this threshold.

Tree Work £97.00

- Services relating to high hedges or tree issues prior to a formal application.

Timescale – aim to respond within 4 weeks.

Advertisements £98.00

- Advice on signs, banners, notices etc.

Timescale – aim to respond within 6 weeks.

Prior Notification £165.00

- Advice on applications involving telecommunications equipment and on all other prior notification such as agricultural, changes of use, Class Q etc

Timescale – aim to respond within 6 weeks.

All fees are inclusive of VAT (VAT rate of 20.00%) VAT No. 175 3401 74

- **Please note whilst the Planning Department will endeavour to provide a response within the target time period occasionally it may take longer owing to staff commitments and/or resources.**
- **For non-major development involving a meeting, in most cases this will be a phone or Teams meeting after the planning officer has conducted a site visit. A face-to-face meeting in the office or on site will only take place where the planning officer considers this necessary.**

- In cases where a face-to-face meeting is to take place involving works to a Listed Building and the planning officer identifies that it would be necessary for an officer from Growth Lancashire (the Council's external heritage advisors) to be in attendance also in order to have meaningful discussion on technical matters, then the customer will be informed and asked to cover their expenses for attending the meeting (hourly rate fee plus travel expenses). If the customer would rather not pay this then the planning officer will attend the site meeting to discuss other matters and obtain information on heritage to pass onto Growth Lancashire, to feedback in the written response.
- In some cases, there may be a reduced charge for certain groups, i.e., Parish Councils or Community Councils.
- For the avoidance of doubt, if advice is being sought on development falling into more than one category then a fee is payable for each relevant category.