

Planning Services, The Arc, High Street, Clowne, S43 3JY

Pre-Application (Planning) Advice

Householder / domestic enquiries

Bolsover District Council offer a free pre-application advice service to all residential householders, falling into the following categories:

Table 1:

1.	Do I need Planning Permission?
2.	Householder / Domestic Extension.
3.	Works to a Listed Building (Householder)

Such enquiries may include proposed extensions / alterations to your property, or new buildings, or alterations within your garden / driveway.

To submit an enquiry you should complete the self service form available [here](#), or send details of your enquiry directly to dev.control@bolsover.gov.uk

All other enquiries

For enquiries falling in to the categories set out in table 2 below Bolsover District Council offers a paid for pre-application advice service and encourages those that wish to carry out development to engage in this service to receive guidance on the acceptability of development proposals and improve the quality of planning applications and their likelihood of success.

The charging schedule adopted by the District Council has been purposefully designed to cover all non-householder / domestic development types that require planning permission. The charges imposed do not exceed the cost to the Council of providing the service.

The Council's decision to charge for pre-application (planning) advice, which is a discretionary service, ensures that customers utilising the service are given certainty of the process and service that is available from officers.

The table below sets out our relative fees for pre-application (planning) advice for various development types.

The fees reflect the amount of time that an officer would typically spend assessing, and providing a written response to the different enquiry types. Enquiry types in the shaded boxes of the table below will include an officer site visit / meeting.

Table 2:

		Fee (£) Exec. VAT	Fee (£) Inc. VAT	Target Response Time
4.	Works to a Listed Building (Not Householder)	£69	£82.80	20 working days
5.	Advertisement	£31	£37.20	10 working days
6.	Change of Use (not residential)	£98	£117.60	20 working days
7.	Dwellings 1-4	£108	£129.60	20 working days
8.	Dwellings 5-9	£123	£147.60	20 working days
9.	Dwellings 10-19	£256	£307.20	20 working days
10.	Dwellings 20-49	£489	£586.80	20 working days
11.	Dwellings 50-149	£776	£931.20	20 working days
12.	Dwellings 150+	£1018	£1,221.60	20 working days
13.	Buildings / Other 0-499sqm	£108	£129.60	20 working days
14.	Buildings / Other 500-999sqm	£137	£164.40	20 working days
15.	Buildings / Other 1000sqm+	£293	£351.60	20 working days
16.	Enquiries re: S96a (a) minor	£34	£40.80	10 working days
16.a	Enquiries re: S96a (b) major	£41	£49.20	20 working days
17.	Enquiries re: S73 / S106A (a) minor	£82	£98.40	10 working days
17.a.	Enquiries re: S73 / S106A (a) major	£104	£124.80	20 working days

More complicated enquiries may require additional meetings, which will be charged at £150 (plus VAT) per additional meeting.

A proposal to undertake householder development to provide a means of access for a disabled person or to facilitate that person's greater safety, health or comfort is exempt from a fee. Enquiries relating to providing a means of access for disabled persons to a building or premises to which members of the public are admitted are also exempt from a fee.

If an enquiry is being made on behalf of a Parish, Town or Community Council for development connected to any public service administered by them, the fee is subject to a 50% concession.

Please note that while you are strongly encouraged to seek pre-application advice, this is not mandatory. There is a wealth of information online including the interactive house, shop and flats on the Planning Portal for householder and limited commercial development, which can be viewed here [Interactive House – Planning Portal](#). The permitted development rights for householders: technical guidance on the .GOV.UK website also provides a useful tool.

The Local Planning Authority will look to engage with other Council departments where appropriate, however, will not carry out consultation with external consultees when providing advice, including with the Environment Agency and Derbyshire County Council in their capacity as Local Highway Authority. Both organisations levy separate fees for providing pre-application planning advice. You are directed to their websites for further information.

What we need from you?

The Council will require sufficient information to enable us to process and respond to your enquiry. This should include:

A location plan showing the site marked.

A proposed site layout plan.

Details and photographs of the existing site.

Details and plans of the proposed development inc. elevations, floorplans, access, and parking.

All plans should be provided to a recognised scale, or at the very least have dimensions specified on them.

Supporting reports and statements where appropriate.

The level of information required will vary depending on the scale and nature of the proposed development. Prospective enquirers are encouraged to submit as much information as possible to allow the local planning authority to take an informed view on the development proposal.

What will you receive from us?

You will receive a detailed written pre-application (planning) response to your enquiry.

The table above sets out our targeted response time to each different type of enquiry. Should you enquiry generate a longer response time, the officer assigned to the enquiry will notify you of this and provide you with an updated estimated response date.

Advisory Notes

Any advice given at the pre-application (planning) stage does not constitute a formal response or planning decision of the district council. The advice will be offered without prejudice to the formal consideration of any follow up planning application, which will be subject to all statutory consultation requirements and the determination by the district council as the local planning authority.

A request for pre-application (planning) advice should be made by completing our online request form [available here](#).

The request should include all the relevant information set out in this guidance note.

You can also submit your enquiry using an electronic version of the pre-application advice form, [available here](#), and send this to us via:

Email:

dev.control@bolsover.gov.uk

Post:

Planning Services, The Arc, High Street, Clowne, S43 4JY

The pre-application (planning) advice fee will need to be paid at the time of submission. No request will be processed until the correct fee has been received.

Pre-application (planning) advice fees are non-refundable, and they do not contribute towards the cost of any subsequent planning application submission.

Payments can be made using debit or credit card, by cheque, or bank transfer. You can pay the fee by telephoning our Contact Centres on 01246 242424.