



# North York Moors National Park Authority

## Planning and Administration Charges

The National Park Authority provides a structured pre-application enquiry service in order to enable customers to engage effectively with the planning service and access professional planning advice. We are committed to providing all our customers with a good quality, efficient and accessible service. To provide this service, we do charge a fee which relates to the nature of the enquiry and amount of Officer time required to ensure you receive a thorough response.

You are encouraged to submit a formal enquiry to provide you with an understanding of how the relevant policies and guidance would be applied to your proposals and also to give you an indication of any particular issues; likely acceptability or otherwise of your proposals, in order to avoid the cost of pursuing or delays when considering an application. However, before you decide whether to seek written advice, you may wish to read the relevant regulations, policies and guidance notes, to give you an initial idea as to how your proposal might be considered. A guidance note which provides links to various policy documents and guidance notes can be found through the following link:

<http://www.northyorkmoors.org.uk/planning/pre-application-advice>

### Planning Charges

Category	Service Provided	Fee Payable
'Do I need permission/consent?' enquiries for all types of development, including Listed Buildings and Adverts.	A Planning/Building Conservation Officer will assess the submitted information and plans and provide a written response confirming whether planning permission is required as set out in the Town and Country Planning (General Permitted Development) Order 2015 (as amended), (Control of Advertisements) Regulations 2007 and the Planning (Listed Building and Conservation Areas) Act 1990.	£50 per written request
Pre-application advice for householder development within the domestic curtilage i.e. extensions to dwellings, outbuildings etc, including works to a Listed Building	A Planning/Building Conservation Officer will assess the submitted information and plans against the Development Plan and provide written advice.	£50 (£90 where a Planning Officer determines a site visit is required)
Small scale development, including up to 2 no. new dwellings, barn conversions, changes of use etc, including works to a Listed Building	A Planning/Building Conservation Officer will assess the submitted information and plans against the Development Plan and provide a written response.	£75 (£115 where a Planning Officer determines a site visit is required)
Medium scale residential development (3 - 9 no. dwellings) and all other development types including works to a Listed Building (excluding those listed elsewhere)	A Planning/Building Conservation Officer will assess the submitted information and plans against the Development Plan and provide a written response.	£175 (£215 where a Planning Officer determines a site visit is required)
Agricultural development: a) Where floor space is less than 1000 square metres. b) Where floor space is more than 1000 square metres.	A Planning Officer will assess the submitted information and plans against the Development Plan and provide a written response.	a) £50 (£90 where a Planning Officer determines a site visit is required) b) £75 (£115 where a Planning Officer determines a site visit is required)
Pre-application advice for major developments  (The definition of major development can be found on the Department for Communities and Local Government Website, in brief it relates to housing schemes of ten or more houses, for 1000m <sup>2</sup> or more of commercial floorspace or for development sites of one hectare or more)	A Planning Officer will assess the submitted information and plans, seek advice from statutory consultees where applicable, undertake a site visit and provide a written response.	£375 (for the Officer assessment, single site visit and single response)  Any further meetings, site visits, responses will be charged at £75 per hour of Officer time spent dealing with the enquiry (charged per 30 minutes or part thereof)
Drafting of Section 106 Notices	The Authority's Solicitor will negotiate, prepare, execute and register the Section 106 Obligation.	£750 flat rate fee unless the Section 106 Agreement is protracted. In this instance an additional £95 per hour will apply (charged per 30 minutes or part thereof) (excludes affordable housing)  £95 per hour (charged per 30 minutes or part thereof) (excludes affordable housing) for approval of an Agreement drafted by an applicant
Modifying/removing existing S106 agreements	The Authority's Solicitor will negotiate, prepare, and execute the variation/removal of the Section 106 Obligation.	£95 per hour (charged per 30 minutes or part thereof) (excludes affordable housing)
Home buyers/vendors planning assurance letter	The purpose of this service is to allow prospective purchasers of land or buildings to enquire of the Authority whether the current use or development on the land is likely to be in breach of planning/Listed Building control, with advice as to how to rectify any anomalies.	£175 (£220 where a site visit is required)

Planning Performance Agreements	These are available for Major Development proposals and are chargeable at the relevant Planning Officer's hourly rate.	
Minerals/Waste Monitoring Charges (The National Park is a Minerals and Waste Authority administered by the Enforcement and Monitoring Team)	This service enables both operators and the Authority to ensure conditions attached to permissions are being adhered to and provide operators with the opportunity to discuss any issues arising in respect of the operation and development of the site to meet or resolve those matters.	Some sites may require regular monitoring visits and the charges for these visits are set out below: <ul style="list-style-type: none"> <li>• Where the whole or part of the site is an active site - £331 per visit</li> <li>• In any other case - £110 per visit</li> </ul>

**NB – Enquires are charged per site, as well as per enquiry. If more than one proposal is put forward in relation to a single site under a single enquiry, the highest relevant fee will be charged.**

### Exemptions/Reductions

No fee is payable in respect of:

- Advice to registered housing providers in relation to exception sites.
- Advice to strategic partners (e.g. Forestry Commission, Environment Agency etc.) where development relates to a joint project/Management Plan objective.
- Applications required to meet disability legislation.
- At the Director of Planning's discretion.

Reduced fees:

- Where advice is to Parish Councils, registered playing field charities and charitable bodies the relevant fee is reduced by half.
- Advice relating to cross boundary applications – 75% of relevant fee charged.

### Administration Charges

Providing copies of historic Decision Notices/Section 106 Agreements/Enforcement Notices	The Planning Administration Team will provide you with your requested documents by your preferred method of contact (post or email).	£15 per Notice/Agreement
Planning application check	The purpose of this service is to provide a check of your application documents by a member of the Planning Administration Team. We will assess the application and give advice setting out areas of the application which need addressing for validation purposes prior to submission. Should you wish to meet with a member of the Team a prior appointment will be required.	£25
Private Search/Planning Queries and District Searches	The Planning Administration Team will search a site/property on the basis of your submitted plan and provide details of any post 1974 planning history and constraints.	£60 per search request (a charge of £10 applies per additional question as set out on the land charge CON 290 form - optional enquiries of the Local Authority)
Provision of planning application map service	The Planning Administration Team will produce a location plan for submission with a planning application.	£30 per request

### How to Enquire and Payment:

You can either send details by email or post; in the form of either a detailed letter or plans or a completed pre-application advice form which can be downloaded from the link below:

<http://www.northyorkmoors.org.uk/planning/pre-application-advice>

It is important that you provide enough information for us to offer advice about your proposals. Before we process your request, the full payment must be made in accordance with the scale of fees. Payment can be made by one of the following means:

**Cheques** - Cheques should be made payable to 'North York Moors National Park Authority'.

**BACS Transfer** - If you intend to pay by BACS transfer please can you notify the Authority as this will enable us to track your payment. BACS details are as follows:

Bank: Barclays Bank plc  
Bank Sort Code: 20-61-53  
Account Number: 80012394

**Debit/Credit Card** - To pay by debit or credit card please contact a member of the Development Management Administration Team on 01439 772700 who will process your payment.

**Notes:** All charges are inclusive of VAT at the standard rate (VAT No: 686 5004 21)

Pre-application advice provided is an informal Officer opinion only; a formal decision can only be made in response to a planning application. We will endeavour to provide a response to all our enquiries within ten working days of receipt of payment.

If you have any questions about the pre-application advice service, please contact us:

**Email:** [planning@northyorkmoors.org.uk](mailto:planning@northyorkmoors.org.uk)

**Telephone:** 01439 772700

**Post:** Development Management, North York Moors National Park Authority, The Old Vicarage, Bondgate, Helmsley, York YO62 5BP