

Pre application planning advice

Charges and information about the service



Charges now apply to pre-applications planning advice. The table below sets out the fees that apply to different types of development, and the level of service that you can expect to receive.

Portsmouth City Council - Pre-App Charges (July 2014)		
PRE-APP CATEGORY*	FEE	Notes on Service Provided
*where a pre-application request crosses over between categories, the higher fee will be charged		
PAPA01 Householder <ul style="list-style-type: none"> Householder PD & Article 4 enquiries Householder applications, including where the property is a listed building 	£40	<ul style="list-style-type: none"> Written response within 10 days No meetings or site visits included in the charge (except for Listed Buildings, where the case officer may deem a site visit appropriate)
PAPA02 Small Scale Development <ul style="list-style-type: none"> Permitted Development & Article 4 enquiries Proposals to alter or extend a single house or a single flat including where the property is a listed building Alterations to listed buildings where Listed Building Consent (LBC) is required, but planning permission is not needed Advertisements Other small scale non-residential development, including <ul style="list-style-type: none"> Shopfronts Extensions up to 25sqm Other minor alterations to non-residential premises (eg windows, doors, cladding etc) Changes of use with no increase in floorspace (except where new dwellings are being created) Changes to conditions not involving physical alterations to the scheme (eg opening hours) <p>NB - Please note we are unable to provide pre-application advice for HMO enquiries. You are advised to consult our HMO database and/or proceed to a full application. There is no fee for full applications for changes of use to C4 HMOs.</p>	£40	<ul style="list-style-type: none"> Written response within 10 days No meetings or site visits included in the charge (except for Listed Buildings, where the case officer may deem a site visit appropriate)

PAPA03 Minor Development <ul style="list-style-type: none"> Residential new build or conversion schemes for 1 to 7 units (with or without additional floorspace) Non-residential new build or conversion with extension where the increase in floorspace is between 25sqm and 499sqm Telecommunications equipment Physical / design amendment to previously approved schemes of any size 	£250	<ul style="list-style-type: none"> Written response within 15 days No meeting or site visits (but may be arranged if the case officer deems it to be necessary)
PAPA04 Medium Development <ul style="list-style-type: none"> Residential new build or conversion schemes for 8 to 19 units (with or without additional floorspace) Non-residential new build or conversion with extension where the increase in floorspace is between 500sqm and 999sqm 	£400	<ul style="list-style-type: none"> Initial contact within 10 days One 1-hour meeting Officer site visit Written response within 30 days
PAPA05 Major Development <ul style="list-style-type: none"> Residential new build or conversion schemes for 20 or more units Non-residential new build or conversion with extension where the increase in floorspace is between 1000 and 2000sqm 	£600	<ul style="list-style-type: none"> Initial contact within 10 days One 1-hour meeting Officer site visit Written response within 30 days
PAPA06 Planning Performance Agreement	Case by case	Bespoke service; initial meeting to agree series of meetings and a unique timetable for a subsequent planning application.
PAPA07 Development for a Disabled Person	Free	<ul style="list-style-type: none"> Written response within 10 days

The table below indicates which application form you should use, and what you need to submit. In all cases, payment must be made with the application.

x = not needed ✓ = required * = helpful

Service	Pre-Application Form to Use	Fee	Site Plan	Elevations and Floor Plans (existing and proposed)	Summary of proposed development	Design and Access Statement - Draft	Photos
Householder, adverts and 'small scale development'	Householder & Small Development	£40	*	*	✓	x	*
Minor Development	Commercial Development	£250	✓	✓	✓	x	*
Medium Development		£400	✓	✓	x	✓	✓
Major Development		£600	✓	✓	x	✓	✓

The Planning System operates on the metric scale not imperial. All pre-application enquiries should use metric units only and failure to do so may delay your response.