



# HARTLEPOOL BOROUGH COUNCIL

## OFFICER DECISION RECORD

Department: Neighbourhoods and Regulatory Services

Division: Neighbourhoods

Date of Decision /  
Issue of Licence: 27<sup>th</sup> July 2020

Officer Making  
Decision: Tony Hanson | Director of Neighbourhoods and Regulatory  
Services

Subject / Description  
and Reason for  
Decision: Local planning authorities may charge for providing discretionary  
services under section 93 of the Local Government Act 2003  
where charges are made they must not exceed the cost of  
providing the service.

Local authorities can also charge a monitoring fee through section  
106 planning obligations to cover the costs of monitoring and  
reporting on the delivery of an obligation. The fees were last  
reviewed in 2018 and so have been revised following a review of  
the service costs. The fees will rise by 10% from August 1<sup>st</sup> 2021.

A schedule of the revised fees is attached at Appendix 1.

Type of Decision: Non Key

**ODR No.: 21/73**

Nature of Delegation Being Exercised: Committee Delegated Authority

In accordance with Delegation Scheme set out at Part 3 (page 28) of the Constitution the Director is authorised to exercise any of those functions delegated to the Directors and hereby exercises the delegation as set out below:

<b>Delegation to Officer or Committee</b>
(4) In consultation with Chair of Committee, setting of fees and charges that have not been determined as part of the budget process, where the in-year additional income or expenditure does not have a gross full year effect greater than £100,000 i.e. where key decision test (i) does not apply.

Alternative Options Considered and Rejected:

The option of not increasing the fees was considered however that would mean that the council would continue to have a shortfall in income relative to its costs for providing these services.

Any Declared Register of Interest                      No

**OFFICER WITH THE DELEGATION**

NAME                      Tony Hanson

POSITION: Director of Neighbourhoods and Regulatory Services

DATE: 27/07/21

In consultation with:

Councillor Mike Young  
Chair of Planning Committee

and

Councillor Cameron Stokell  
Chair of Neighbourhood Services Committee

Schedule of fees for Pre-Application Advice (1<sup>st</sup> February 2018)

Development Type		Cost of Service
<b>Code</b>	<b>Largescale Major Developments</b>	
1	Dwellings (200 or more)(4 ha or more)	£720* for written response, including up to 2 meetings.  Additional advice requested chargeable at hourly rate <sup>^</sup> with a maximum of £2880*
2	Offices / R & D / light industry (>10,000sq metres or >2ha)	
3	General Industry/storage/warehousing (>10,000sq metres or >2ha)	
4	Retail distribution and servicing (>10,000sq metres or >2ha)	
5	Gypsy and Traveller pitches (>10,000sq metres or >2ha)	
6	All other largescale major developments (>10,000sq metres or >2ha)	
	<b>Smallscale Major Developments</b>	
7	Dwellings (10 - 199) (0.5 ha and less than 4 ha)	£360* for a written response <b>Or</b> £504* as above plus meeting/ £604* as above plus accompanied site visit. Additional advice requested chargeable at hourly rate <sup>^</sup> with a maximum of £2880*
8	Offices/ R & D / light industry (1,000sq metres - 9,999 sq metres)	
9	General Industry/storage/Warehousing (1,000sq metres - 9,999 sq metres)	
10	Retail distribution and servicing (1,000sq metres - 9,999 sq metres)	
11	Gypsy and Traveller pitches (1,000sq metres - 9,999 sq metres)	
12	All other smallscale major developments (1,000sq metres - 9,999 sq metres)	
	<b>Minor Developments</b>	
13	Dwellings (1-9) (Less than 0.5 ha)	£144* written response <b>Or</b> £288* as above plus meeting/£388* as above plus accompanied site visit
14	Offices / R& D / light industry (< 1000 sq metres or 1ha)	
15	General Industry/storage/warehousing (< 1000 sq metres or 1ha)	
16	Retail distribution and servicing (< 1000 sq metres or 1ha)	
17	Gypsy and Traveller pitches (< 1000 sq metres or 1ha)	
18	All other minor developments (< 1000 sq metres or 1ha)	
	<b>Other Developments</b>	
19	Minerals Processing	<b>Based on scale as above</b>
20	Change of Use	<b>Based on scale as above</b>
21	Householder developments	<b>£50<sup>#</sup></b>
22	Advertisements	<b>£144*</b>
23	Listed building consents (to alter/extend)	<b>Based on scale as above</b>
24	Listed building consents (to demolish)	<b>Based on scale as above</b>
25	Conservation area consents	<b>Based on scale as above</b>
26	Certificates of lawful development	<b>Quote on Request</b>
27	Notifications	<b>Quote on Request</b>

**NOTES:**

- 1) <sup>^</sup> Hourly charges based on an average of officers hourly charges referred above which is £65.80/hour\*
- 2) \* Denotes that fees may be reviewed from 1<sup>st</sup> April yearly.
- 3) <sup>#</sup> A 'fasttrack' service with a fee of £72\* is offered. This would aim for a response to a developer within 5 working days of receiving the valid request.
- 4) Time frames:
  - Aim of 15 working days to respond to a Minor & Other developments.
  - Aim of 25 working days to respond to a Major developments.
  - Large scale major development timetable to be arranged between case officer and applicant/agent.
  - 'Fasttrack' householder development service aim of 5 working days to respond.
- 5) All fees are shown inclusive of VAT.
  - 1) 45 minutes is allocated per meeting, if one is included in the fees above.