

Major Pre-Planning Application Guidance Notes and Fee Schedule

Town and Country Planning Act 1990 (as amended) Planning and Compulsory Purchase Act 2004

The Council welcomes and strongly encourages discussion before a developer submits an application for a major planning application.

This note provides the various types of pre-application advice available to applicants, guidance in respect of the procedure and the corresponding fees.

CATEGORY	DESCRIPTION	SUITABLE FOR	MINIMUM REQUIREMENTS FOR VALID SUBMISSION	FEE (all fees include VAT)
A. Staged Pre-App Programme	<p>Inception meeting: A high-level introduction to site and aspirations from the Council and applicant.</p> <p>The matters suitable for discussion will include an overview of appropriate land use(s), quantum of development, building parameters.</p> <p>Followed by an agreed programme of follow-up meetings focussing on more detailed matters. An <i>indicative</i> example programme could be as follows:</p> <ol style="list-style-type: none"> 1. Inception Meeting (vision & aspirations) 2. Site layout & indicative scale and massing 3. Design Development 4. Design Review 1 (Full Review) 5. Design Workshop (see separate guidance note) 6. Detailed Design Development 7. Viability and Affordable Housing 8. Transport / Environmental Health / other Technical Matters 9. Design Review 2 (Full Review) 	<p>Significant/Larger-Scale Majors i.e. those with the potential to provide:</p> <ul style="list-style-type: none"> • 150 or more residential units, • Tall buildings • Creation of 10,000m² or more (net) of commercial floor space, and/or • Development on a site of more than 2.5 hectares <p>Suitable for proposals at the earliest stage of development</p>	<ul style="list-style-type: none"> • Majors Pre-application request form • Fee • Site location plan • Details of the site area in hectares 	<p>Initial fee of £5,625 for inception meeting</p> <p>Follow-up meeting fees to be confirmed alongside the agreed programme of meetings.</p> <p>You'll need to pay an upfront fee for your inception meeting. After this, you'll need to pay 50% of the agreed fee for the programme of meetings before they take place. The remaining fee</p>

	<p>10. Review of final scheme proposal including final, full written response 11. Members Engagement Session 12. Final feedback prior to submission</p> <p>Unless otherwise indicated, follow-up meetings will usually be followed by a brief note detailing what was discussed at the meeting (except for design reviews and members engagement sessions: see categories G and H)</p> <p>Any external consultancy advice required as part of the meeting program would be subject to an additional fee to be decided on a case-by-case basis</p>			<p>will then be required prior to further meetings taking place.</p>
<p>B. Major</p>	<p>Meeting advising on the broad range of issues which would be considered at the planning application stage including but not limited to proposed land use, quantum of development, form, scale and height of development, followed by a written response.</p>	<ul style="list-style-type: none"> • Proposals involving the provision of 50+ residential units • Proposals involving the provision of 5,000 – 9,999m² commercial floorspace • Development be carried out on a site having an area of 0.5 hectares or more and it is not known what the number of new dwellings is. • the winning and working of minerals or the use of land for mineral-working deposits; • waste development; 	<ul style="list-style-type: none"> • Major Pre-application request form • Fee • Site location plan • Details of the site area in hectares • Photos of the site and surroundings • Proposed use(s) • Indicative site parameters (layout and movement) and building parameters (height and footprint) 	<p>£7,000</p> <p>One follow-up meeting (if required) charged at half the fee of the initial meeting (i.e. £3,500)</p> <p>Any further follow-up meetings fees TBC</p> <p>Any design workshops or topic-specific meetings would be the subject of a separate fee (see D-F below).</p>

			<ul style="list-style-type: none"> Unit numbers (for residential) 	
C. Small Major	One Meeting followed by a written response.	<ul style="list-style-type: none"> Proposals involving the provision of 10 – 49 residential units Proposals involving the provision of 1,000 – 4,999m² of new commercial floorspace Development on site of 1ha or more which doesn't fit into any of the above categories 	<ul style="list-style-type: none"> Major Pre-application request form Fee Site location plan Photos of the site and surroundings Worked-up drawings (elevations, floors plans, site layout plans) Unit numbers and details of unit size mix (for residential) 	<p>£4,131</p> <p>One follow-up meeting (if required) charged at half the fee of the initial meeting (i.e. £2065.50)</p> <p>Any further follow-up meetings fees TBC</p> <p>Any design workshops or topic-specific meetings would be the subject of a separate fee (see D-F below).</p>
D. Topic specific (e.g. Highways, Housing)	<p>One meeting followed by a summary note or technical comment.</p> <p>A topic-specific meeting is conditional of having an initial meeting (category B or C) and is subject to the availability of any relevant officers outside of the Planning department.</p>		<ul style="list-style-type: none"> Major Pre-application request form Fee Relevant documents or drawings for discussion 	<p>£2,000</p>

	Any external consultancy advice required as part of the meeting would be subject to an additional fee to be decided on a case-by-case basis			
E. Scheme Amendments (e.g. S73 and S96a)	One meeting followed by a written response or a follow-up note depending on the level of detail/nature of the amendment(s)		<ul style="list-style-type: none"> • Major Pre-application request form • Fee • Relevant documents or drawings for discussion 	Half the fee of the initial meeting for whichever relevant Pre-app category the original development would have fallen into
F. Design Workshop	Conditional on having an initial pre-app meeting (Category B or C)	See separate Design Workshop guidance note on website	<ul style="list-style-type: none"> • Major pre-application request form • Fee 	£2,000
G. Members Engagement	<p>An opportunity for applicants to present their scheme to Members of the Development Control Committee prior to determination of a planning application.</p> <p>These sessions will usually take place virtually via Microsoft Teams.</p> <p>Conditional on having first entered into pre-application discussions (Category A, B, C)</p>	<p>More worked-up schemes</p> <p>N.B. The timings for bringing a proposal to a Members Engagement session will be at the discretion of the planning officer.</p>	<ul style="list-style-type: none"> • Major pre-application request form • Fee • An electronic presentation lasting no longer than 30 minutes. 	£500
H. Design Review Panel (DRP)	<p>See our website for the Bromley Design Review Panel – Terms of reference:-</p> <p>Bromley Design Review Panel – London Borough of Bromley</p>	A DRP would be subject to officer recommendation	<p>See our website for the Bromley Design Review Panel – Terms of reference:-</p> <p>Bromley Design Review Panel – London Borough of Bromley</p>	Design Reviews are subject to a separate fee structure available on request.

I. Other			<ul style="list-style-type: none"> • Major pre-application request from • Fee 	Available on request
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Processing of Major Pre-Application requests

Once a request for pre-application advice and the relevant fee has been received, we will contact you either by phone or in writing to confirm:

- That your proposal qualifies for Major pre-application advice (The service has the right to decline a request for pre-application advice where it is not considered either appropriate or necessary, or inadequate information has been received)
- The most appropriate type of pre-application (based on the above categories) for the proposals being presented;
- Any additional information and/or fee that is required before the pre-application request can be validated.
- The name of the planning case officer who will be handling your enquiry.

N.B. All Fees should be paid online at [Pre-planning application payment | Instructions – London Borough of Bromley](#)

N.B. The level of detail which can be provided by officers during the pre-application meeting and in the written response will be reflective of the level of detail which is provided by the applicant in their submission.

Subject to a valid pre-application submission being received, including the relevant fee, the case officer will aim to contact you within 14 days of us issuing a formal acknowledgement to arrange a meeting. Meetings will normally be held virtually on MS Teams. If it is agreed that an in-person meeting would be more appropriate, this will be held at the Civic Centre and will be subject to officer availability.

Providing no further research or site investigation is required, you will normally receive a follow-up written response within 21 days after the meeting, which has been agreed by senior management.

Disclaimer

Any advice given by Council officers for pre-application enquiries does not constitute a formal response or decision of the Council with regard to granting planning permission in the future.

Any views or opinions expressed are given in good faith, and to the best of ability, without prejudice to the formal consideration of any planning application, which will be subject to public consultation and ultimately decided by the Council.

It will not be possible for Officers to accept revisions to a proposal during the course of a pre-application enquiry. Should pre-application advice be required in respect of an amended or alternative development proposal a follow-up pre-application enquiry or a new pre-application enquiry will need to be submitted and will be subject to the relevant fees as listed above.

You should therefore be aware that officers cannot give guarantees about the final formal decision that will be made on your planning or related applications. However, the written advice given may be relevant in the determination of the future planning related applications, subject to the proviso that circumstances and information may change or come to light that could alter the position. Applicants should be aware that older advice may become out of date should development plan policies or material circumstances alter.

We will seek to process all applications within the prescribed determination period. However, it is highly likely that applications submitted following a pre-application discussion will typically progress faster, particularly where the proposals have taken on board the issues raised in the written note. To be fair to those who use the pre-application advice service we do not generally negotiate once planning applications have been submitted to us.