This note provides guidance for the scale of charges for pre-application advice for growth sites which straddle the District/City boundary.

Background.

Both Councils have consistently encouraged applicants to seek pre-application advice; it provides an opportunity to steer projects in the right direction and to ensure that better-quality applications are submitted. This is particularly crucial for large scale schemes. Details of the schemes of charging for both council's are set out below.

www.cambridge.gov.uk/pre-application
www.scambs.gov.uk/Environment/Planning/pre-AppAdvice.htm

Given that the schemes of charges are different; this note is intended to provide clarity for applicants dealing with the growth sites which straddle the city/district council boundaries. The sites include:

- North-west Cambridge
- NIAB 1 & 2
- Southern Fringe
- Cambridge East
- Cambridge North East.

They apply at all stage of application i.e. outline, reserved matter as well as for a full application and include discussions about design coding where appropriate A separate charge will be made for presentations to the Cambridgeshire Quality Panel meetings.

Guidance

The scheme of charges to be used will depend on where the majority of the site is situated. For example, if the site is in or predominately in South Cambridgeshire, then the SCDC scheme of charges will apply to the whole scheme. If the site is in or predominately in Cambridge City, then its scheme should be used.

Applicants will only pay a pre-application fee to one of the Councils.

Notwithstanding which of the Council receives the pre-application fee, there is a commitment from both Councils that its officers will work closely together to ensure necessary support and guidance is given, and a consistent level of service provided. The respective Council will nominate a lead officer who will be the main point of contact for both authorities.

In the case of SCDC scheme, fees for strategic schemes (over 250 homes) will be set by agreement.
Both Councils can also agree bespoke charges for a number of meetings. In these cases, the fees will be based on a programme to be agreed with the applicant and on the actually hourly rate of officers involved, including specialist advices as required. Whenever possible these programmes will be agreed through Planning Performance Agreements.

A schedule of fees will need to be agreed and payments made in accordance with that schedule, before meetings are held and written advice given.

Contacts:

For queries and clarifications about the Councils’ Schemes, please contact:

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