

Record of Officer Decision

Change to Pre Application Enquiry Fees

Decision Taker and Date Decision Taken:

Director of Pride in Place, in consultation with the Director of Finance, Chief Executive and the Cabinet Member for Housing and Finance, on 1 July 2026

Summary of Matter or Issue Requiring Decision:

The Council encourages prospective applicants to engage with the planning service at an early stage to discuss emerging development proposals. Pre-application engagement is optional; however, it supports effective communication, provides early professional planning advice, and helps applicants understand whether proposals are likely to accord with adopted planning policy. Where proposals do not align with policy, officers can offer guidance on potential amendments for consideration.

The pre-application enquiry service is discretionary and chargeable. The current schedule of fees has been published including VAT. The increasing of the fees by a flat percentage rate has created rounding errors on our IT systems. The issue is easily resolved by making small changes to the fees required as set out in the table below. The matter requiring decision is whether to approve a revised increase in pre-application enquiry fees which is in line with or exceeds corporate expectations.

Decision Taken:

That the revised pre-application enquiry fees set out in Appendix 1 be approved.

Summary of Reason(s) for Decision Taken:

To ensure that fees more accurately reflect the level of officer time and professional input required to provide the pre-application enquiry service. Also to resolve the errors appearing on the IT system.

Summary of Alternatives or Options considered and rejected and Background Papers:

An alternative option would be to discontinue charging for pre-application enquiries. This option has been discounted as it would be likely to result in increased uncertainty in the development process, reduced quality of early engagement with applicants, and additional unresourced pressure on the planning service.

Details of any conflict of interest and dispensation granted to the Officer taking the decision or by any Member of the Council in delegating responsibility for any specific express delegation:

None.

Implementation:

This decision will take effect immediately.

A copy of this decision and any supporting documentation considered by the Officer taking this decision may also be available for inspection by the public at the Council's offices or posted upon payment of any copying and postage charges. Any member of the public wishing to take up either of these options is asked to please ring (01803) 207087 or email governance.support@torbay.gov.uk

Signed: _____ Date: 1 July 2026
Director of Pride in Place