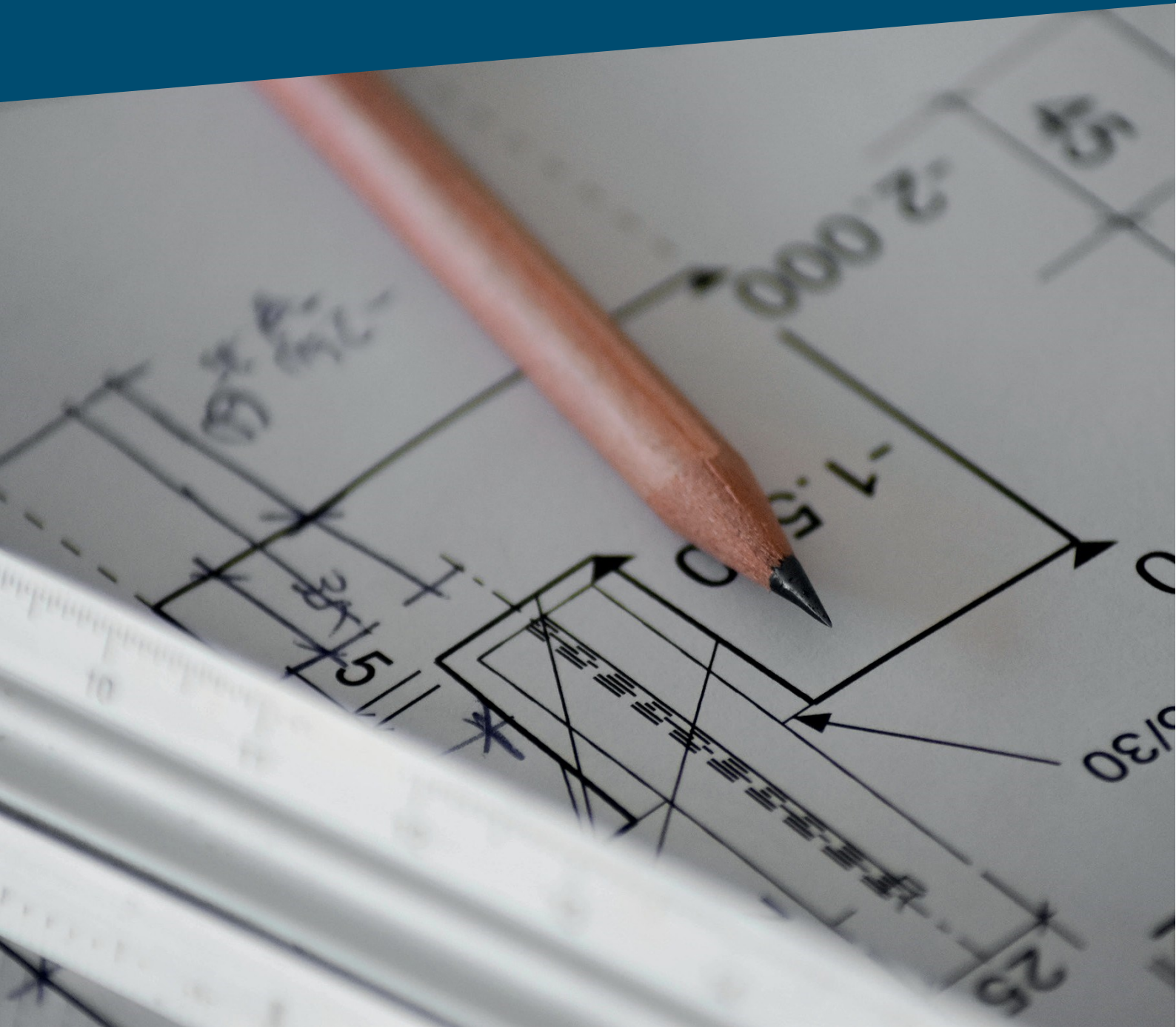




Dorset  
Council

# Planning

Fees and Charges



Effective from: 6<sup>th</sup> December 2023 – Updated  
March 2024

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## **Updated March 2024**

Clarification about refund process and online payments.

Updated links.

## Finding Out If You Need Planning Permission?

Permitted development allows householders to improve and extend their homes without the need to apply for planning permission. Permitted development can also apply to commercial, business premises and land.

Permitted development rights are usually subject to conditions and limitations that control development impacts. These conditions and limitations must be met in bringing forward any development for it to be lawful in planning terms. If development proposed does not meet with the conditions and limitations of permitted development, then it is necessary to apply to the Council (Local Planning Authority) for planning permission.

[Find out more about permitted development and how to request confirmation that your proposal does not need planning permission](#)

### Certificates of Lawfulness

Request formal confirmation that your proposal does not need planning permission by submitting an application for a Certificate of Lawfulness proposed. If the Council is satisfied that the proposal meets the criteria of permitted development and any appropriate legal tests, it will grant a lawful development certificate. If your lawful development certificate is refused, you have the right to appeal against the decision. To find out more and to apply for a certificate of lawfulness proposed go to the [planning portal](#) and find out what your [application will cost](#). A decision is normally issued on a certificate of lawfulness application within 8 weeks.

### Informal confirmation that planning permission is not required (informal permitted development enquires)

The Council offers an informal advice service that can advise you whether we think your proposal needs planning permission. A fee will apply.

#### Householders

Informal permitted development enquiries for householder proposals (e.g., extensions, garages, loft conversions) costs **£125.00 (inc. vat)**

Householders can [apply online](#)

#### Non-householders

Informal permitted development enquiries for non-householder proposals (e.g., alterations to commercial or agricultural premises) costs **£150.00 (inc. vat)**

Non-householder please [download and fill out form](#)

We aim to respond to permitted development enquires within 4 weeks.

## Planning History Checks

[View the Dorset Council's Planning Register](#), which contains the details of planning applications, including minerals and waste.

[Planning Dorset Explorer](#) also provides details about historical planning applications along with planning constraints.

If you are unable to find the application that you are searching for using the searches above, you can contact us with details of the site or application, and we will search for it for you.

If the site is not postal addressable or includes parcels of land you will need to provide a location plan with identifiable landmarks/roads.

With all planning history searches the following will be provided as part of the enquiry:

- A list of planning reference numbers relevant to the site
- A description of the development.
- Decision (Approved/Refused/Withdrawn)
- Date Decision issued.

The fee for this service is **£100.00 (inc. vat)**

If further information or copies are required a subsequent payment may be required.

Please also note that on some sites it may not be possible to provide a definitive list of applications and where this is the case, we will state this in our response to you.

Requests can be sent by email to [dataandperformance@dorsetcouncil.gov.uk](mailto:dataandperformance@dorsetcouncil.gov.uk). We will aim to respond to all such requests within 10 working days of payment.

## Validation Advice Surgery

Do you require some advice on what you may need to submit for your application to be valid? Our validation advice surgery is a pre bookable service which provides a 30-minute virtual or telephone appointment with an experienced planning technical support officer. Prior to the meeting we would check the planning constraints and history of the site.

Currently available for householders/listed building applications only. This service costs **£100.00 (inc. vat)**

We would require a location plan with the site clearly outlined in red. Please choose **validation advice** when submitting your pre application request.

Please use the online pre application enquiry form and select validation advice service.

We will register your request and an officer will contact you to arrange the appointment.

## Pre-Application Advice

### Why seek pre-application advice?

Open and constructive discussions are an opportunity for Dorset Council (Local Planning Authority) and applicants and their agents to work together to achieve developments that deliver benefits to the wider community, the local economy, and the environment. We welcome and encourage discussions at an early stage before you submit your application.

Spending time and effort in preparing your proposals is more likely to result in a good quality and acceptable development. The pre-application process allows potential issues to be identified at an early stage, and by doing so, provides applicants and agents the opportunity to address matters raised ahead of submitting an application. It can lead to a better-quality application; can save time and money; and can help us process your application quickly. High quality, comprehensive applications also allow the Parish or Town Council and the public to understand what is being proposed and any potential implications for them and the locality.

Experience has shown that pre-application advice can optimise the potential of a proposal and the development of a site.

The Council offers a range of pre-application advice categories depending on the nature and scale of your proposals. Details of the service provided for each category, and the associated charges are set out [below](#).

## **How the scheme works**

Pre-application advice will give you more certainty as to how your proposal is likely to be received by giving you a better understanding of the way a planning application will be considered against the national, regional, and local planning policies and other relevant issues (known as 'material considerations'). We can also give you advice about potential issues you may need to overcome and what specialist input might be necessary; financial contributions (e.g., affordable housing contributions, community infrastructure levy); and what information you need to support your application.

We are working towards providing a 'One Stop Shop' by involving, when necessary and possible, other specialist teams that are part of our planning service and in due course the wider Council.

Currently this could include advice from the following officers when relevant to the proposal:

- Conservation officer
- Tree officer
- Landscape officer
- Planning policy officer
- Urban design officer
- Dorset Council building control (first hour free)
- Section 106/Community Infrastructure Levy (CIL) Team
- Environmental assessment - environmental assessment and nutrient neutrality
- Planning enforcement

An additional charge at an hourly rate of **£110.00 (inc vat)** per hour or part thereof will apply for each specialist team officer who is required to attend a meeting or provide a consultation response as part of your pre application enquiry.

You can request the involvement of a specialist, but your planning officer will review this on receipt of your pre-application request. If a key issue is identified requiring specialist advice, they will contact you to seek approval and confirm any additional costs.

### **Design Review Panel**

As part of your pre-application advice, you have the option of engaging the services of Design West who will provide a design review of your proposals as part of your pre-application request with us. Even if you haven't chosen to use them, we may share your submitted pre-application information with Design West and we may recommend that you engage their services.

Design West brings together the best expertise from across the built and natural environment sectors. An independent and not-for-profit organisation they work collaboratively with the development sector and decision-makers to shape better places.

Design West make a charge for their services, and you will need to book and pay direct.

Please visit the [Design West website](#) to find out more and to book a Design Review.

You must let us know if you are seeking a review because there will also be an additional charge for Council officer time in preparing for and attending the review panel. We will provide a bespoke quote for our time on request at a rate of **£120 (inc. vat)** per hour or part thereof.

### **Highway and Local Lead Flood Authority advice**

At the moment, [Dorset Council Highways](#) and Dorset Council as the [Local Lead Flood Authority](#) have their own charging schedule for pre-application advice. Their fees will need to be agreed separately.

We will also provide advice about any external consultees that you should approach for pre-application advice. External consultees such as the Environment Agency and Natural England also have their own separate charging schedules, and applicants and agents will need to approach these external specialists independently from the Council's pre-application service and pay any costs required.

### **Dorset National Landscape and the Cranborne Chase National Landscape (formally Dorset and Cranborne Chase Areas of Outstanding Beauty (AONB's))**

We may share submitted pre-application information with the National Landscape team if we consider that we need to contact them for their comments.

## **Planning Performance Agreements**

A Planning Performance Agreement (PPA) is a project management tool that the Council (Local Planning Authority) and applicant can use to agree timescales, actions, and resources for handling particular applications.

We offer bespoke [PPAs](#) for more significant or complex proposals, or those which are likely to involve multiple applications over time. Our PPAs provide clarity over anticipated timescales for determination and include a commitment to dedicated planning officer time each month, as well as specialist input from relevant internal teams at the Council. Fees for PPAs are based on officer time and will be charged at **£120.00 (inc. vat)** per hour or part thereof.

If your pre-application request is not already part of a PPA we will seek to agree a timescale with you to project manage the application to decision. This may be through a planning performance agreement which will be subject to the fee set out above.

## Costs for pre-application advice

Type of development	Type of advice	Fee (inc. VAT)
<b>Householder Applications and Minor Works to Non-Residential Property</b>		
<p><b><u>Householder Applications</u></b></p> <p>Enlargement, improvement, or other alteration to a dwelling and incidental development within the garden including garages and outbuildings. This class does not include erection of a new house(s) in the garden.</p> <p><b><u>Minor Works to non-residential property</u></b></p> <p>E.g., awnings, solar panels, windows, adverts, small ancillary development up to 100 sq.m including extensions, sheds, bicycle racks, decking, cladding, flues, extractors, and pumps</p>	Written	<b>£260.00</b>
<p><b><u>Listed building/heritage with Conservation Officer only</u></b></p> <p>Listed building advice/specific advice about impact on a conservation area or other heritage asset</p>	Written	<b>£215.00</b>
	Site based meeting and write up. <i>(At officers' discretion as to whether a site-based meeting is required)</i>	<b>£495.00</b>
	If your enquiry is of a more complex nature, we reserve the right to provide a bespoke fee.	<b>Bespoke based on hourly rate £110.00 per hour or part thereof.</b>

Type of development	Type of advice	Fee (inc vat)
<b>Minor Works (Non-Householder) *</b> <b>*Note: the term 'residential units' includes accommodation use for holiday lets</b>		
<u><b>Small minor</b></u> <ul style="list-style-type: none"> <li>• The replacement or erection of or, change of use to create 1 or 2 residential units or conversion of building(s) to 1 or 2 residential units.</li> <li>• Non-residential schemes for new buildings/extensions to existing buildings; 200 – 499 sq.m floorspace</li> <li>• Erection of or works to agricultural buildings or land.</li> <li>• Change of use of land only</li> <li>• Telecoms proposals</li> </ul>	Written	<b>£610.00</b>
	Site based meeting and write up. <b><i>(At officers' discretion as to whether a site-based meeting is required)</i></b>	<b>£970.00</b>
<u><b>Minor</b></u> <ul style="list-style-type: none"> <li>• The replacement or erection of, or change of use to create between 3 – 9 residential units</li> <li>• Non-residential schemes for new buildings/extensions to existing buildings 500 – up to 1000 sq.m floorspace</li> <li>• Small scale free standing renewable energy proposals under 1 hectare.</li> </ul>	Written	<b>£855.00</b>
	Site based meeting and write up <b><i>(At officers' discretion as to whether a site-based meeting is required)</i></b>	<b>£1135.00</b>



Major Applications		
Type of development	Type of advice	Fee (inc. vat)
<p><b><u>Small scale major</u></b></p> <ul style="list-style-type: none"> <li>• The replacement, or erection of, or change of use to create 10-24 residential units.</li> <li>• Residential development, or mixed use on a site area up to 2 hectares.</li> <li>• Non-residential schemes for new buildings/extensions more than 1,000 up to 4,999 sq.m floorspace or on a site area between 1 - 2 hectare.</li> <li>• Small scale free standing renewable energy proposals over 1 hectare.</li> </ul>	Written	<b>£1280.00</b>
	Office based meeting and write up	<b>£1450.00</b>
	Site based meeting and write up <i>(At officers' discretion if a site-based meeting is required)</i>	<b>£1785.00</b>
<p><b><u>Medium scale major</u></b></p> <ul style="list-style-type: none"> <li>• The replacement or, erection of, or change of use to create 25 - 149 residential units.</li> <li>• Residential development or mixed use on a site area 2 – 4 hectares.</li> <li>• Non-residential schemes for new buildings/extensions 5,000 up to 9,999 sq.m floorspace or on a site area between 2-4 hectare.</li> <li>• Medium scale free standing renewable energy proposals 2-4 hectares.</li> </ul>	Written	<b>£2430.00</b>
	Office based meeting and write up	<b>£2660.00</b>
	Site based meeting and write up <i>(At officers' discretion if a site-based meeting is required)</i>	<b>£2895.00</b>
<p><b><u>Large scale major</u></b></p> <ul style="list-style-type: none"> <li>• The replacement or, erection of, or change of use to create 150 + residential units.</li> <li>• Residential development or a mixed use on a site area greater than 4 hectares</li> <li>• Non-residential schemes for new buildings/extensions 10,000 sq.m or more floorspace or on a site area greater than 4 hectares</li> <li>• Large scale free standing renewable energy proposals with a site area greater than 4 hectares.</li> <li>• All environmental impact assessment development</li> </ul>	Written	<b>Bespoke quote based on hourly rate or PPA</b>
	Office based meeting and write up	
	Site based meeting and write up <i>(At officers' discretion if a site-based meeting is required)</i>	

## Minerals and Waste

Type of development	Type of advice	Fee (inc. VAT)
<p><b>Level 1</b></p> <p>Including but not limited to:</p> <ul style="list-style-type: none"> <li>• Plant machinery for the processing, treatment or production of minerals or any mineral derived product on a site less than 1 hectare;</li> <li>• Searches and tests of mineral deposits;</li> <li>• Building or buildings less than 1000 square metres;</li> <li>• Change of use of buildings or land;</li> <li>• Winning and working of minerals on area less than 1 hectare;</li> <li>• Landfill or land-raising on area less than 1 hectare;</li> <li>• Non-residential development where land is, or forms part of, a site formerly used for the winning and working of minerals and has not been fully restored.</li> <li>• Application under Section 73 of the 1990 Act not involving time extension to complete development; and</li> <li>• Application under Section 73 of the 1990 Act for minor material amendment where original permission was for development involving any of the above.</li> </ul>	Office / virtual or site-based meeting, and write up	<b>£2310.00</b>

## Minerals and Waste

Type of development	Type of advice	Fee (inc. VAT)
<p><b>Level 2</b></p> <p>Including but not limited to:</p> <ul style="list-style-type: none"> <li>• Environmental Impact Assessment (EIA) development;</li> <li>• Winning and working of minerals on area greater than 1 hectare;</li> <li>• Plant and machinery for the processing, treatment or production of minerals or any mineral derived product or article on site more than 1 hectare;</li> <li>• Landfill or land-raising on an area greater than 1 hectare;</li> <li>• Restoration of mineral workings;</li> <li>• Waste recovery, treatment, storage, processing, sorting, and transfer on an open site;</li> <li>• Buildings or building for use more than 1000 square metres;</li> <li>• Disposal of mineral waste;</li> <li>• Application under Section 73 of the 1990 Act involving time extension to complete development; and</li> <li>• Application under Section 73 of the 1990 Act for minor material amendment where the original permission was for development involving any of the above.</li> </ul>	<p>Office / virtual or site-based meeting, and write up</p>	<p><b>£3010.00</b></p>

## Minerals and Waste

Type of development	Type of advice	Fee (inc. VAT)
<p><b>Other advice minerals and waste</b></p> <p>The Minerals &amp; Waste Team can provide informal verbal advice (up to 30 minutes) in relation to likely information required to support pre-application requests or validate planning applications and to discuss pre-application responses. More detailed advice would incur a fee which shall be agreed and paid in advance of a meeting or written response.</p> <p>Such advice includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Discussion of consultee requirements including outcome of EIA screening and scoping.</li> <li>• Planning matters relating to minerals and waste sites.</li> <li>• Provide and facilitate feedback where draft documents to support a planning application (e.g., ES chapters or standalone documents) have been submitted.</li> </ul>	<p>Please contact the Minerals and Waste Team to agree the type of advice and a fee</p>	<p><b>Bespoke fee based on hourly rate £110.00 per hour or part thereof.</b></p>

<b>Other types of development and follow up advice</b>		
<b>Type of development</b>	<b>Type of advice</b>	<b>Fee (inc VAT)</b>
<b>All other types of development not included above</b>	Any	Contact for a bespoke quotation
<b>Advice to a parish or town council relating to development they will commission/undertake</b>	Any	Half the normal pre-app fee
<b>Advice relating to development specifically for the benefit/use of disabled persons. (A disabled person is one to whom Section 29 of the National Assistance Act 1948 applies or a child who is disabled for the purposes of part III of the Children Act 1989. A medical practitioner's certificate may be required in some cases)</b>	Any	Free
<b>Advice to affordable housing/community land trust</b>	Any	Subject to full charges as set out above depending on the development type
<b>Follow up advice. If you need additional advice or would like to discuss the advice, we have given.</b>		Based on hourly rate £110.00 per hour or part thereof.

**Notes –**

1. Floorspace refers to gross external floorspace.
2. The larger element of a mixed-use scheme will primarily be used to determine which category of fee applies to the proposal.
3. For the purposes of charging, flats and holiday accommodation are considered as houses.
4. Fees will be subject to periodic review, normally annually.
5. The charge applies to advice received from Dorset Council officers only.
6. Charges apply to pre-application advice for unauthorised development where works have already been carried out and may or not be subject to an enforcement investigation or enforcement action.

## Making your pre application request

Submit your pre-application request online at the Council's website using an online form: [Pre-application advice - Dorset Council](#)

For help with your request please contact your [area planning team](#)

## What we need from you

To help us to provide comprehensive pre-application advice we need as much information from you about your proposals as possible. Depending on the type of development being proposed, as a minimum, this will normally include the following:

1. Our completed online pre-application form to include your details and contact information. You preferred choice for response, and any consultees you think should be involved.
2. A full description of your proposal, including any relevant history you know about the site.
3. A location plan with the site outlined with a redline.
4. Plans to show the development proposed including any additional floor space or enlargements clearly identified. These should ideally be scaled plans which include, elevations, sections, photographs, or sketches, but if not scaled, measurements of the proposed development should be included. (Photos are often very useful to understand the proposal and its context).
5. The required fee.

### **For more complex or significant proposals additional information will normally include:**

You may need to, and find it helpful, to obtain advice from an independent planning specialist, or specialist consultants, to help you prepare this information. Although we cannot insist that you provide this level of information at this stage, it will help us to provide more detailed advice.

6. A topographical site survey or other information sufficient to understand existing and proposed site levels in relation to the surrounding area. This may include photos.
7. A copy of reports or assessments that have already been undertaken e.g., draft design and access statements, planning statements, tree surveys, heritage statements, drainage reports, ecological surveys, structural surveys, landscape and visual impact assessment, landscape visual appraisal, viability assessments and draft legal agreements.

When we receive your request for pre-application advice, we will check whether sufficient information has been submitted for us to understand the site, its surroundings, and the proposed scheme. If we need more information, we will contact you. Timescale standards for the issuing of written advice will only begin once sufficient information has been received and will only apply to proposals where the appropriate fee is received.

## How long will it take?

We aim to acknowledge your request within 3 working days of receiving it.

Within **10 working days** of the enquiry being submitted your case officer will make an initial assessment of the submitted information. They will let you know if:

- they need additional information
- they think input is required from other council specialists you have not already requested. (An additional fee will apply)
- the type of advice you have requested could be best provided by another method – for example written advice when a site meeting has been requested, or a site meeting when written advice has been requested. (This will require an adjustment to your fee to cover the type of service)
- where advice is to be provided at a meeting, to arrange a date/or a provisional date for that meeting

Our response time is 6 to 8 weeks (12 weeks for major developments) from receipt of the fee and all the information requested.

In the case of **Environmental Impact Assessment development**, we will aim to agree a timescale in advance with you for the issuing of written planning advice. This may be with a [planning performance agreement](#). This is in recognition of the complexity of environmental issues and the number of consultees that may need to be involved at the pre-application stage. Where a scheme is likely to be subject to environmental assessment then early discussions should focus on issues relating to the screening and scoping of the proposal.

## What you can expect from our advice

In all cases a written response will be provided, which will aim to provide comprehensive, but focused advice. In cases where a meeting is held, the written advice will be provided following the meeting.

Our advice will clearly lay out the material planning issues relevant to the proposed development where, based on the information submitted, such issues are identifiable.

Where relevant, our advice will specify what improvements can be made to the scheme to make it acceptable or, if the principle of the development is unacceptable, what the grounds for refusal would likely be.

We will clearly identify what level of community consultation would be expected to meet the requirements of the [Council's Statement of Community Involvement](#).

When reviewing proposals, we will apply the relevant Development Plan policies that the application would be assessed against together with any Supplementary Planning Documents (if relevant to the proposal). Where policies require the proposal to make a financial contribution, we will seek to identify this within the advice given together with the likely level of contribution required (if known at this stage).

All advice is given in good faith, without prejudice and cannot guarantee the outcome of any subsequent application which would be subject to a period of consultation and public notification and may be decided at a Planning Committee. The Council will only be bound where a formal application is submitted, and a formal decision is issued in writing.

This advice is based on the planning policies and circumstances that apply at the time of the written advice. There is no guarantee that the advice will be relevant if there have been significant changes in either planning policy or the site and its surroundings by the time a formal application is received. Circumstances and policies can change in very short periods of time, and it is therefore not possible to give an indication of how long the advice will remain relevant. Furthermore, the accuracy of this advice is dependent on the quality and completeness of your pre-application submission and the questions you asked. Subject to these provisos, pre-application advice will be taken into account when determining a subsequent application.

Whether or not you decide to seek pre-application advice, this does not affect your right to submit a planning application or to make an appeal to the Planning Inspectorate if your application is refused. However, where an applicant fails to take account of pre application advice given it is likely the application will be determined without any further negotiation.

Advice given in relation to planning history of the site, planning constraints or statutory designations does not constitute a formal response under the provisions of the Local Land Charges Act 1975.

### Confidentiality

We are subject to requirements under the Freedom of Information Act 2000 (FOI) and Environmental Information Regulations 2004 (EIR). If we receive a request to disclose any information in relation to a pre-application discussion prior to the submission of a related application, we will make reasonable efforts to notify and consult with you concerning its possible release. However, the final decision on whether the information should be withheld rests with the council. The council maintains compliance to the Data Protection Act. We will not release any personal information to third parties.

Please be aware that any pre-application advice given is likely to be made publicly available as part of the online documents once we receive a related application, subject to commercial confidentiality rules.

### **What if I disagree with the advice received?**

We cannot guarantee that the advice given will be favourable, and you may disagree with some of the comments made. In most cases, it is differences of opinion rather than factual errors that give rise to disagreement, and these can only be resolved through the formal planning process. However, if you feel that something has gone wrong, please explain to the officer involved, as they may be able to clarify the situation further.

If you are still dissatisfied with the service provided, it is open to you to make a formal complaint. For further information on our complaint's procedure, please go to our page. [Comments, compliments, and complaints](#)



## [Other sources of planning advice and information is available online at these links:](#)

### **National Planning Policy Framework**

<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

### **Planning Practice Guidance**

<https://www.gov.uk/government/collections/planning-practice-guidance>

### **Dorset Council**

<https://www.dorsetcouncil.gov.uk/planning-buildings-land/planning-buildings-and-land>

### **The Planning portal**

<http://www.planningportal.gov.uk>

## **Planning Applications Fees**

The fee payable with a planning application depends on the type and scale of the development. Application fees are set by Central Government. Current fee information and a fee calculator are available at [How much does a planning application cost? - Planning Portal](#)

If you are applying via the planning portal any fee due must be paid directly to the planning portal before your application can be transferred to the Council. If after reviewing how the fee was calculated an additional payment is required, this should be made through the Planning Portal, who will let us know when payment has been made.

## **Planning Obligations**

Advice will be given about any Section 106 Agreement as necessary and the Community Infrastructure Levy if relevant. Please note that legal fees for drawing up a Section 106 Agreement, or to check a submitted Section 106 Agreement / Unilateral Undertaking, will be charged separately at the application stage.

## **Community Infrastructure Levy (CIL)**

On 1 April 2019, Dorset Council became the Community Infrastructure Levy (CIL) Charging Authority for rural Dorset and administers the adopted Charging Schedules of the former Council's, as follows:

- East Dorset area
- Purbeck area
- West Dorset area
- Weymouth & Portland area

Further details about the adopted charging schedules, instalment policies, indexed-linked CIL rates, monitoring report and links to Planning Portal guidance can be found on [Dorset Council Community Infrastructure Levy](#).

## Request To Discharge Planning Conditions/Requests for Confirmation of Compliance with Conditions

To seek approval of information required by a condition(s) on your application's decision notice please submit a discharge of condition application using the [Planning Portal](#) online application. A fee will apply per submission. Currently, **£43.00** for householder permission and **£145.00** for all other application types. No charge is made for requests relating to Listed Building Consent.

## Request For Confirmation of Compliance with An Enforcement Notice

Use this service if you require confirmation that an Enforcement Notice served by the Council (Local Planning Authority) has been complied with. Includes a site visit, full check of the enforcement case and written confirmation of the outcome. The fee for this service is **£570.00** (inc vat). Please e-mail your request to the [relevant planning team](#).

## Request For Confirmation of Compliance with Legal Agreements

Any request for confirmation of compliance with a specific agreement or agreements is treated as an application and is subject to a fee of **£145.00**. Please note that once the application has been registered, it will have a target time of 8 weeks for a response.

Confirmation that payment of financial obligations within a specific agreement or agreements has been paid only is also a chargeable request with a fee of **£145.00**. Requests can be sent by email to [CIL@dorsetcouncil.gov.uk](mailto:CIL@dorsetcouncil.gov.uk). We will aim to respond to all such requests within 10 working days of payment.

## Discretionary Charges

Many documents can be accessed free of charge on our website. However, on occasion we may need to charge for our documents and discretionary services on a cost-recovery basis to enable them to continue to be provided.

## Making Payments

All fees must be paid on submission of your request.

By following the instructions online when you submit your pre-application request or householder permitted development enquiry.

If we have requested a payment from you, [you can pay online by debit or credit card](#). You will need your reference number; this can be found on the correspondence we sent to you.

## Refunds

All refunds will be by the same method of payment as the original transaction e.g., if paying by card the refund will be direct to the original payment card. Please allow up to 3 weeks for refunds to be processed. If the payment was made to the Planning Portal for a planning application, the refund will be processed by the Planning Portal and the refund will not include the planning portal service charge originally applied when the application was submitted.

## Service Charge for Returned Unvalidated Application

We will work with you to get your application validated but there might be cases where an application is not pursued or withdrawn.

In these circumstances we would retain an administrative charge of **£50.00**.

The charge currently applies to all discretionary services as detailed in this document.

## Building Regulations

### Dorset Council, your local Building Control Team.

In addition to planning permission for your building work you may also need Building Control approval under the building regulations.

The building regulations are minimum standards for the design and construction of, or alterations to, virtually every building. They contain a list of requirements providing standards for construction and energy efficiency whilst taking into account the health and safety and needs of building occupants.

They cover all aspects of the build process, including foundations, damp proofing, stability, insulation, ventilation, heating, sanitation, fire protection and means of escape. They also make sure there are adequate facilities in certain types of buildings for people with disabilities.

At Dorset Council Building Control, we are committed to ensuring a high level of customer service meeting the need of the regulations, we will work with you to provide:

- Competitive quotes bespoke to your project that are good value.
- Allocate you a local qualified Officer who knows the area, the builders, and the architects.
- A service that is totally independent, impartial, and accountable.
- A customer focused service to help you throughout the entire project.

For further information and an initial discussion on all the services that we provide please visit our website [Building Control](#).

The teams direct dial numbers are listed, together with the officer areas and the local team office contact details. You can also find more information by visiting Local Authority Building Control website at [www.labc.co.uk](http://www.labc.co.uk) or [www.labcfrontdoor.co.uk](http://www.labcfrontdoor.co.uk)

If you have any questions, please do not hesitate to contact Dorset Council Building Control – **we are here to help – early contact can save time and money.**