Planning

Fees and Charges

Effective from 1 April 2026 v1.3



Dorset Council

Contents

- Finding out if you need planning permission
- Planning history checks
- Pre-application advice
- Application validation advice surgery
- Planning performance agreements
- Planning obligations
- Community Infrastructure Levy (CIL)
- Requests for discharge of conditions/ requests for confirmation of compliance with conditions
- Request for confirmation of compliance with an Enforcement Notice
- Request for confirmation of compliance with legal agreements
- Discretionary charges
- Our service charge for returned unvalidated/withdrawn applications
- Making payments
- Refunds
- Building regulations

Update v.1.1 – 21 -04-2026 -clarification of fee concessions for advice for Town and Parish Council's and fee exemptions for advice where development is proposed to meet the needs of disabled persons.

Update v.1.2 – 23-6-2026 – archaeology specialist advice and standalone advice added as an option.

Update v.1.3 – 24-08-2026 – Clarification that requests for standalone ecology/BNG advice and highways advice will be reviewed by a planning officer to ensure that clear and consistent pre application advice is given on all key planning issues relevant to the proposal.

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

Lawful development certificates – legal determination as to whether planning permission is required

Request formal confirmation that your proposal does not need planning permission by applying for a lawful development certificate for proposed development. 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. Find out more about applying for a lawful development certificate and what it will cost at the Planning Portal. A decision is normally issued on a lawful development certificate 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 **£130.00 (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 **£156.00 (inc. vat)**

Non-householder can apply online

Concessions and exemptions for informal permitted development enquiries

Parish or Town Councils will pay half the usual fee (50% off) when they ask for permitted development advice about projects they are planning or carrying out themselves.

No fee will be charged for householder permitted development enquiries that are specifically for the benefit or use of a disabled person.

A disabled person is defined by law, and in some cases the council may ask for a doctor's certificate to confirm this.

Response times

We aim to respond to permitted development enquiries 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 **£102.00 (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. We will aim to respond to all such requests within 10 working days of payment.

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 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.

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.

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 on page 8 of this document.

If your enquiry is of a more complex nature, we reserve the right to provide a bespoke fee outside of those in the set categories.

How the pre application advice scheme works

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 the wider Council.

When you make your pre-application request for planning advice you can request to include this extra planning specialist and/or Council team advice as set out below.

Select your pre-application advice

You will first need to choose your pre application 'type of development' and 'type of advice' from the options set out in the tables starting on page 8 of this document.

Add any planning specialist advice you require

Please mention in your planning pre-application request which specialist advice you would like to include.

This can be advice from this list:

- Conservation officer
- Tree officer
- Natural Environment Team – Ecology and/or Biodiversity Net Gain (BNG)
- Landscape officer
- Planning policy officer (note basic planning policy advice is already included)
- 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
- Archaeology Officer

An **additional charge** at an hourly rate of **£113.00 (inc vat)** per hour or part thereof will apply for each specialist team officer in this list who is required to attend a meeting or provide a consultation response as part of your pre application enquiry.

For all types of **major pre-application requests, PPA's and officers attending Design Review Panel meetings the hourly rate will be £120.00 (inc vat)** per hour or part thereof.

Your planning case officer will review your request on receipt of your request, confirm the advice is required and contact you to confirm approval and arrange payment of the additional fee. We will recommend specialist advice if you have not selected it, and we think it will be beneficial. You will need to agree and pay the additional fee to cover this.

Ecology/Biodiversity NET Gain (BNG) advice only - Natural Environment Team advice (NET)

Our Natural Environment Team can review and provide advice about ecology information and surveys and Biodiversity Net Gain requirements for your application. This can be as part of your pre-application request alongside planning officer advice,

see above, or if you just need their advice, a written advice service is available for **a flat rate fee £480 (inc vat).** (for 4 hours). If your enquiry is of a more complex nature, we reserve the right to provide a bespoke fee in addition to this amount.

Note: To make sure you get clear and consistent advice across the teams, we will assign a planning officer to review your proposal when we receive your NET team request. The cost of the planning officer's time will be worked out for each request individually and charged at the standard hourly rates shown above. The review will provide an overview of all relevant planning issues as part of our response. If needed, it may also recommend that you seek more detailed advice on other planning matters beyond ecology and BNG implications for the development.

Do I need a bat survey? - Natural Environment Team advice

Our Natural Environment Team will look at your proposals and give you advice on whether your property needs to be checked for the presence of bats before you submit your application. If bats, or evidence of bats is found, your ecologist might suggest doing more surveys. The results of the initial check and all additional surveys must be completed and submitted with your application before it can be validated. There's a fixed fee of £113 for this service.

Archaeology advice only – Senior Archaeologist

For sites that identify as having potential for archaeology, our Senior Archaeologist can review and provide advice about archaeology information that will be required as part of your planning application. This can include initial advice to outline the process of addressing archaeology issues as well as further advice on matters such as the location of trial trenches based on geological surveys. **This service is available for a flat rate fee of £180 (inc vat).** (for 1 and a half hours). If your enquiry is of a more complex nature, we reserve the right to provide a bespoke fee in addition to this amount.

Adding Council advice outside of planning services team

You can request specialist advice from services outside of planning as listed below to be included in your pre-application request. **Please mention in your request which service advice you would like to request.**

Highways - Transport Development Management Team

We will consider requests to include specialist advice from our highways team or suggest it if needed. The cost depends on the type of planning pre-application, as shown in the table below.

Pre application type	Input time	Fee
Small Minor	1 hour	£120
Minor	2 hours	£240
Small Major	7 hours	£840
Medium Major	15 hours	£1800
Large Major	20 hours	£2400
Minerals & Waste Level 1	15 hours	£1800
Minerals & Waste Level 2	20 hours	£2400

Notes:
Highway Site Visit/Meeting an additional charge of £120 (1 hour or £120/hour for the duration of the meeting including travel).
Smaller applications that require consultation with highway specialist services such as structures, intelligent transport systems (traffic lights), street lighting, may incur additional charge.
We reserve the right to request additional payment should active discussions with the developer exceed the original charge.

Requests for standalone highway advice are not normally accepted. To make sure you get clear and consistent advice across the teams, we will always assign a planning officer to review your proposal when we receive your highways request. The cost of the planning officer's review time will be worked out for each request individually and charged at the standard hourly rates shown above. The review will provide an overview of all relevant planning issues as part of our response. If needed, it may also recommend that you seek more detailed advice on other planning matters beyond highway implications for the development.

Dorset Council's Environmental Protection Team

Dorset Council's Environmental Protection Team can provide advice about your proposals and pollution matters (air, land and water); public health issues and animal welfare. A flat rate of **£180 (inc VAT)** (for 2 hours), will apply when you request their input, written advice only. If your enquiry is of a more complex nature, we reserve the right to provide a bespoke fee in addition to this amount.

Dorset National Landscape and the Cranborne Chase National Landscape (formally Dorset and Cranborne Chase Areas of Outstanding Beauty)

We might share your pre application information with the National Landscape team if we think their input is needed. Their advice is usually free, but if the consultation takes up a lot of their time, they may charge a fee. If this happens, you'll be informed before we proceed with the consultation.

Local Lead Flood Authority

Currently we are unable to include advice from Dorset Council as the Local Lead Flood Authority. They have their own charging schedule for pre-application advice. Their fees will need to be agreed separately and paid directly to them separately.

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.

External consultees

We'll let you know which external experts you should contact for pre-application advice. Groups like the Environment Agency and Natural England set their own fees, so you'll need to reach out to them directly and cover any costs they charge.

Costs for pre-application advice

Please note that fees quoted below are for planning officer advice only, and there will be additional charge for specialist officer input where required see above.

Type of development	Type of advice	Fee (inc. VAT)
Householder Applications and Minor Works to Non-Residential Property		
Householder Applications 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. **Minor Works to non-residential property** E.g., awnings, solar panels, windows, adverts, small ancillary development up to 99 sq.m including extensions, sheds, bicycle racks, decking, cladding, flues, extractors, and pumps	Written	**£267.00**
Listed building/heritage with Conservation Officer only Listed building advice/specific advice about impact on a conversation area or other heritage asset Note: if you would like planning and listed building/heritage advice you will need to apply for the relevant planning advice type and request the conservation officer as an additional specialist subject to an additional fee. Please be aware if you have requested listed building/heritage advice with a conservation officer only, their response will not consider the merits of any planning permission that may also be required. This can influence the consideration of your planning application beyond the heritage advice you receive.	Written	**£224.00**
	Site based meeting and write up. ***(At officers' discretion as to whether a site-based meeting is required)***	**£513.00**
	If your enquiry is of a more complex nature, we reserve the right to provide a bespoke fee.	**Bespoke based on hourly rate** **£113.00 per hour or part thereof.**

Type of development	Type of advice	Fee (inc vat)
Minor Works (Non-Householder) * ***Note: the term 'residential units' includes accommodation use for holiday lets**		
Small minor • 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. • Non-residential schemes for new buildings/extensions to existing buildings; 100 – 499 sq.m floorspace • Erection of or works to agricultural buildings or land. • Change of use of a building/s or land only – without any external physical additions • Telecoms proposals	Written	**£629.00**
	Site based meeting and write up. ***(At officers' discretion as to whether a site-based meeting is required)***	**£1004.00**
Minor • The replacement or erection of, or change of use to create between 3 – 9 residential units • Non-residential schemes for new buildings/extensions to existing buildings 500 – up to1000 sq.m floorspace • Small scale free standing renewable energy proposals under 1 hectare.	Written	**£885.00**
	Site based meeting and write up ***(At officers' discretion as to whether a site-based meeting is required)***	**£1174.00**

Major Applications		
Type of development	**Type of advice**	**Fee (inc. vat)**
<u>Small scale major</u> • The replacement, or erection of, or change of use to create10-24 residential units. • Residential development, or mixed use on a site area up to 2 hectares. • 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. • Small scale free standing renewable energy proposals over 1 hectare.	Written	**£1329.00**
	Office based meeting and write up	**£1502.00**
	Site based meeting and write up ***(At officers' discretion if a site-based meeting is required)***	**£1849.00**
<u>Medium scale major</u> • The replacement or, erection of, or change of use to create 25 - 149 residential units. • Residential development or mixed use on a site area 2 – 4 hectares. • 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. • Medium scale free standing renewable energy proposals 2-4 hectares.	Written	**£2512.00**
	Office based meeting and write up	**£2752.00**
	Site based meeting and write up ***(At officers' discretion if a site-based meeting is required)***	**£2992.00**

Large scale major • The replacement or, erection of, or change of use to create 150 + residential units. • Residential development or a mixed use on a site area greater than 4 hectares • Non-residential schemes for new buildings/extensions 10,000 sq.m or more floorspace or on a site area greater than 4 hectares • Large scale free standing renewable energy proposals with a site area greater than 4 hectares. • All environmental impact assessment development	Written	**Bespoke quote based on hourly rate £120.00 per hour or part thereof or use a PPA**

Minerals and Waste		
Type of development	**Type of advice**	**Fee (inc. VAT)**
Level 1 Including but not limited to: • Plant machinery for the processing, treatment or production of minerals or any mineral derived product on a site less than 1 hectare; • Searches and tests of mineral deposits; • Building or buildings less than 1000 square metres; • Change of use of buildings or land; • Winning and working of minerals on area less than 1 hectare; • Landfill or land-raising on area less than 1 hectare; • 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. • Application under Section 73 of the 1990 Act not involving time extension to complete development; and • Application under Section 73 of the 1990 Act for minor material amendment where original permission was for development involving any of the above.	Office / virtual or site-based meeting, and write up	**£2387.00**

Minerals and Waste		
Type of development	**Type of advice**	**Fee (inc. VAT)**
Level 2 Including but not limited to: • Environmental Impact Assessment (EIA) development; • Winning and working of minerals on area greater than 1 hectare; • Plant and machinery for the processing, treatment or production of minerals or any mineral derived product or article on site more than 1 hectare; • Landfill or land-raising on an area greater than 1 hectare; • Restoration of mineral workings; • Waste recovery, treatment, storage, processing, sorting, and transfer on an open site; • Buildings or building for use more than 1000 square metres; • Disposal of mineral waste; • Application under Section 73 of the 1990 Act involving time extension to complete development; and • Application under Section 73 of the 1990 Act for minor material amendment where the original permission was for development involving any of the above.	Office / virtual or site-based meeting, and write up	**£3108.00**

Minerals and Waste		
Type of development	**Type of advice**	**Fee (inc. VAT)**
Other advice minerals and waste The Minerals & 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. Such advice includes, but is not limited to: • Discussion of consultee requirements including outcome of EIA screening and scoping. • Planning matters relating to minerals and waste sites. • Provide and facilitate feedback where draft documents to support a planning application (e.g., ES chapters or standalone documents) have been submitted.	Please contact the Minerals and Waste Team to agree the type of advice and a fee	**Bespoke fee based on hourly rate £113.00 per hour or part thereof.**

Other types of development, follow up advice and standalone advice		
Type of development	**Type of advice**	**Fee (inc VAT)**
All other types of development not included above	Any	Contact for a bespoke quotation
Advice to affordable housing/community land trust	Any	Subject to full charges as set out above depending on the development type
Follow up advice. **If you need additional advice or would like to discuss the advice, we have given.**		Based on hourly rate **£113.00** per hour or part thereof or **£120** for all major types
Standalone review and advice of ecology information and surveys and/or Biodiversity Net Gain information provided by Senior Ecologist, Natural Environment Team only	Written	**£480**
	If your enquiry is of a more complex nature, we reserve the right to provide a bespoke fee.	**Bespoke based on hourly rate £120.00 per hour or part thereof.**
Do I need a bat survey? - Natural Environment Team advice	Written	**£113**

Concessions and exemptions for Dorset Council's pre application advice service	
All advice to a parish or town council relating to development they will commission/undertake	**Half the normal fee.**
All advice relating to householder 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) **Advice solely for the carrying out of the operations for the purpose of providing a means of access for disabled persons to or within a building or premises to which members of the public are admitted.**	**No fee.**

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:

- 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.
- A full description of your proposal, including any relevant history you know about the site.
- A location plan with the site outlined with a redline.
- 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).
- A copy of reports or assessments that have already been undertaken e.g., topographical site surveys, levels information, 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.
- The required fee.

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.

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 the correct fee. Until we have received the fee, we will not start registering your request.

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 maybe 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 Statement of Community Involvement 2025 - Dorset Council

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 and Design Review Panel advice given is likely to be made publicly available as part of the online documents once we receive a related application, subject to our data protection policies and commercial confidentiality. For more information about how we process personal data during a planning application, please see our privacy notice.

What if I disagree with the advice received?

We cannot guarantee that the advice given will be favorable, 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

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

https://www.planningportal.co.uk/

Planning application fees

Pre application fee charges are incurred separately to any planning application fee that is required in the event that a proposal proceeds to be submitted as a formal planning application.

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

Application 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 technician. Prior to the meeting we would check the planning constraints and history of the site and guide you through what will be required to make a valid application.

Currently available for householders/listed building applications and minor development proposals. This service costs **£102.00 (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.

For applications submitted from 1April 2025 we will be charging an administrative fee if we need to return your application to you because information we require has not been provided in line with National and Local validation requirements. See service charge section below.

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.

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.

Monitoring fees will apply to planning obligations for all planning applications submitted from the 1 April 2025.

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 national fee will apply per submission. Currently, **£89.00** for householder permissions, in any other case **£309.** 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 **£591.00** (inc vat). Please e-mail your request to the relevant planning team.

Request for confirmation of compliance with legal agreements/planning obligations

Any request for confirmation of compliance with a specific agreement or agreements is treated as an application and is subject to a fee of **£309.00**. 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 **£309.00.** Requests can be sent by email to CIL@dorsetcouncil.gov.uk . We will aim to respond to all such requests within 10 working days of payment.

Our service charge for returned unvalidated/withdrawn applications

Since December 2023 a Council service charge has applied to all discretionary services which were submitted and not pursued or withdrawn.

From 1 April 2025 this service charge was extended to include all invalid or withdrawn planning applications.

Legislation assumes that when a planning application is submitted to the Local Planning Authority the application will contain everything it needs for the application to be found valid.

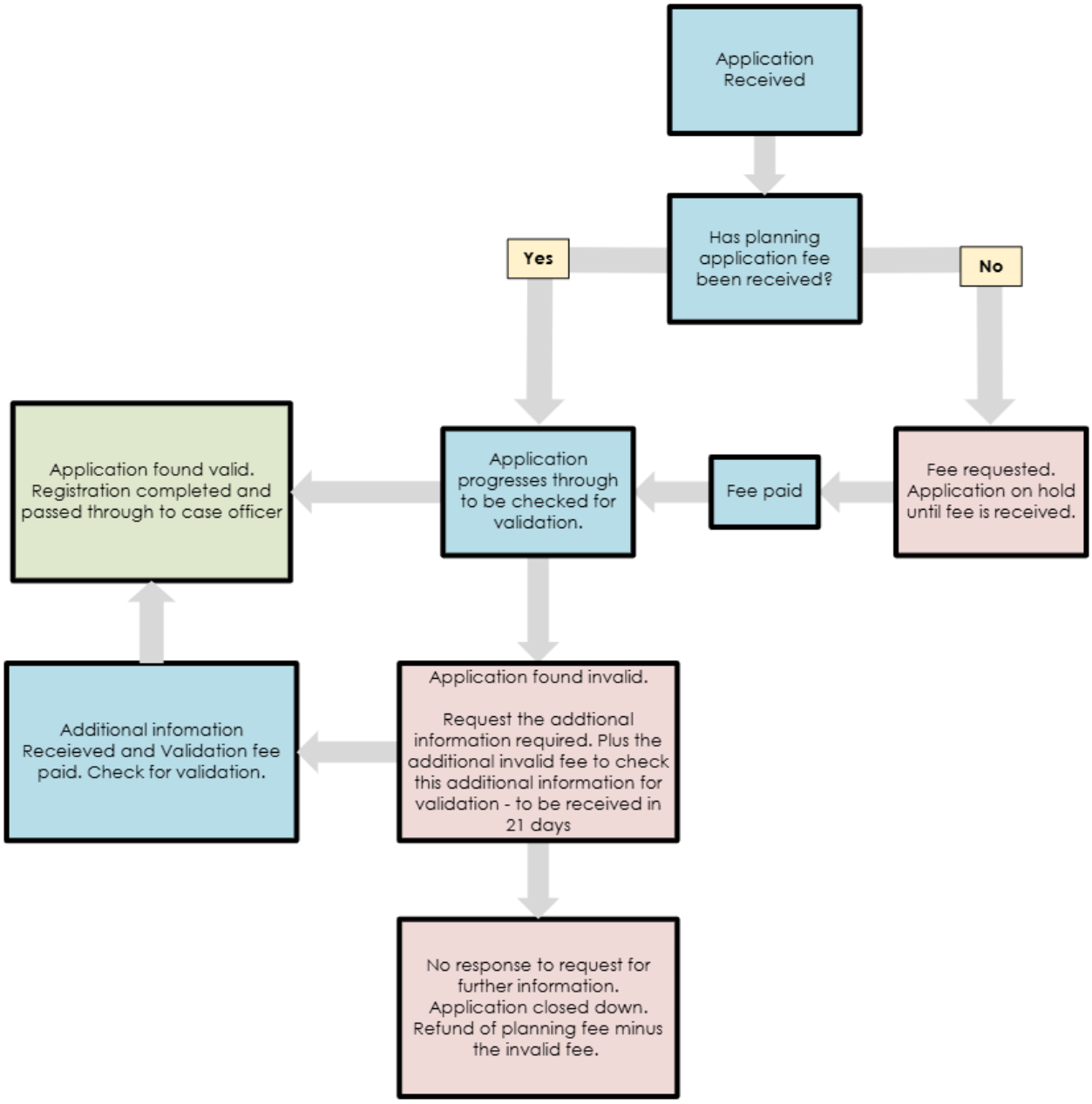
We are continuously finding that over 60% of planning applications submitted to us are found invalid. This causes additional work which is chargeable under Section 93 Local Government Act 2003.

The table below sets out the charge that will be applied to any application or enquiry that is found to be invalid or withdrawn.

Charges will be applied according to the fee incurred.

Fee paid	Administrative retained charge inc. VAT
£0-99	£0.00
£100 - £500	£35.00
£501-£749	£75.00
£750 - £2499	£155.00
£2500 and above	£255.00

Please note we will not start validating any enquiry or request until we have received the required fee.



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.

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 or 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.**