

Types of Pre-Application Enquiries and Fees – Leicester City Council (updated Jan 2025)

Category	Proposal	Initial enquiry response	Fee (inc. VAT) for initial enquiry response	Extra Fees (inc. VAT) Additional work (undertaken at case officer discretion) – eg Site visits and / or meetings
A	Householder – works or extensions to a dwelling occupied by a single household	written response only	£120	£120 p/h *
B	1 dwelling or up to 100 sq.m non-residential floorspace (inc. changes of use) **	written response only	£400	£120p/h *
C	2-9 dwellings or 100 – 999 sq.m non-residential floorspace / < 0.5ha site area (inc. changes of use) **	Written Response & meeting ***	£1000	£120p/h *
D	10-20 dwellings or 1000 – 1999 sq.m non-residential floorspace / 0.5 to 1.0ha site area (inc. changes of use) **	Written Response & meeting ***	£4000	£240p/h *
E	21-100 dwellings or 2000 – 9999 sq.m non-residential 1.0 to 4ha site area (inc. changes of use) **	Written Response & meeting ***	£6000	£240p/h *
F	101+ dwellings or 10,000 sq.m non-residential floorspace / > 4ha site area (inc. changes of use) **	Written Response & meeting ***	£8000	£240p/h *
G	Enquiries on Principle of Development - Major Developments	written response only	£120	£120-£400p/h * (dependant on Officer Seniority)
H	Enquiries on existing Planning Permissions (Minors & Householders) e.g. S73/ NMA/ RMS/ Conditions	written response only	£120	£120p/h
I	Enquiries on existing Planning Permissions (Major Developments) e.g. S73/ NMA/ RMS/ Conditions	written response only	£400	£240p/h
J	Minor development e.g. Adverts, public realm works, telecoms etc. contact to discuss if multiple locations	written response only	£120	£120p/h *
K	Works to Protected Trees	Written Response & Site Visit	£220	
L	Works to Listed Buildings	Written Response & Site Visit	£220	

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M	Confirmation whether Conditions and/or S106 obligations have been complied with – Non-Major Development ONLY	Written Response	£200	
N	Confirmation whether Conditions and/or S106 obligations have been complied with – Major Development	Written Response	£400	
O	Use of 3D Model & Agreeing AVR's	Written Response & Site Visit	£240	
P	Specialist input on a specific matter or proposal	Written response only	£400	£240p/h *
Q	Written Requests for Planning History of a Site	Written Response only	£120	An additional £120 if relating to a complex planning history with multiple records (3 or more records)
R	Any other Service Request not covered above	Confirmation of required fee amount & instruction how to submit enquiry only	£20 admin charge	Full fee to be confirmed once request reviewed.
S	Pre-application enquiry - Resubmission following initial closed case – admin charge for initial submission	Initial Admin Fee	£20 – will be deducted from the final fee	50% of full fee (less £20) providing it is clearly an amended proposal based along the same lines of the original, by the same applicant and within 12 months of closure of the original pre-app enquiry.

***Any site visits and/or meetings are at the case officer's discretion and are in addition to a written response. Rates are per case officer AND per relevant specialist as required.**

**** Includes changes of use to flats or student accommodation, new build, extensions to existing buildings, and other changes of use.**

***** One meeting to discuss response with the case officer only. Further meetings charged as above.**