



Castle Point Borough Council

Planning document retrieval request terms and conditions

Version Number: 2

Published Date: 10/04/2025

Castle Point Borough Council, Council Offices, Kiln Road, Benfleet, Essex, SS7 1TF. 01268 882200 Twitter: @CastlePointBC

Under the Environmental Information Regulations 2004 (EIR), Regulation 8(1) permits a public authority to charge for supplying environmental information. However, Regulations 8(3) states any charge cannot “exceed an amount which the public authority is satisfied is a reasonable amount”. We have calculated a cost recovery charge based on a time and motion analysis and staffing and service costs which can be obtained by request at planning@castlepoint.gov.uk.

Confirmation of Closure of an Enforcement Case

Written confirmation that, so far as the council have been able to ascertain, the Enforcement case has or has not been closed on a particular date. This can be helpful if you are intending to sell a property where an Enforcement case has been active, with potential to speed up conveyancing and the sale process. It can also provide owners with peace of mind.

Confirmation of Compliance with an Enforcement notice

Written confirmation that, so far as the council have been able to ascertain, the requirements of a notice were, or were not, fully complied with on a particular date. This can be helpful if you are intending to sell a property where a notice has been served, with potential to speed up conveyancing and the sale process. It can also provide owners with peace of mind.

Plans/drawings/supporting documents

The planning document retrieval services allow for requests for any plans/drawings or supporting documents held by the planning department for an individual site address to be retrieved and viewed (either by appointment at the planning counter or by electronic copy emailed). Plans, drawings and material relating to planning are protected by the Copyright, Designs and Patents Act 1988. You should only use material which is downloaded:

- for consultation purposes;
- to compare current applications with previous schemes; or
- to check whether developments have been completed in accordance with approved plans.

Copies must not be made without the prior permission of the copyright owner (for example, the architect who prepared the plans). Unauthorised use could lead to the copyright owner seeking compensation from you or taking legal action against you.

Please be aware, post 2007 documents are available on public access; pre 2007 documents are only viewable by these requests.

Decision notices/ S106 agreements/ Completion Certificates

The legal document retrieval service allows requests for legal documents related to an individual site address, such as decision notices, S106 agreements, completion certificates etc that are held by the planning department, to be retrieved and viewed (either by appointment at the planning counter or by electronic copy emailed). Please be aware, planning registers and decision notices from approximately 1939-2007 can be found on our planning history webpage and decision notices and S106 agreements from approximately 2007 onwards can be found on the public access section of our website.

Charge for service

If you require information on more than one property or case you will need to fill out subsequent forms for each individual request. Each search will require payment.

Confirmation of Closure of an Enforcement Case	£ 95.00
Confirmation of Compliance with an Enforcement Notice	£ 435.00
Document Retrieval: Plans, Drawings, Supporting Documents etc.	£ 66.00 for first 30 minutes*
Document Retrieval: Decision Notice, S106 Agreement, Building Control Completion Certificate etc.	£ 29.00 for first 13 minutes*
Hard Copy Documents	£ 9.00 plus 30p per sheet
Hard Copy Documents Postage	£ 3.00

*If we begin work and find the retrieval will take us more than double this amount of time, we will contact you as soon as possible to let you know and to request further payment if you wish to continue. If you decide not to proceed with an additional payment, if any documents have already been retrieved, we will provide these to you.

Payment will be needed before we provide these services, therefore once the form has been received, we contact you with the payment details and once payment has been received, we will endeavour to get the information to you within 10 working days for document retrieval requests for plans or decision notices or 6 weeks for Confirmation of closure of compliance with an Enforcement Case/Notices. Please note, once a request has been paid for, we are unable to offer a refund.

The documents you have requested will be emailed to you, however should you wish a paper copy there is a charge of £9 plus 30 pence per sheet.

Costing Breakdown

The document is a record of the calculations and rationale that has enabled us to set a cost recovery charge for the additional services which the Planning Team can provide. These services can be charged for on a cost recovery basis.

Confirmation of Closure of an Enforcement Case

The analysis revealed Confirmation of Closure of an Enforcement Case request would be £95.00

This is based on the following calculation:

Staffing and Service costs: £20.98 and £15.33

On average it takes 210 minutes to complete this request

To calculate the cost per 210 minutes (Adding on the 35% oncosts)

Enforcement officer: $20.98 \times 1.35/60 \times 180 = 84.97$

Admin: $15.33 \times 1.35/60 \times 30 = 10.35$

$84.97 + 10.35 = \text{£}95.32$

Total = £95 to produce each request based on time taken against staffing and service costs (rounded down to the nearest full pound, the charge is £95.00)

Confirmation of Compliance with an Enforcement Notice

The analysis revealed Confirmation of Compliance with an Enforcement Notice request would be £436.00

This is based on the following calculation:

Staffing and Service costs: £20.98 and £15.33

On average it takes 930 minutes to complete this request

To calculate the cost per 930 minutes (Adding on the 35% oncosts)

Enforcement officer: $20.98 \times 1.35/60 \times 900 = 424.85$

Admin: $15.33 \times 1.35/60 \times 30 = 10.35$

$424.85 + 10.35 = \text{£}435.20$

Total = £435 to produce each request based on time taken against staffing and service costs (rounded down to the nearest full pound, the charge is £435.00)

Document Retrieval: Plans/Drawings/Supporting Documents etc.

The analysis revealed a planning document retrieval request would be £66

This is based on the following calculation:

Staffing and Service costs: £98.30

On average it takes 30 minutes to complete a search

To calculate the cost per 30 minutes (Adding on the 35% oncosts)

Doc retrieval (plans, other supporting documents) $98.30 \times 1.35/60 \times 30 = \text{£}66.35$ (rounded down to £66)

Total = £66.35 to produce each retrieval based on time taken against staffing and service costs (rounded down to the nearest full pound, the charge is £66.00)

Document Retrieval: Decision Notice/S106 Agreement/Building Control Completion Certificate etc. Legal

The analysis revealed a planning document retrieval request would be £29

This is based on the following calculation:

Staffing and Service costs: £98.30

On average it takes 13 minutes to complete a search

To calculate the cost per 13 minutes (Adding on the 35% oncosts)

Legal documents (decision notice, S106) $98.30 \times 1.35/60 \times 13 = £28.75$

Total = £28.75 to produce each retrieval based on time taken against staffing and service costs (rounded up to the nearest full pound, the charge is £29.00)

Copy Documents

£9 base fee plus 30p per sheet (collection at offices)

£3 extra if postage is required

Please note, further costing breakdown information can be obtained by request at planning@castlepoint.gov.uk

Please be aware this fee calculation is based specifically upon the Planning Service and staffing costs. The calculations and figures quoted above can only be applied to the Planning Service and does not relate to other departments and services. This is because each department's charges are based on their own individual costings relating to the unique processes and resources of that service.

Other information

Please be aware, by providing you with the documents requested, the Planning Department are not in any way providing comment on if any aspects of new proposals or existing developments are lawful. If you wish to establish either of these cases, you have the option to submit a Certificate of Lawfulness. More information can be found on the Planning Portal.

By completing the online form for a request, you are confirming you understand some of the information may be available online but you wish us to research, retrieve, collate and provide that information for you.

Please be aware not all properties have planning histories available, but in order to determine this, research is required, therefore a fee is still applicable.

Some information held by the Planning Department is not available for public viewings, therefore only the documents that are required to be made public will be provided. Any personal information on these documents will be redacted. We are only able to send certain unredacted documents to the named applicant or a legal representative.

Data Protection

The General Data Protection Regulations came into force on 25 May 2018. These regulations set out what to expect when Castle Point Borough Council (CPBC) collects personal information on you. If you would like further details, they are set out in Privacy Notices on our

website at www.castlepoint.gov.uk/privacy-notices. Alternatively hard copies are available within CPBC offices.