

## Fast Track Planning Service for Householder and Advertisement Consent Applications

We are currently offering a fast-track service for **householder and advertisement applications only**. This service guarantees you a decision notice in writing within a maximum of 3 working days following the expiry of the statutory consultation process (typically 21 days) (excluding bank holidays).

If you wish to use the fast-track service for either of the abovementioned applications, you **must** ensure that the words '**fast track**' is clearly stated within the proposal description on the application form. Failure to add this information on submission will result in the application following the normal 8week process. Please note that there is no option to change an application to be considered under fast-track once it has been validated.

To ensure that your application meets the criteria for the fast-track service please refer to the terms and conditions section below.

### How to pay for the fast-track service

Fee for Housholder Fast Track Service only (excludes the national fee payable via the Portal) - £103.00

Fee for Advertisement Consent Fast Track Service only (excludes the national fee payable via the Portal) £ 66.00 or £234.00 depending on type of advert application.

Please note that this payment cannot be made until your application has been received and registered – you will also have up to 5 working days following validation to make payment. You cannot use your Planning Portal PP number to make this payment – **you must use your Sunderland City Council reference number** which we will send to you via the email address provided on the application form.

All fast-track payments must be made online at [Pay - Sunderland City Council](#)

- Then select Planning Fees
- Then select Planning Application Fees
- In the first box – please use the application reference you have been provided in your acknowledgement letter – example 23/00001/FUL

## **Terms and Conditions**

- You must state within the proposal description on the application, on submission, 'Fast-Track'. Failure to do so will result in the application being determined within the statutory time scale of 8 weeks, or a longer date should both parties be in agreement.
- The application must be accompanied by all required documentation (and so be a valid application) before the fast-track process can commence.
- The fast-track fee must be received no later than 5 working days after application validation (the date of the acknowledgement email).
- Payment of the fast-track fee can only be made through [Pay - Sunderland City Council](#) – Planning Fees
- All applications, providing validation requirements have been met, will be assessed using the originally submitted plans. Should the proposal be found to be unacceptable you will be given two options. Option One – have the application determined in its current form as part of the fast-track service, or Option Two – agree to amend the proposal as outlined by the case officer. Option two will result in the application being removed from the fast-track process and will be determined within the statutory 8week determination date. Please note the fast-track fee will not be refunded in the event of Option One or Option Two.
- Fast-track decision target dates are subject to the appropriate fast-track fee being received in the timescale stipulated above (no later than 5 working days from validation of the application).
- Where an application is called-in to Committee by a Ward Councillor the application will revert back to the normal process undertaken for 8week planning applications. The fast-track fee will be refunded in full.