

Norwich City Council

SCRUTINY COMMITTEE

REPORT for meeting to be held on 10 December 2009

Discretionary charging - Report of the task and finish group

1.Summary:

The council has a large range of different charges for services. Currently, there is an inconsistent approach to reviewing these charges across the council. The transformation project has identified a need to deliver increased income of £100,000 per annum, above a general 3% increase in all Council income assumed in the Medium Term Financial Strategy, to the council's general fund by implementing a charging policy and undertaking a review of all the council's fees and charges.

Following a Scrutiny meeting on 15th October, a task and finish group was set up. They reviewed all the fee and charges across the council and approved the proposed charges or methods for determining the charges, for most services but requested that a few of these should be presented to Scrutiny or recommended they be brought back to Scrutiny for further examination.

As agreed on the 15th October, the key areas established by the task and finish group are to be reviewed in more detail by Scrutiny at this meeting. Resolutions are to be made for the seven areas regarding the proposed charges or methods for determining the charges.

Recommendation:

To consider and make recommendation for charges to be implemented from April 2010 on the charging areas:

- Council room hire – St Andrews and Blackfriars Hall and council rooms
- Pest Control
- Dog control
- Graffiti removal
- Bulky waste
- NCAS
- Housing garages
- Pre-planning application fee (agreed on 15th October by full committee)

Contact Officer: Jerry Massey or Julia Elmes

Exec Member: Alan Waters

Paper A:

A task and finish group comprised of Councillors A Little, Stephenson and Wiltshire met on the 18th November to consider existing discretionary charging areas across the council.

Head of service and officers from nine areas discussed their current charges and arrangements and their proposed changes for 2010/11 for all fees and charges within the council. Consideration of issues such as market rates, service volumes and the potential impact of the charges on Norwich residents, where this information was available, was presented to the member panel.

Appendix A highlights where fees and charges have been either approved or the method for determining the rates has been agreed. Key areas were identified that require further consideration by the full scrutiny committee.

It was agreed to review:

- Council room hire – St Andrews and Blackfriars Hall and council rooms
- Pest Control
- Dog control
- Graffiti removal
- Bulky waste
- NCAS
- Housing garages
- Pre-planning application advice fee (agreed on 15th October by full committee)

Information presented at the task and finish group meeting and further information in-line with the groups requests attached as Appendix B, C and on the 10th December Appendix D.

There was also agreement for officers to assess and where practical implement:

- Credit card collection from more car parks
- Family option for pitch and putt and putting

Furthermore the task and finish group suggested that officers review both the age classification of a child and adjust an agreed approach to the level of inflation.

In reviewing the fees and charges detailed in Appendix B members are asked to take into consideration issues such as market rates, service volumes, cost of providing the service and the potential impact of the charges on Norwich residents, where this information is available.

Finally members may wish to note that the Scrutiny task and finish group found it useful to discuss fees and charges with middle managers and are keen that fees and charges are revised again in the future for future charging reviews and to ensure consistency across service areas.

APPENDIX A : REGISTER OF APPROVED FEES & CHARGING AREAS - FOR PROPOSED CHARGE OR METHODS OF DETERMINING THE CHARGE

Head of Service	Charging Areas
Head of Asset & City Management	Car Parks Landlord charges
Head of Citizen Services	Garden waste collections
Head of Communications + Culture	Hire of open spaces Tourist Information Centre Guided tours Riverside swimming centre Harpers fitness club Norman centre Communications
Head of Community Services	Leisure charges- Casual and seasonal Allotments Fishing
Head of Finance	Magistrates costs Accounts Receivable
Head of Legal and Democratic	Hackney Carriage & Private Hire Environmental Services Licences Other Non-fixed Licences Register of Electors Data protection Cemetery Environmental health services Local Land charge searched Copies of deposited planning applications
Head of Neighbourhood and Landlord services	Private Sector Leasing Tenant Service Charges
Head of Planning	Planning policy documents
Head of Transport + Landscape	Transportation

Appendix B: Briefing paper Norwich community Alarm Service (NCAS)

1. Since its inception in 1984 as a community alarm service for vulnerable tenants, the NCAS has grown dramatically in the number of people it assists, the 24/7 response services it provides and the number of agencies who commission services from it.
2. This highly regarded 'flagship' service, is at the forefront of Telecare development and has considerable expertise in using assistive technology in the community, being one of the largest in the Greater Norwich Sub Region processing approximately 225,000 calls a year. It provides the following services:
 - a) A calls monitoring and emergency response alarm service to nearly 6,000 Council and Registered Social Landlords (RSL) tenants, private landlords and owner occupiers to help them live independently as long as possible in either sheltered housing (group sites) or general housing (dispersed alarms).
 - b) A 24-hour mobile support service, to the Council's sheltered housing tenants and other RSL's tenants.
 - c) Out of hours emergency repairs reporting for council tenants and RSL's tenants and fire alarm and smoke detector monitoring for sheltered housing together with an out of hours reporting and monitoring for a number of internal services including Housing, Green Spaces, Car Parks and Technical Services.
 - d) Out of hours Anti Social Behaviour reporting and monitoring.
 - e) Call monitoring for registered victims of domestic violence.
 - f) Lone Working monitoring for Council Employees.
 - g) Key communication and support under the Councils Corporate and Housing Emergency Plan, which includes other 'one off' situations such as the Millennium, flooding alerts and other civil emergencies.
3. The service manages 26 contracts, of which 11 are internal and 15 external and has won new business from organisations and housing providers. Many other organisations commission services from NCAS to monitor their homelessness and out of hour's service. Our service is also used by Norfolk Police to protect residents against domestic abuse. The service also works in partnership with Norfolk Council Adult Social Services in delivering a number of projects for the Partnership of Older People's Project (POPP's) and NHS Norfolk in delivering telehealth projects to the east and west of the county.

4. In summary the service has a strong and stable customer base, has the confidence of partner agencies, demonstrates value for money, has high overall levels of satisfaction with the quality of the service and is a service which can respond to local need and provides value not only to the City Council but to the citizens of Norwich.

Income streams

6. The service currently receives income from the following sources:-

- i. Norfolk Supporting People Grant to support the costs of Group Alarms including those living in the Council's sheltered housing service.
- ii. Dispersed alarm users who are either; a resident of Norwich City Council paying a full charge(£2.40 per week) a resident of Norwich City Council eligible for 50% subsidy and paying £1.20 per week and resident's living outside of the City Council area, paying £2.60 per week.
- iii. Income from partnerships, as identified above, along with other stakeholders.
- iv. External contracts, including Registered Social Landlords.
- v. Recharges for the corporate Out of Hours service.

The estimated income to be received for 2009/10 is £550,000

Dispersed Alarms

7. There are currently 1,802 customers connected to the NCAS with a dispersed alarm unit which attracts an estimated annual income of £175,603. The average dispersed alarm charge of £2.06 does not include the equipment / servicing costs. Currently customers pay:-
 - £2.40 for council residents(675)
 - £1.20 for those council residents on 50% subsidy(838) and
 - £2.60 per week for all other customers outside the City Council area (289).
8. This charging policy was introduced in 1996 under the Council's Anti Poverty Strategy whereby council tenants and residents of Norwich on a means-tested benefit i.e. Housing Benefit, Council Tax Benefit receive a 50% discount on their alarm charge. Previous increases in DAU have been in line with percentage increase in rents and not market value of the product.
9. The number of customers currently receiving the discount is 47% of the total number of customers in receipt of a DAU service, which gives an income of £52,291 in 2009/10. (The remaining 53% is made of full paying customers who are either a NCC resident or outside of the NCC area- £123,312). Very few, if any, community alarm providers offer a subsidy to customers who may be supported by benefits.

10. The dispersed alarm unit forms part of a range of community support services which are available to members of the public, including meals on wheels and home care provision. In comparison the cost of a meal on wheel is £3.12 to all customers including those on benefit and the average hourly rate for home care is £13.79, which is means tested compared to the current full charges of £ 2.40 for a NCC resident for a dispersed alarm unit.
11. During the first seven months of this financial year NCAS has successfully marketed an additional 221 dispersed alarm units, within the Norwich City area. If these were all full paying customers than this would attract an additional £47,581 in a full year. An installation charge has been introduced in the current financial year and this has not reduce the level of demand for access to the scheme.
12. The Executive have agreed a future charging structure for the service and this will be reported to the scrutiny committee in the detail the service manager will present at the meeting.

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Appendix C: Charging and service standards for pre-application planning advice

Recommendation

That the service standards specified be adopted for a trial period of 12 months from 1st April, 2010 with a review at 6 months (or sooner if unintended consequences result).

That a basic pre-application service be offered at nil charge to meet the service standards.

That a comprehensive pre-application service be offered to meet the service standards above for a fee of 20% of the relevant application fee (subject to a minimum of £250), excluding specified cases in the report.

That 50% of any fee paid will be refunded to the applicant if the Council fails to meet the defined service standards set out above, unless alternative dates have been agreed with the applicant or where any part of the reasons for delay lie with the applicant/agent (e.g. lack of timeliness in submitting requested information).

Background

The Local Government Act 2003 provides authorities with a power to charge for discretionary services, including the provision of pre-application planning advice. This potentially allows authorities to recover, at least some of, the costs incurred in providing advice in advance of submission. As a general rule, income raised must not exceed the cost of providing the service.

Scrutiny Committee agreed the principle of charging on 15th October, 2009 and asked the Director of Regeneration and Development to consider the options for pre-application planning advice.

Charging now occurs in an increasing number of councils across the country with many others intending to introduce such charges. A survey in "Planning" magazine in February, 2009 (see Appendix C-1) identified 38 such councils who charged for advice and this number will have increased since then. Breckland are likely to introduce charges soon and other recent newcomers have been South Cambridgeshire and Northampton.

There is a need to consider the types of application that may be charged and the amount of the charge, together with the desirability of ensuring that key groups are able to access advice without charge. In addition charges need to be reasonable and be commensurate with the scale of the development proposed and the workload involved.

Possible models for pre-application service standards are set out below.

Service standards

Basic written service

Norwich City Council will provide a basic level of pre-application advice free of charge on all types of application.

Within 15 working days of the registration of written, basic information, including sketch plans, the Council will provide a written response on development proposals covering:

- Provision of details in relation to validation requirements;
- Notification of the fee needed to support the application;
- Basic written information on planning policy considerations;
- Further contact points for any specialist advice that may be required.

The 15 working day period will not apply to Environmental Impact Assessment screening and scoping opinions to which statutory time periods apply and for which no fee is charged. It should be noted that registration only occurs when sufficient information has been submitted to enable a proper response to be made, e.g. there may be a need to clarify the nature of the proposal or where the site is.

The above service will be provided free of charge for all types of applications.

Householder and small business planning advice

The City Council is not resourced to be able to guarantee a pre-application meeting with a case officer or to give instant opinions on the likelihood of receiving planning permission. However, for householders and small businesses a twice weekly planning surgery with officers is available to give guidance on the need for planning permission and general advice on, for example:

- planning applications received (explanation of plans to neighbours)
- householder extensions and alterations
- shopfronts
- minor alterations, extensions or changes of use
- advertisements
- general guidance on the Council's policies and standards

Advice on new business proposals will be limited to proposals for no more than 100 sq. m. of floorspace, alterations involving no additional floorspace or changes of use of less than 100sq.m.

The officers present may not be able to answer questions fully and may need to seek specialist advice e.g. highways or design, and therefore in some cases advice will be sent, in writing or email, within 15 working days. (In some cases it may be easier for the questions to be set out in a standard form which will be available at reception and which will be answered within 15 working days)

No appointment is necessary but normally no more than 10 to 15 minutes will be

available for each enquiry. This currently takes place from 9.30am to 1pm on Tuesdays and 3pm to 6.30pm on Thursdays (enquirers who are intending to visit after 5pm are encouraged to make an appointment in advance so that access arrangements can be explained). In cases where people have difficulty in getting to City Hall due to disability, staff will assist by telephone and home visits where necessary.

If a site visit and/or subsequent meeting is requested by the applicant or agent following the receipt of an initial written response or advice given at the planning surgery, then these elements only will be charged at flat fee of £50 for each meeting and £100 if the meeting takes place on site. Any meeting or site visit would not be expected to last more than 45 minutes and would not take place until payment has been received.

Comprehensive written advice service

Minor and other applications

The definition of “minor” and “other” is in accordance with Communities and Local Government definitions in National Indicator 157 (see appendix C-2)

Within 5 working days of payment of the appropriate fee and submission of sufficient information and plans (registration date) an officer will be named and assigned to the case and the application and fee acknowledged. Under normal circumstances it will be expected that this officer will remain the case officer responsible for handling the application through to determination. There will be a response within 20 working days of registration.

Major applications

The definition of “major” is in accord with Communities and Local Government definitions in National Indicator 157 (see appendix C-2)

For developments above the thresholds set out in the Council’s Statement of Community Involvement there is a need for widespread consultation and engagement with the community and reference should be made to that document and advice sought from the case officer on the type, extent and timing of community involvement proposed.

Following payment of the appropriate fee and the submission of sufficient information and plans (the registration date) a date for an initial inception meeting (normally lasting no more than 45 minutes) will be agreed and will normally take place within 15 working days. The meeting will be with the allocated case officer (and on occasions other senior officers depending on the complexity of the case) to discuss the pre-application process and the timetable that will be worked to.

It should be stressed that although this advice will be issued in good faith it cannot constitute a formal decision of the Council and will not, in any way prejudice the

Council's consideration of any subsequent application. The nature of advice given will be considered relevant to any subsequent planning application so will be in the public domain at this point.

Following the issuing of the pre-application advice the applicant will also be entitled to meet with the case officer (and the senior member of staff who attended the inception meeting) to discuss the advice issued and seek clarification on matters raised. This meeting would not be expected to exceed 45 minutes in most cases.

Further advice

In many cases there will be a need for a scheme to be revised or worked up in detail and further design iterations will be made and further responses will be required. In some cases the full repeat fee will be charged if the proposal is significantly different from the initial proposal. This may be repeated a number of times if further revisions are made and formal views are requested.

Fee levels

A variety of mechanisms are used by others for charging for pre-applications. The broad options are:

- a) flat fees;
- b) a fee based on a percentage of the statutory application fee; or
- c) a charge based on actual costs incurred.

Flat fees.

Difficulties of utilising a flat fee is setting it at a suitable level that is appropriate for developments ranging from a few houses to a large and complex mixed use development. Very different levels of resource input would be required from the Council and it is difficult to set a fee high enough to cover costs involved in the larger cases whilst not dissuading applicants from using the service for smaller developments. Setting up a series of charges would be complex to set up and for the public to understand. It is not considered that this forms a sensible basis for charging.

Percentage fee.

Charges for planning applications are subject to statutory charges fixed by central government. Current charges are listed at Appendix C- 3

Using a percentage of the statutory fee has advantages in that there would be a good relationship to the scale of the works proposed, it is a well understood concept to the development industry and agents and would be relatively simple to operate. However using a percentage based system does result in small applications, such as for one or two houses, would only be asked to pay a small fee when the work involved is likely to be significant. Therefore a minimum figure may need to be introduced.

Actual costs and time expended

Fees based on actual costs would be difficult to set up as there is no time recording

system set up in planning at present. This would need substantial investment in IT or new working practices. The applicant would be unclear what charges would be incurred as he would be reliant on estimates from officers (also involving additional time and resourcing issues). This could result in delays before formal advice could be released until outstanding charges have been paid. However this method may be more appropriate for the submission of revised schemes as specified above when a repeat full fee is difficult to justify as the additional work from council staff may be relatively modest in amount.

Proposal

It would appear that a percentage of the statutory planning fee would be most appropriate for most cases and be the simplest to set up and manage.

The survey of councils in Planning magazine in Feb 2009 (Appendix C-1) showed a great variety of charging methods being used across the country.

Initially it is proposed that fees be set at 20% of statutory fees, but subject to a minimum fee of £250 even if the fee payable would be nil (unless expressly excluded from charging as specified below)

The effect of a 20% charge is illustrated below for both residential and commercial schemes and can be compared with other Councils listed in Appendix C-1:

Residential development

300 dwellings £8,302

40 dwellings £3,350

9 dwellings £603

Commercial development

6,000sq.m. £3,913

1,500 sq.m. £1,340

900sq.m. £804

In cases where an outline application is made but there is considerable detailed information attached, such as design briefs, then the pre-application fee would be more appropriately based on 20% of the "full" fee.

Additional charges for further iterations of a particular scheme would be charged on the basis of estimates of staff time and actual charges incurred by relevant officers.

However, there may be occasions where specific proposals are of such a scale and complexity that a very significant input of officer time and Council resources would be required to provide comprehensive and productive pre-application advice. On such occasions, it is proposed that the pre-application fee payable for that advice is negotiated and agreed with the applicant or agent prior to the start of the process at the discretion of the Head of Planning.

The revenue raised is difficult to predict as the development industry is currently affected by the economic recession, although at some time in the next year or two it is expected to recover significantly. In addition it is not known how many speculative queries that are currently received may be deterred by the introduction of charging.

Exceptions to charging

Advice relating to:

- Householders as specified above.
- Small businesses for small scale works as specified above
- Charities for small scale works as specified above
- Religious establishments for small scale works as specified above
- City Council proposals where it is the body proposing works (but not developments by potential commercial developers on City Council owned land).
- Maintenance of listed buildings that would not require listed building consent or planning permission
- Works to a listed building that only require listed building consent

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Appendix C-1

Planning magazine article 5th Feb 2009 pp16-17

Local Authority	Residential			Commercial	
	300 Homes	40 Homes	9 Homes	6,000m ²	150,000m ²
Barnet	£2,935.00	£2,935.00	£646.00	£2,935.00	£1,468.00
Bexley	£1,977.00	£1,977.00	£665.00	£1,977.00	£1,977.00
Bournemouth	£1,380.00	£1,380.00	£345.00	£1,380.00	£600.00
Brent	£1,500.00	£1,500.00	£0.00	£1,500.00	£1,500.00
Bromley	£1,150.00	£1,150.00	£0.00	£1,150.00	£1,150.00
Cotswold	£1,150.00	£1,150.00	£0.00	£1,150.00	£1,150.00
Croydon	£1,175.00	£1,175.00	£587.50	£1,175.00	£1,175.00
Dartford	£293.75	£293.75	£205.60	£293.75	£293.75
East Hampshire	£110.00	£110.00	£55.00	£110.00	£110.00
East Hertfordshire	£500.00	£500.00	£250.00	£500.00	£500.00
Epping Forest	£1,725.00	£1,725.00	£0.00	£1,725.00	£1,725.00
Gravesham	£1,005.00	£1,005.00	£335.00	£1,005.00	£1,005.00
Hammersmith and Fulham	£2,415.00	£2,415.00	£1,207.00	£2,415.00	£2,415.00
Haringey	£4,000.00	£2,000.00	£600.00	£2,000.00	£2,000.00
Havering	£1,320.00	£1,320.00	£660.00	£1,320.00	£1,320.00
Hertsmere	£1,000.00	£1,000.00	£500.00	£1,000.00	£1,000.00
Hillingdon	£3,000.00	£1,800.00	£900.00	£3,000.00	£900.00
Kettering	Above £2,500*	£1,500.00	£750.00	Above £2,500*	£1,500.00
Kingston-upon-Thames	£2,500.00	£1,500.00	£750.00	£2,500.00	£1,500.00
Leeds	£2,300.00	£2,300.00	£0.00	£2,300.00	£2,300.00
Maidstone	£287.50	£287.50	£0.00	£287.50	£287.50
Mid Sussex	£112.50	£112.50	£112.50	£112.50	£112.50
Middlesburgh	£345.00	£345.00	£80.50	£345.00	£345.00
Newham	£3,000.00	£1,500.00	£750.00	£3,000.00	£3,000.00
North Hertfordshire	£3,000.00	£3,000.00	£0.00	£3,000.00	£3,000.00
Reading	£1,000- £2,000	£300 - £600	£200 - £400	£600.00	£300 - £600
Richmond-upon-Thames	£2,530.00	£2,530.00	£632.50	£2,530.00	£1,380.00
Sevenoaks	Above £293.75*	£293.75	£117.50	Above £293.75*	£293.75
South Hams	Above £2,350*	£2,350.00	£1,762.50	Above £2,350*	£2,350.00
South Tyneside	£352.50	£352.50	£117.50	£352.50	£352.50
Southwark	£2,870.00	£1,752.00	£1,092.00	£1,752.00	£1,752.00
St Albans	£600.00	£600.00	£250.00	£600.00	£600.00
Taunton Deane	Above £201*	£201.00	£138.00	Above £201*	£201.00
Uttlesford	£489.36	£489.36	£244.69	£489.36	£489.36
Watford	£1,000.00	£500.00	£250.00	£1,000.00	£500.00
Wellingborough	£1,403.90	£569.98	£123.33	£834.76	£834.76
Welwyn Hatfield	£1,020.04	£1,020.04	£500.00	£1,020.04	£766.56
Westminster	£2,937.00	£2,937.00	£1,468.75	£2,937.00	£2,937.00

* Negotiable

Appendix C- 2

Definition of major / minor / other from CLG

MAJOR	
Large Major	Dwelling (200 or more or site area 4ha)
	(excludes hotels, hostels, caravan sites)
Large Major	Offices/research and development/light industry
	(10,000 ² m floor space or site 2ha or more)
Large Major	General Industry/storage/warehousing
	(10,000 ² m floor space or site 2ha or more)
Large Major	Retail/distribution and servicing
	(10,000 ² m floor space or site 2ha or more)
Large Major	Gypsy and traveller sites
	(over 200 pitches)
Large Major	All other
	(10,000 ² m floor space or site 2ha or more)
Small Major	Dwellings (including flats 10-199 or site area 0.5 ha - 4ha)
	(excludes hotels, hostels, caravan sites)
Small Major	Offices/research and development/light industry (includes A2 & B1 uses)
	(1000-9,999 ² m floor space or site area is 1 ha and less than 2 ha)
Small Major	Heavy industry/storage/warehousing (includes B2 & B8 uses)
	(1000-9,999 ² m floor space or site area is 1 ha and less than 2 ha)
Small Major	Retail/distribution and servicing (includes A1 & A3 uses)
	(1000-9,999 ² m floor space or site area is 1 ha and less than 2 ha)
Small Major	Gypsy and traveller (10-199 pitches)
	(1000-9,999 ² m floor space or site area is 1 ha and less than 2 ha)
Small Major	All other major developments
	(1000-9,999 ² m floor space or site area is 1 ha and less than 2 ha)
MINOR	
Minor	Dwellings
	(Between 1 & 9 units or site less than 0.5 ha)
Minor	Offices/research and development/light industry
	(Less than 1,000 ² m floorspace or site area less than 1ha)
Minor	Heavy industry/storage/warehousing
	(Less than 1,000 ² m floorspace or site area less than 1ha)

Minor	Retail/distribution and servicing
	(Less than 1,000 ² m floorspace or site area less than 1ha)
Minor	Gypsy and traveller (1-9 pitches)
	(Less than 1,000 ² m floorspace or site area less than 1ha)
Minor	All other minor developments
	(Less than 1,000 ² m floorspace or site area less than 1ha)
OTHER	
Other	Minerals
Other	Change of use
	(No building work or engineering work involved)
Other	Householder developments
	(extensions, Conservatories, loft conversions, dormer windows, alterations, garages, car ports, outbuildings, swimming pools, walls, fences, domestic vehicle access, footway crossovers, porches and satellite dishes)
	(single flats)
Other	Advertisements
Other	Listed Building Consents to alter/extend
Other	Listed Building Consents to demolish
Other	Conservation Area Consents (C)
Other	Certificate of Lawful Development (CLE) (previously EUC certificates)
	Certificate of Alternative Development (CAA)
Other	Notifications
	:(Circular 14/90 - Overhead lines)
	:(Circular 18/84 - Dev by Gov Department (G)

Appendix C- 3

Statutory planning fees (from Planning Portal) Oct 09 version

All Outline Applications		
£335 per 0.1 hectare for sites up to and including 2.5 hectares	Not more than 2.5 hectares	£335 per 0.1 hectare
£8,285 + £100 for each 0.1 in excess of 2.5 hectares to a maximum of £125,000	More than 2.5 hectares	£8,285 + £100 per 0.1 hectare

Householder Applications		
Alterations/extensions to a single dwelling , including works within boundary	Single dwelling (excluding flats)	£150

Full Applications (and First Submissions of Reserved Matters)		
Alterations/extensions to two or more dwellings , including works within boundaries	Two or more dwellings (or one or more flats)	£295
New dwellings (up to and including 50)	New dwellings (not more than 50)	£335 per dwelling
New dwellings (for <i>more</i> than 50) £16,565 + £100 per additional dwelling in excess of 50 up to a maximum fee of £250,000	New dwellings (more than 50)	£16,565 + £100 per additional dwelling

Full Applications (and First Submissions of Reserved Matters) continued...		
Erection of buildings (not dwellings, agricultural, glasshouses, plant nor machinery):		
Increase of floor space	No increase in gross floor space or no more than 40m ²	£170
Increase of floor space	More than 40m ² but no more than 75m ²	£335
Increase of floor space	More than 75m ² but no more than 3,750m ²	£335 for each 75m ² or part thereof
Increase of floor space	More than 3,750m ²	£16,565 + £100 for each additional 75m ² in excess of 3750 m ² to a maximum of £250,000
The erection of buildings (on land used for agriculture for agricultural purposes)		

Site area	Not more than 465m ²	£70
Site area	More than 465m ² but not more than 540m ²	£335
Site area	More than 540m ² but not more than 4,215m ²	£335 for first 540m ² + £335 for each 75m ² (or part thereof) in excess of 540m ²
Site area	More than 4,215m ²	£16,565 + £100 for each 75m ² (or part thereof) in excess of 4,215m ² up to a maximum of £250,000

Full Applications (and First Submissions of Reserved Matters) continued...		
Erection of glasshouses (on land used for the purposes of agriculture)		
Floor space	Not more than 465m ²	£70
Floor space	More than 465m ²	£1,870
Erection/alterations/replacement of plant and machinery		
Site area	Not more than 5 hectares	£335 for each 0.1 hectare (or part thereof)
Site area	More than 5 hectares	£16,565 + additional £100 for each 0.1 hectare (or part thereof) in excess of 5 hectares to a maximum of £250,000

Applications other than Building Works		
Car parks, service roads or other accesses	For existing uses	£170
Waste (Use of land for disposal of refuse or waste materials or deposit of material remaining after extraction or storage of minerals)		
Site area	Not more than 15 hectares	£170 for each 0.1 hectare (or part thereof)
Site area	More than 15 hectares	£25,315 + £100 for each 0.1 hectare (or part thereof) in excess of 15 hectares up to a maximum of £65,000

Operations connected with exploratory drilling for oil or natural gas		
Site area	Not more than 7.5 hectares	£335 for each 0.1 hectare (or part thereof)
Site area	More than 7.5 hectares	£25,000 + additional £100 for each 0.1 hectare (or part thereof) in excess of 7.5 hectares up to a maximum of £250,000

Other operations (winning and working of minerals)		
Site area	Not more than 15 hectares	£170 for each 0.1 hectare (or part thereof)
Site area	More than 15 hectares	£25,315 + additional £100 for each 0.1 in excess of 15 hectare up to a maximum of £65,000
Other operations (not coming within any of the above categories)	Any site area	£170 for each 0.1 hectare (or part thereof) up to a maximum of £250,000

Lawful Development Certificate	
LDC – Existing Use - in breach of a planning condition	Same as Full
LDC – Existing Use LDC - lawful not to comply with a particular condition	£170
LDC – Proposed Use	Half the normal planning fee.

Prior Approval	
Agricultural and Forestry buildings & operations or demolition of buildings	£70
Telecommunications Code Systems Operators	£335

Reserved Matters	
Application for approval of reserved matters following outline approval	Full fee due or if full fee already paid then £335 due

Approval/Variation/discharge of condition	
Application for removal or variation of a condition following grant of planning permission	£170
Request for confirmation that one or more planning conditions have been complied with	£25 per request for Householder otherwise £85 per request

Change of Use of a building to use as one or more separate dwellinghouses, or other cases		
Number of dwellings	Not more than 50 dwellings	£335 for each
Number of dwellings	More than 50 dwellings	£16,565 + £100 for each in excess of 50 up to a maximum of £250,000
Other Changes of Use of a building or land		£335

Advertising	
Relating to the business on the premises	£95
Advance signs which are not situated on or visible from the site, directing the public to a business	£95
Other advertisements	£335

Application for a New Planning Permission to replace an Extant Planning Permission		
From 1 October 2009		From late December (TBC)
Applications in respect of major developments	As per full application	£500 (TBC)
Applications in respect of householder developments	As per full application	£50 (TBC)
Applications in respect of other developments	As per full application	£170 (TBC)

Application for a Non-material Amendment Following a Grant of Planning Permission		
From 1 October 2009		From late December (TBC)
Applications in respect of householder developments	No fee	£25 (TBC)

Applications in respect of other developments	No fee	£170 (TBC)
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CONCESSIONS
EXEMPTIONS FROM PAYMENT
For alterations, extensions, etc. to a dwelling house for the benefit of a registered disabled person
An application 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
Listed Building Consent
Conservation Area Consent
Works to Trees covered by a Tree Preservation Order or in a Conservation Area Hedgerow Removal
If the proposal is the first revision of an application for development of the same character or description on the same site by the same applicant within 12 months of making the earlier application if withdrawn or the date of decision if granted or refused (including signs only if withdrawn or refused) and NOT a duplicate application made by the same applicant within 28 days
If the proposal relates to works that require planning permission only by virtue of an Article 4 Direction of the Town & Country Planning (General Permitted Development) Order 1995. I.e. where the application is required only because of a direction or planning condition removing permitted development rights.
If the application is for a lawful development certificate, for existing use, where an application for planning permission for the same development would be exempt from the need to pay a planning fee under any other planning fee regulation
If the application is for consent to display an advertisement following either a withdrawal of an earlier application (before notice of decision was issued) or where the application is made following refusal of consent for display of an advertisement, and where the application is made by or on behalf of the same person
If the application is for consent to display an advertisement which results from a direction under Regulation 7 of the Control of Advertisements Regulations 1992, dis-applying deemed consent under Regulation 6 to the advertisement in question
If the application is for alternate proposals for the same site by the same applicant, in order to benefit from the permitted development right in Schedule 2 Part 3 Class E of the Town and Country Planning (General Permitted Development) Order 1995

CONCESSIONS continued...
REDUCTIONS TO PAYMENTS
If the application is being made on behalf of a non-profit making sports club for works for playing fields not involving buildings then the fee is £335
If the application is being made on behalf of a parish or community council then the fee is 50%
If the application is an alternative proposal being submitted on the same site by the same applicant on the same day, where this application is of lesser cost then the fee is 50%
In respect of reserved matters you must pay a sum equal to or greater than what would be payable at current rates for approval of all the reserved matters. If this amount has already been paid then the fee is £335
If the application is for a Lawful Development Certificate for a Proposed use or development, then the fee is 50%
If two or more applications are submitted for different proposals on the same day and relating to the same site then you must pay the fee for the highest fee plus half sum of the others
Where an application relates to development which is within more than one fee category, the correct fee is simply the highest of the fees payable (if not including residential)
Where an application consists of the erection of dwellings and the erection of other types of buildings (categories 1-4) the fees are added together and maximum can be exceeded
Where an application crosses one or more local or district planning authorities then the fee is 150% and goes to the authority that contains the larger part of the application site or a sum of the fees if it is less than 150%