

Planning Fees

as of the 26 February 2010



GUIDANCE NOTES FOR THE APPLICANTS

Fees for Applications under the Town and Country Planning Act 1990

Updated 26 February 2010

Since 1 April 1981 applicants have been required to pay a fee to the Local Planning Authority when submitting an application for planning permission, the approval of reserved matters or for consent to display advertisements.

A fee will have to be paid in respect of deemed applications arising from enforcement appeals, Establishment Use Certificate appeals, or called-in Established Use Certificate applications. Half is paid to the Local Authority and half to the Secretary of State.

Scale of Fees and Exemptions

The scale of fees and list of concessionary fees and exemptions (in summary) are set out in this booklet. If you require detailed advice on this matter please contact the Planning Services Department. All planning fees are VAT exempt.

Refund of Fees

No refund of fees can be made after the application has been registered. However, if an application is withdrawn or refused a second application may be submitted within 12 months without payment of a further fee, provided that (1) it is made by or on behalf of the same applicant, (2) it relates to the same site (or as extended to include access arrangements, (3) the Local Planning Authority is satisfied that it relates to development of the same character or description, (4) in the case of an application for planning permission which is not made in outline, that the earlier application was also not made in outline, (5) that the fee payable in respect of the earlier application was paid and, (6) the site has not received planning permission for development exempt from these regulations.

Planning Application Form

On 6 April 2008 the Government introduced a new standard planning application form (1APP), which replaces all existing types of planning application forms (except minerals). The form is now the only legal way of submitting a planning application in England and is part of the Government's campaign to streamline the planning system and encourage the submission of online planning applications.

The Government has also produced a revised validation checklist for all planning applications, which will provide certainty as to what information is required at the start of the planning application process.

How to obtain the form

The new form and checklist are available online from Crawley Borough Council's website, the various variations on the form are found at:

http://www.crawley.gov.uk/stellent/idcplg?IdcService=SS_GET_PAGE&nodeId=363

The checklist is located at:

http://www.crawley.gov.uk/stellent/idcplg?IdcService=SS_GET_PAGE&ssDocName=INT142206 or go direct to the Planning Portal: www.planningportal.gov.uk

If you do not have access to the internet you can receive a hard copy of the documents by either phoning Crawley Borough Council on 01293 438512 or coming into the Town Hall, The Boulevard, Crawley, RH10 1UZ (opening hours 8.45am to 5.20pm Monday to Thursday and 8.45am to 4.25pm on Friday).

Submission of form

Applications may be submitted online through the Planning Portal (supporting documentation may be submitted online too). Alternatively applications can be posted to or handed in at the above address.

Payment of planning application fees

Payment can be made online through Worldpay or a cheque or postal order, payable to Crawley Borough Council. Credit and debit cards are also accepted, except American Express and Diners. The period within which applications should be determined does not commence until the receipt of the correct fee. If the correct fee is not received the application, even if it is valid in all other respects, will not be registered.

Advice and information

If you require further advice or information please contact Planning Services on 01293 438512 or visit www.crawley.gov.uk

If you wish to discuss a specific proposal please make an appointment to see a planning officer, appointments are available Monday to Friday from 10am to 1pm. To arrange an appointment please phone 01293 438512.

SCALE OF FEES

Category of Development	Fee Payable
Operations	
1. The erection of dwelling houses (other than development within Class 6 below).	<p>(a) Where the application is for outline planning permission and -</p> <p>(i) the site area does not exceed 2.5 hectares, £335 for each 0.1 hectare or part thereof of the site area;</p> <p>(ii) the site area exceeds 2.5 hectares, £8,285 and an additional £100 for each 0.1 or part thereof hectare in excess of 2.5 hectares, subject to a maximum in total of £125,000.</p> <p>(b) In other cases –</p> <p>(i) where the number of dwelling houses to be created by the development is 50 or fewer, £335 for each dwelling house;</p> <p>(ii) Where the number of dwelling houses to be created by the development exceeds 50, £16,565 and an additional £100 for each dwelling house in excess of 50 dwelling houses, subject to a maximum in total of £250,000.</p>
2. The erection of buildings (other than buildings in categories 1, 3, 4, 5 or 7).	<p>(a) Where the application is for outline planning permission and -</p> <p>(i) the site area does not exceed 2.5 hectares, £335 for each 0.1 hectare or part thereof of the site area;</p> <p>(ii) the site area exceeds 2.5 hectares, £8,285, and an additional £100 for each 0.1 hectare or part thereof in excess of 2.5 hectares, subject to a maximum in total of £125,000.</p>

SCALE OF FEES

Category of Development	Fee Payable
	(b) In other cases:- <ul style="list-style-type: none">(i) where no floor space is to be created by the development, £170;(ii) where the area of gross floor space to be created by the development does not exceed 40 sq.m., £170;(iii) where the area of gross floor space to be created by the development exceeds 40 sq.m., but does not exceed 75 sq.m., £335;(iv) where the area of gross floor space to be created by the development exceeds 75 sq.m., but does not exceed 3750 sq.m., £335 for each 75 sq.m., or part thereof of that area;(v) where the area of gross floor space to be created by the development exceeds 3750 sq.m., £16,565, and an additional £100 for each 75 sq.m., or part thereof in excess of 3750 sq.m., subject to a maximum in total of £250,000.
3. The erection, on land used for the purposes of agriculture, of buildings to be used for agricultural purposes (other than buildings in category 4).	(a) Where the application is for outline planning permission and - <ul style="list-style-type: none">(i) the site area does not exceed 2.5 hectares, £335 for each 0.1 hectare or part thereof of the site area;(ii) The site area exceeds 2.5 hectares, £8,285, and an additional £100 for each additional 0.1 hectare or part thereof in excess of 2.5 hectares, subject to a maximum in total of £125,000.

SCALE OF FEES

Category of Development	Fee Payable
	(b) In other cases - <ul style="list-style-type: none">(i) where the area of gross floor space to be created by the development does not exceed 465 sq.m., £70;(ii) where the area of gross floor space to be created by the development exceeds 465 sq.m. but does not exceed 540 sq.m., £335;(iii) where the area of gross floor space to be created by the development exceeds 540 sq.m. but does not exceed 4215 sq.m., £335 for the first 540 sq.m., and an additional £335 for each 75 sq.m. or part thereof in excess of 540 sq.m.; and(iv) where the area of gross floor space to be created by the development exceeds 4215 sq.m., £16,565, and an additional £100 for each 75 sq. m., or part thereof in excess of 4215 sq. m. subject to a maximum in total of £250,000.
4. The erection of glasshouses on land used for the purposes of agriculture.	(a) Where the gross floor space to be created by the development does not exceed 465 sq. m., £70; (b) Where the gross floor space to be created by the development exceeds 465 sq. m., £1,870.
5. The erection, alteration or replacement of plant or machinery (including generators and air conditioning units)	(a) Where the site area does not exceed 5 hectares, £335 for each 0.1 hectare or part thereof of the site area; (b) Where the site area exceeds 5 hectares, £16,565, and an additional £100 for each 0.1 hectare or part thereof in excess of 5 hectares, subject to a maximum in total of £250,000.

SCALE OF FEES

Category of Development	Fee Payable
6. The enlargement, improvement or other alteration of existing dwelling houses.	(a) Where the application relates to one dwelling house, £150. (b) Where the application relates to two or more dwelling houses, £295.
7A. (a) The carrying out of operations (including the erection of a building) within the curtilage of an existing dwelling house, for purposes ancillary to the enjoyment of the dwelling house as such, or the erection or construction of gates, fences, walls or other means of enclosure along a boundary of the curtilage of an existing dwelling house;	£150
or	
(b) The construction of car parks, service roads and other means of access on land used for the purposes of a single undertaking, where the development is required for a purpose incidental to the existing use of the land.	£170

SCALE OF FEES

Category of Development	Fee Payable
7B. Applications for a grant of replacement planning permission subject to a new time limit	(a) if the application is a householder application, £50; (b) if the application is an application for major development, £500; (c) in any other case, £170.
7C Fees for applications for non-material changes to planning permission	(a) if the application is a householder application, £25, (b) in any other case, £170.
8. The carrying out of any operations connected with exploratory drilling for oil or natural gas	(a) Where the site area does not exceed 7.5 hectares, £335 for each 0.1 hectares or part thereof of the site area; (b) Where the site area exceeds 7.5 hectares, £25,000, and an additional £100 for each 0.1 hectare or part thereof in excess of 7.5 hectares, subject to a maximum in total of £250,000.
9. The carrying out of any operations not coming within any of the above categories.	(a) In the case of operations for the winning and working of minerals - (i) where the site area does not exceed 15 hectares, £170 for each 0.1 hectare or part thereof of the site area; (ii) where the site area exceeds 15 hectares, £25,315, and an additional £100 for each 0.1 hectare or part thereof in excess of 15 hectares, subject to a maximum in total of £65,000. (b) In any other case, £170 for each 0.1 hectare of the site area or part thereof subject to a maximum of £1,690.

SCALE OF FEES

Category of Development	Fee Payable
Uses of Land	
10. The change of use of a building to use as one or more separate dwelling houses.	<p>(a) Where the change of use is from a previous use as a single dwelling house to use as two or more single dwelling houses.</p> <p>(i) where the change of use is to use as 50 or fewer dwelling houses, £335 for each additional dwelling house;</p> <p>(ii) Where the change of use is to use as more than 50 dwelling houses £16,565, and an additional £100 for each dwelling house in excess of 50 dwelling houses, subject to a maximum in total of £250,000.</p> <p>(b) In all other cases –</p> <p>(i) Where the change of use is to use as 50 or fewer dwelling houses, £335 for each dwelling house;</p> <p>(ii) Where the change of use is to use as more than 50 dwelling houses £16,565, and an additional £100 for each dwelling house in excess of 50 dwelling houses, subject to a maximum in total of £250,000.</p>
11. (a) The use of land for the disposal of refuse or waste materials or for deposit of material remaining after minerals have been extracted from land; or	(a) Where the site area does not exceed 15 hectares, £170 for each 0.1 hectare or part thereof of the site area;
(b) For use of land for the storage of minerals in the open.	(b) Where the site area exceeds 15 hectares £25,315, and an additional £100 for each 0.1 hectare or part thereof in excess of 15 hectares, subject to a maximum in total of £65,000.

SCALE OF FEES

Category of Development	Fee Payable
12. The making of a material change in the use of a building or land (other than a material change of use coming within any of the above categories) Where the use involves creation of a dwelling house contact the Planning Department	£335
13. The continuance of a use of land, or retention of buildings or works on land, without compliance with a condition, subject to which a previous planning permission has been granted (including a condition requiring the discontinuance of the use or the removal of the building or works at the end of a specified period)	£170
14. Confirmation that a condition or conditions attached to a grant of planning permission has been complied with under categories described in 6 and 7(a) in this booklet	£25
Any other category	£85

SCALE OF FEES

15. Application for a Certificate of Lawfulness of an existing or proposed use or development – see E Circular 17/92 Paragraph 39 and Regulation 10(3) of the Town & Country Planning (Fees for Application and Deemed Applicants) Regulation 1993	Proposed Use	½ normal fee
	Existing Use	Full normal fee
	Relating to a condition	£170

HIGH HEDGE APPLICATIONS

Fee for high hedge applications	£300
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SCALE OF FEES IN RESPECT OF APPLICATIONS FOR CONSENT TO DISPLAY ADVERTISEMENTS

Category of Development	Fee Payable
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| 1. Advertisements displayed on business premises, on the forecourt of business premises or on other land within the cartilage of business premises, wholly with reference to all or any of the following matters:- | £95 |
| (a) the nature of the business or other activity carried out on the premises; | |
| (b) the goods sold or the services provided on the premises; or | |

SCALE OF FEES

Category of Development	Fee Payable
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| (c) the name and qualifications of the person carrying on such business or activity or supplying such goods or services | |
| 2. Advertisements for the purpose of directing members of the public to, or otherwise drawing attention to the existence of, business premises which are in the same locality as the site on which the advertisement is to be displayed but which are not visible from that site | £95 |
| 3. All other advertisements | £335 |

NOTES

1. Where a mixed development is proposed (e.g. shops with flats over) the fee will be assessed by relating the number of residential units and the shop floor space to the relevant parts of the scale of fees. Common floor space shall be calculated and added pro rata to the uses of the building for the assessment of the appropriate fee.
2. Floor space is calculated by external measurements.

CONCESSIONARY FEES AND EXEMPTIONS

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| 1. Extensions and alterations to a disabled person's dwelling house to improve access, safety, comfort, etc. | No fee |
| 2. Applications required by reason of an Article 4 direction. | No fee |
| 3. Applications required because of the removal of permitted development rights by a condition attached to a planning permission. | No fee |
| 4. Revised or fresh applications for development (or advertisement) of the same character or description within 12 months of refusal, or of the making of the earlier application if withdrawn, or within 12 months of the expiry of the statutory 8 weeks where the applicant has appealed to the Secretary of State on the grounds of non-determination. | No fee

In accordance with the Town & Country Planning (Fees for Applications & Deemed Applications) Regulations. The exemption shall apply provided that no application made by or on behalf of the same applicant in relation to the whole or any part of the site has already been exempt. |
| 5. Playing fields (for sports clubs). | £335 |
| 6. Development crossing Planning Authority Boundaries, requiring several applications. | Only one fee paid to the Authority having the larger site but calculated for whole scheme, and subject to special ceiling. |

CONCESSIONARY FEES AND EXEMPTIONS

7. Reserved matters where applicant's earlier reserved matters applications have incurred total fees equalling that for a full application for entire scheme. £335
8. Application to determine whether prior approval is required to the siting, design and external appearance of a building or the siting and means of construction of a private way under Part 6, Part 7, Part 24 or Part 31 of Schedule 2 of the General Development Order in respect of agricultural and forestry buildings, or condition of buildings.

Note

The 75% reduction of the fee payable on an application submitted to the local authority within 28 days of an application for the same development or reserved matters has been withdrawn so that the standard fee will be payable in respect of both applications.

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