

# **FEES AND CHARGES REPORT**

## **APPENDIX 11 - PLANNING AND DEVELOPMENT SERVICES**

### **1. Service description**

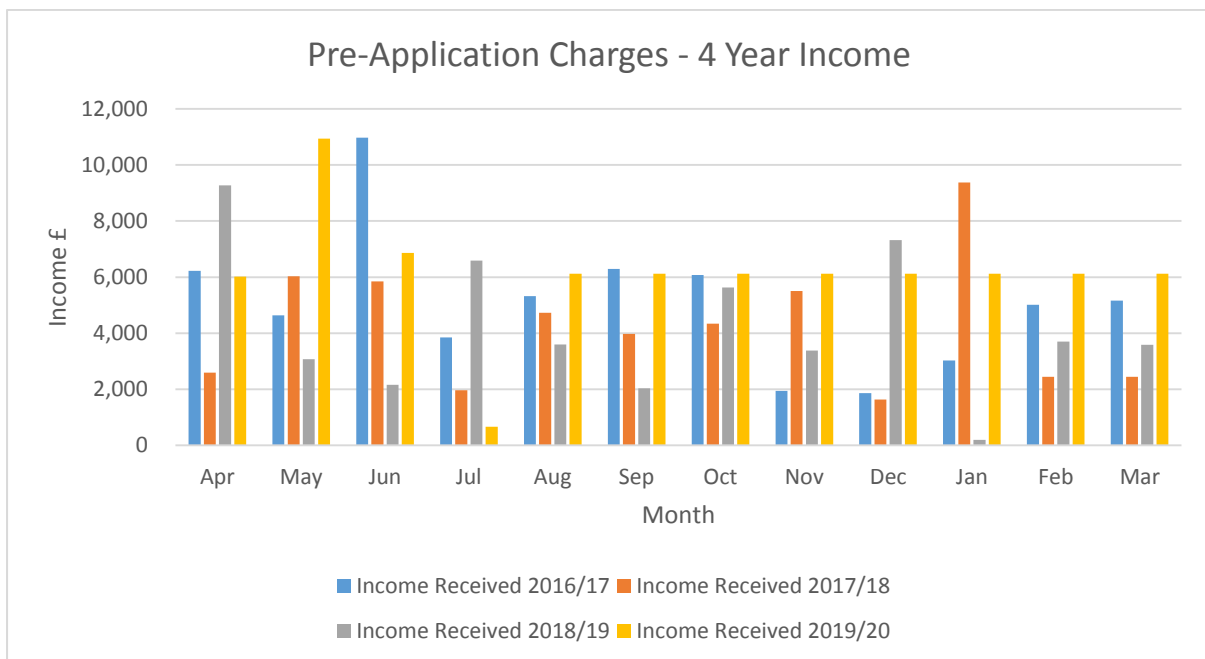
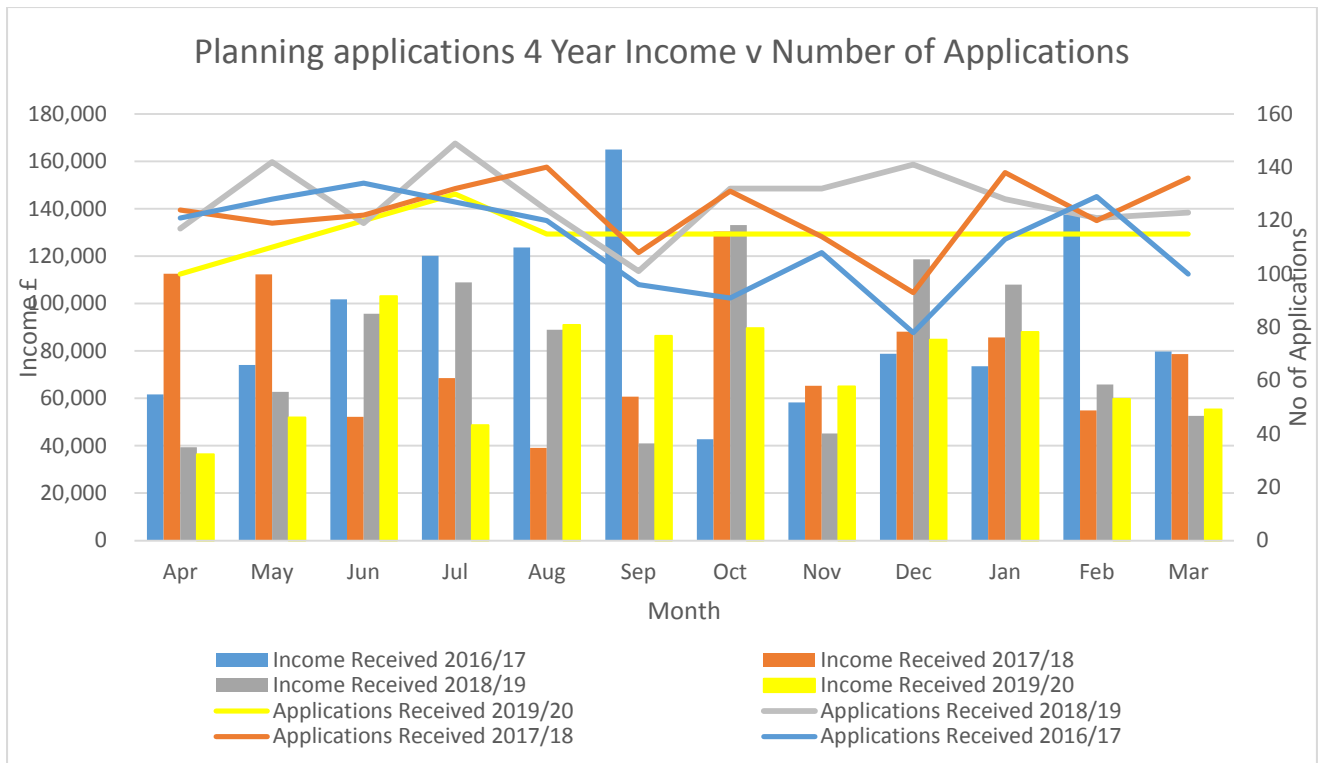
The Planning and Development service has a number of Fees and Charges namely:

- Planning application fees – statutory set fees by Central Government that are dependent upon type of application. An announcement was made within the Chancellor's Autumn Statement 2017, to increase planning fees by 20% which was reflected in the approved fees and charges for Planning Services with effect from 2018/19.
- Pre application advice – an optional, enhanced service to encourage early engagement, improve customer experience and reduce time spent on invalid applications by identifying potential issues prior to plan submission. Pre-application engagement and "front-loading" is actively encouraged by national planning policy. Fees for this service can be set locally by WLDC.

In addition WLDC adopted Community Infrastructure Levy (CIL) at Council on 13 November 2017. The implementation of CIL took place on 22 January 2018 which means that any qualifying planning decision made on after this point will be subject to a CIL charge. As a result CIL is charged on the majority of all new buildings to ensure that development contributes towards the infrastructure needed to support growth in West Lindsey.

### **2. Prior years analysis, current financial year projections**

The graphs below illustrate the levels of income achieved (please note that the periods August 19 to March 20 are a forecast), and the volumes of applications for both planning applications and pre-applications advice.



### 3. Price

The tables below illustrate the level of income achieved in these areas against budget. Actuals have been used for 2016/17, 2017/18, 2018/19 and an estimate for 2019/20.

As the planning applications fees are statutory set we are unable to do any impact analysis.

Pre-application fee income (£)	Total	Budget	Under/(over)
Income received 2016/17	1,117,169	836,200	(280,969)
Income received 2017/18	948,609	903,300	(45,309)
Income received 2018/19	960,273	1,130,600	170,327
Income received 2019/20 (estimate)	960,100	960,100	0

Pre-application fee income (£)	Total	Budget	Under/(over)
Income received 2016/17	60,399	54,000	(6,399)
Income received 2017/18	50,886	55,200	4,314
Income received 2018/19	50,555	57,200	6,645
Income received 2019/20 (estimate)	81,746	59,100	(22,646)

The intention for the fees charged for pre-application advice is to increase them by 3% (RPI for May 2019). Based on the budgeted income for 2019/20 this would generate additional income of £1,776.

Current	£59,200
Impact 1 - No change of Fees	£59,200
Impact 2 - RPI increase (3.0%)	£60,976

In 2019/20 the Planning service is budgeted to make a deficit, and in 2018/19 there was also deficit. This is on the basis of the total cost of providing the service, including non-controllable costs.

During the current financial year there has been a continued focus on reducing overhead service costs through more efficient practices. The service is no longer reliant upon agency support staff, and is continuing to move away from paper reliant processes.

#### **4. Understanding Customers and Markets**

During the current financial year the strategic growth agenda has continued to focus on developing key relationships with land owners and developers to restore confidence in the local housing market. Working with partners such as the HCA, the Council has sought to gain a much improved understanding of the local viability pressures that have impacted upon delivery in the past and coupled with this the Council is investing heavily in regeneration and commercial projects. At the service level this requires an effective and engaged Development Management service working closely with all of these partners to make sure that the Planning service is fit for purpose and reflects modern industry development needs.

The focus on improving performance for our customers has ensured that the service has developed with a much sounder understanding of their needs. For instance the

service is proposing to introduce a simplified “Do I need planning permission?” enquiry for the benefit of customers, whilst the fee is set at an accessible level initially, and will be reviewed once implemented. It is important that successes such as the restored confidence in our pre-application advice service are not undermined by unnecessarily high increases or that we lose our share of this service to the private sector, which is why a fee increase based on RPI only is proposed.

## **5. Proposed Charges**

Statutory charges will be applied in accordance with legislation.

New statutory charges for larger householder extensions were introduced in August 2019.

A new non-statutory charge for ‘Do I need planning permission?’ enquiry is proposed. The fee is proposed to be set at an accessible level initially and will be reviewed against demand, benchmarking data and cost recovery ahead of the review of fees and charges for 2021/22.

If a customer makes an enquiry currently they are required to submit a pre-application which costs £96.00 per application currently (incl. VAT). The aim is to enable the customer to make a simpler enquiry for £25.00 (incl. VAT), which in most instances will result in the application not requiring a pre-application.

For non-statutory charges the Planning Service proposes to apply an increase equivalent to RPI at 3%.

It is proposed to implement this new charge from 1<sup>st</sup> January 2020.

CIL charges were proposed by WLDC prior to adoption and were subject to consultation. As part of this process they were subject to a public examination by an independent person, namely an Inspector from The Planning Inspectorate. These were then formally adopted by Council. As such these rates cannot be subject to change without a full inspection by a similar independent person.

The Planning Service are seeking to set ambitious targets but don’t want to frame the service in an unrealistic light as they are not in direct control of the way the development system may evolve over the next few years and the impact of significant factors that will directly affect the development industry, not least the effects of Brexit, are not yet quantifiable.

## **6. Recommendation**

Members are asked to approve charges for 2020/21 as illustrated in the schedule below.

Members are also asked to approve the new non-statutory charge “Do I need planning permission?” enquiry with effect from 1 January 2020.



2019/20	Proposed Increase/decrease		2020/21	VAT Amount	2020/21 Charge Inc. VAT	VAT Rate
£	%	Type or £	£	£	£	

<b>Development</b>								
Householder development - do I need planning permission?			£0.00		£20.83	£4.17	£25.00	S
Householder development including alterations, extensions and outbuildings (this fee would also include establishing whether an application is required and any listed building consent enquiry if applicable)			£78.00	3%	£80.00	£16.00	£96.00	S
Non-residential changes of use including siting of caravans for sites under 1 ha or buildings under 1,000 m <sup>2</sup> (gross)			£166.00	3%	£171.00	£34.20	£205.20	S
Non-residential changes of use including siting of caravans for sites of 1 ha or above or buildings of 1,000 m <sup>2</sup> or above (gross)			£291.00	3%	£300.00	£60.00	£360.00	S
Development of 1-9 dwellings including changes of use to residential								
	1st dwelling		£200.00	3%	£206.00	£41.20	£247.20	S
	Additional dwellings		£111.00	3%	£114.00	£22.80	£136.80	S
Development of 10-49 dwellings including changes of use to residential								
	10th dwelling		£1,205.00	3%	£1,241.00	£248.20	£1,489.20	S
	Additional dwellings		£59.00	3%	£61.00	£12.20	£73.20	S
Development of 50 or more dwellings								
	minimum fee		£3,611.00	3%	£3,719.00	£743.80	£4,462.80	S
With additional fee subject to negotiation dependant on complexity of proposal. Encouragement to adopt a Planning Performance Agreement.								
Non-residential development where no floor space is created.			£107.00	3%	£110.00	£22.00	£132.00	S
Non-residential development up to 499 m <sup>2</sup> floor area, or 0.5 ha site area			£146.00	3%	£150.00	£30.00	£180.00	S
Non-residential development between 500 and 999 m <sup>2</sup> floor area, or between 0.51ha and 1.0 ha.								
	For 500 m <sup>2</sup> or 0.51ha		£220.00	3%	£227.00	£45.40	£272.40	S
	Each additional 100 m <sup>2</sup> or 0.1 ha		£111.00	3%	£114.00	£22.80	£136.80	S
Non-residential development between 1,000 and 4,999 m <sup>2</sup> floor area, or between 1.1ha and 2.0ha.								
	For 1,000 m <sup>2</sup> or 1.1ha		£755.00	3%	£778.00	£155.60	£933.60	S
	Each additional 100 m <sup>2</sup> or 0.1 ha		£56.00	3%	£58.00	£11.60	£69.60	S
Non-residential development of 5,000 m <sup>2</sup> or more or 2.1ha or more.								
	Minimum fee		£3,073.00	3%	£3,165.00	£633.00	£3,798.00	S
With additional fee subject to negotiation dependant on complexity of proposal. Encouragement to adopt a Planning Performance Agreement.								
Variation or removal of condition.			£78.00	3%	£80.00	£16.00	£96.00	S
Advertisements			£78.00	3%	£80.00	£16.00	£96.00	S
Non-householder listed building consent			£151.00	3%	£156.00	£31.20	£187.20	S
Additional site visit			£132.00	3%	£136.00	£27.20	£163.20	S
Hazardous Substances			£ negotiable		£ negotiable			S

**N.B.**

- The fee for a mixed use developments would be derived from the total of the fees for all elements.
- Agricultural development and telecommunications are not included as they have their own national notification procedures which dictate whether there is an pre-application process fee or not.
- Cross boundary pre-application fees will be based upon the amount of development in each authority (if a dwelling straddles the boundary, the authority with the majority its floor space will receive the fee for that dwelling).

Prosperous Communities Committee		Planning						
		2019/20	Proposed Increase/decrease		2020/21	VAT Amount	2020/21 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
Decision Notices, Consents, Determinations, Tree Preservation Orders, Enforcement Notices, S106 Agreements.	Per Item (black/white)	£25.90	3%		£27.00	£0.00	£27.00	OS
Plus officer time at cost recovery								
Other copies								
Copy plans - A4	Per side of A4 (black/white)	£0.20	3%		£0.20	£0.00	£0.20	OS
Copy plans - A3	Per copy	£0.50	3%		£0.50	£0.00	£0.50	OS
Copy plans - A2, A1, A0	Per copy	£6.10	3%		£6.30	£0.00	£6.30	OS
Information on planning records	Planning Control	£0.20	3%		£0.25	£0.05	£0.30	S
Requests for Planning Information	Planning - as per above plus officer time per hour	£57.90	3%		£59.50	£11.90	£71.40	S
Plus officer time at cost recovery								
Plus officer time per hour at cost recovery								
Public Path Orders, i.e. Diversion Orders	Minimum charge	£525.31	3%		£541.00	£0.00	£541.00	OS
Plus actual advertisement costs	Maximum charge	£1,574.91	3%		£1,622.00	£0.00	£1,622.00	OS

Prosperous Communities Committee		Planning Applications						
		2019/20	Proposed Increase/decrease		2020/21	VAT Amount	2020/21 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
<b>Outline Applications</b>								
All types of building per 0.1 ha	Every 0.1 ha where the site does not exceed 2.5 ha	£462.00			£462.00	£0.00	£462.00	OS
	Where the site area exceeds 2.5 ha, £11,432 and an additional £138 for each 0.1 ha in excess of 2.5 hectares, subject to a maximum in total of £150,000	£138.00			£138.00	£0.00	£138.00	OS
<b>Full Applications and Applications for Approval of Reserved Matters following an Outline Permission</b>								
Alterations/extensions to existing dwellings	where the application relates to a single dwelling	£206.00			£206.00	£0.00	£206.00	OS
Erection of dwelling	where the application relates to 2 or more dwellings where number of dwellings is less than 50. Where the number of dwellings exceeds 50, £22,859 and an additional £138 for each dwelling in excess of 50 subject to a maximum in total of £300,000	£407.00			£407.00	£0.00	£407.00	OS
Other buildings	Less than 40 m <sup>2</sup> floor space created	£234.00			£234.00	£0.00	£234.00	OS
	Between 40 and 75 m <sup>2</sup> floor space created	£462.00			£462.00	£0.00	£462.00	OS
	Every additional 75 m <sup>2</sup> up to 3750 m <sup>2</sup>	£462.00			£462.00	£0.00	£462.00	OS
	Over 3750 m <sup>2</sup> , £22,859 and an additional £138 for each 75 m <sup>2</sup> in excess of 3750 m <sup>2</sup> subject to a maximum in total of £300,000	£138.00			£138.00	£0.00	£138.00	OS
Plant or machinery	Where site does not exceed 5 ha; per 0.1 ha	£462.00			£462.00	£0.00	£462.00	OS
	Over 5 ha £22,859 and an additional £138 for each 0.1 ha in excess of 5 ha subject to a maximum in total of £300,000	£138.00			£138.00	£0.00	£138.00	OS
Agricultural Buildings	Less than 465 m <sup>2</sup> floor space created	£96.00			£96.00	£0.00	£96.00	OS
	Between 465 > 540 m <sup>2</sup>	£462.00			£462.00	£0.00	£462.00	OS
	Between 540 > 4215 m <sup>2</sup> , £462 for the first 540 m <sup>2</sup> then £462 per additional 75 m <sup>2</sup>	£462.00			£462.00	£0.00	£462.00	OS
	Over 4215 m <sup>2</sup> , £22,859 and an additional £138 for each 75 m <sup>2</sup> in excess of 4215 m <sup>2</sup> subject to a maximum in total of £300,000	£138.00			£138.00	£0.00	£138.00	OS
Glasshouses	No more than 465 m <sup>2</sup> floor space created	£96.00			£96.00	£0.00	£96.00	OS
	More than 465 m <sup>2</sup> floor space created	£2,580.00			£2,580.00	£0.00	£2,580.00	OS

	2019/20	Proposed Increase/decrease		2020/21	VAT Amount	2020/21 Charge Inc. VAT	VAT Rate
		£	% Type or £				
<b>Changes of Use</b>							
A building to more than one dwelling	no. of dwellings 50 or less	£462.00		£462.00	£0.00	£462.00	OS
	more than 50 dwellings, £22,859 and an additional £138 for each dwelling in excess of 50 dwellings subject to maximum in total of £300,000	£138.00		£138.00	£0.00	£138.00	OS
Use of land for deposit of refuse or waste materials or deposit of material remaining after mineral extraction. Use of land for storage of minerals in the open	Each 0.1 ha of the site area, where the site does not exceed 15 ha	£234.00		£234.00	£0.00	£234.00	OS
	Where the site exceeds 15 ha £34,934 and an additional £138 for each 0.1 ha in excess of 15ha subject to a maximum in total of £78,000	£138.00		£138.00	£0.00	£138.00	OS
Other material change of use of building or land		£462.00		£462.00	£0.00	£462.00	OS
<b>No Buildings Created</b>							
Ancillary to a dwelling		£206.00		£206.00	£0.00	£206.00	OS
Car parks, service roads, accesses at existing developments		£234.00		£234.00	£0.00	£234.00	OS
Exploratory drilling for oil/gas	Site area not exceeding 7.5 ha (per 0.1 ha)	£508.00		£508.00	£0.00	£508.00	OS
	Where the site exceeds 7.5 ha £38,070 and an additional £151 for each 0.1 ha in excess of 7.5 ha subject to a maximum in total of £300,000	£151.00		£151.00	£0.00	£151.00	OS
Other Operations - Minerals Working	Site area not exceeding 15 ha (per 0.1 ha)	£234.00		£234.00	£0.00	£234.00	OS
	Where the site exceeds 15 ha £34,934 and an additional £138 for each 0.1 ha in excess of 15 ha subject to a maximum in total of £78,000	£138.00		£138.00	£0.00	£138.00	OS
	In any other case £234 for each 0.1 ha of the site, subject to a maximum of £2,028	£234.00		£234.00	£0.00	£234.00	OS
<b>Advertisements</b>							
Relating to the business on the premises		£132.00		£132.00	£0.00	£132.00	OS
Advance direction signs to a business		£132.00		£132.00	£0.00	£132.00	OS
Other advertisements		£462.00		£462.00	£0.00	£462.00	OS
<b>Prior Notifications and Approvals</b>							
Larger home extensions		£0.00		£96.00	£0.00	£96.00	OS
Agriculture, forestry or demolition proposals		£96.00		£96.00	£0.00	£96.00	OS
Telecommunications		£462.00		£462.00	£0.00	£462.00	OS
Proposed change of use to state funded school or registered nursery		£96.00		£96.00	£0.00	£96.00	OS
Proposed change of use of agricultural building to a flexible use within shops, financial and professional services, restaurants and cafes, business, storage or distribution, hotels or assembly or leisure		£96.00		£96.00	£0.00	£96.00	OS
Proposed change of use of a building from office use to a dwelling house		£96.00		£96.00	£0.00	£96.00	OS
Proposed change of use of agricultural building to a dwelling house where there are no associated building operations		£96.00		£96.00	£0.00	£96.00	OS
Proposed change of use of agricultural building to a dwelling house and associated building operations		£206.00		£206.00	£0.00	£206.00	OS
Proposed change of use of a building from retail or mixed use retail and residential use to a dwelling house where there are no associated building operations		£206.00		£206.00	£0.00	£206.00	OS
Proposed change of use of a building from retail or mixed use retail and residential use to a dwelling house and associated building operations		£206.00		£206.00	£0.00	£206.00	OS
Permitted development rights removed (Article 4)		£96.00		£96.00	£0.00	£96.00	OS
<b>Other Applications</b>							
Renewal of temporary permission		£0.00	The equivalent planning application fee				OS
Variation or removal of a condition		£234.00		£234.00	£0.00	£234.00	OS
Non-Profit making club, society, organisation or trust, providing sports or recreational facilities		£462.00		£462.00	£0.00	£462.00	OS
Lawful Development Certificates - Existing Development	For 50 or fewer dwellings	£462.00		£462.00	£0.00	£462.00	OS
	For more than 50 dwellings, £22,859 and £138 for each dwelling over 50 up to a total maximum of £300,000	£138.00		£138.00	£0.00	£138.00	OS
Lawful Development Certificates - Proposed Development			Half the equivalent application fee				OS
Request for written confirmation of compliance with conditions	alterations or extensions to existing dwellings	£34.00		£34.00	£0.00	£34.00	OS
Request for written confirmation of compliance with conditions	In all other areas	£116.00		£116.00	£0.00	£116.00	OS
Non-material amendment	Householder application	£34.00		£34.00	£0.00	£34.00	OS
Non-material amendment	In all other areas	£234.00		£234.00	£0.00	£234.00	OS
Permission in Principle	per 0.1 ha	£402.00		£402.00	£0.00	£402.00	OS



2019/20	Proposed Increase		2020/21	VAT Amount	2020/21 Charge Inc. VAT	VAT Rate
	% Type	or £				
£			£	£	£	

**CIL Charging Schedule - residential charging zones (charge per m<sup>2</sup>)**

Zone 1 Lincoln Strategy Area (LSA)	£25.00			£25.00	£0.00	£25.00	OS
Zone 2 Non Lincoln Strategy Area	£15.00			£15.00	£0.00	£15.00	OS
Zone 3 North East Quadrant Sustainable Urban Extension	£20.00			£20.00	£0.00	£20.00	OS
Zone 4 Gainsborough West (as shown shaded green on the charging schedule map of Gainsborough)	£0.00			£0.00	£0.00	£0.00	OS
£0 charge for apartments across all zones							

**CIL Charging Schedule - commercial charging zones (applicable to whole district) (charge per m<sup>2</sup>)**

Convenience Retail *	£40.00			£40.00	£0.00	£40.00	OS
All Other Uses **	£0.00			£0.00	£0.00	£0.00	OS

\* Convenience retail is defined as everyday items including food, drink and non-durable household goods

\*\* All other uses and the £0 rate include comparison retail and retail warehousing

No change is permitted to the CIL charging schedule without a full examination by The Planning Inspectorate