

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. The Government’s Planning White Paper¹, released in August and at consultation, proposes that *“Planning fees should continue to be set on a national basis and cover at least the full cost of processing the application type based on clear national benchmarking. This should involve the greater regulation of discretionary pre-application charging to ensure it is fair and proportionate.”*
- 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. It may be noted that The Government White Paper does propose *“greater regulation of discretionary pre-application charging to ensure it is fair and proportionate.”*

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 after this point is 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 tables below illustrate the levels of income received 2018-19 and 2019-20 and an estimate for 2020-21.

Income achieved	2018-19 (£)	2019-20 (£)	2020-21 forecast (£)
Pre-application fees	(50,555)	(73,701)	(62,100)
Total Income	(50,555)	(73,701)	(62,100)
Budget	(57,200)	(59,100)	(62,100)

¹ Paragraph 5.18, Planning for the Future (MHCLG), August 2020.

Income achieved	2018-19 (£)	2019-20 (£)	2020-21 forecast (£)
Planning fees	(960,724)	(948,519)	(824,500)
Total Income	(960,724)	(948,519)	(824,500)
Budget	(1,146,600)	(960,100)	(949,500)

3. COVID Impact

The Government's position has been that planning is important for the economic recovery, and that planning decisions must continue to be processed within the statutory time periods (8/13wks), with extensions of time to be encouraged where necessary.

The Service has seen continuous levels of demand, so far seemingly unaffected by the pandemic. In Q1 2020/21 we received 384 applications, including 11 major planning applications – an average of 128 apps a month. By way of comparison, the 2019/20 average was 127 apps a month.

It suggests so far that service demand has remained consistent in spite of the current pandemic, although the position will continue to be monitored throughout the financial year.

4. Price

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

The intention for the fees charged for pre-application advice is to increase them by 6% and move towards total cost recovery, except for the 'Household developer – Do I need Planning Permission' fee which is proposed to increase by 20% in line with benchmarking data. The proposed increases are not anticipated to decrease demand and are forecast to achieve an additional £4,400 p/a.

There has been a continued focus on reducing overhead service costs through more efficient practices. The service is no longer heavily reliant upon agency support staff and is continuing to move away from paper reliant processes.

5. 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 introduced a simplified “Do I need planning permission?” enquiry for the benefit of customers in 2019. 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 inflation only is proposed.

6. Proposed Charges

Statutory charges will be applied in accordance with legislation.

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

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 a Government 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 do not want to frame the service in an unrealistic light as significant change to the Planning system is proposed by the Government over the forthcoming years. In addition, the impact of significant factors that will directly affect the development industry, not least the effects of Brexit and the Covid19 pandemic, are not yet quantifiable.

7. Recommendation

Members are asked to approve charges for 2021/22 as illustrated in the schedule below.

2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
£	£	% Type	or £	£	£	£	

Development

Householder development - do I need planning permission?		£20.83	£25.00	20%	£4.17	£25.00	£5.00	£30.00	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)		£80.00	£96.00	6%	£5.00	£85.00	£17.00	£102.00	S
Non-residential changes of use including siting of caravans for sites under 1 ha or buildings under 1,000 m ² (gross)		£171.00	£205.20	6%	£10.67	£181.67	£36.33	£218.00	S
Non-residential changes of use including siting of caravans for sites of 1 ha or above or buildings of 1,000 m ² or above (gross)		£300.00	£360.00	6%	£18.33	£318.33	£63.67	£382.00	S
Development of 1-9 dwellings including changes of use to residential									
	1st dwelling	£206.00	£247.20	6%	£13.16	£219.16	£43.83	£263.00	S
	Additional dwellings	£114.00	£136.80	7%	£7.67	£121.67	£24.33	£146.00	S
Development of 10-49 dwellings including changes of use to residential									
	10th dwelling	£1,241.00	£1,489.20	6%	£74.83	£1,315.83	£263.17	£1,579.00	S
	Additional dwellings	£61.00	£73.20	7%	£4.00	£65.00	£13.00	£78.00	S
Development of 50 or more dwellings									
	minimum fee	£3,719.00	£4,462.80	6%	£223.50	£3,942.50	£788.50	£4,731.00	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		£110.00	£132.00	6%	£6.67	£116.67	£23.33	£140.00	S
Non-residential development up to 499 m ² floor area, or 0.5 ha site area		£150.00	£180.00	6%	£9.17	£159.17	£31.83	£191.00	S
Non-residential development between 500 and 999 m ² floor area, or between 0.51ha and 1.0 ha.									
	For 500 m ² or 0.51ha	£227.00	£272.40	6%	£13.84	£240.84	£48.17	£289.00	S
	Each additional 100 m ² or 0.1 ha	£114.00	£136.80	7%	£7.67	£121.67	£24.33	£146.00	S
Non-residential development between 1,000 and 4,999 m ² floor area, or between 1.1ha and 2.0ha.									
	For 1,000 m ² or 1.1ha	£778.00	£933.60	6%	£47.00	£825.00	£165.00	£990.00	S
	Each additional 100 m ² or 0.1 ha	£58.00	£69.60	6%	£3.67	£61.67	£12.33	£74.00	S
Non-residential development of 5,000 m ² or more or 2.1ha or more.									
	Minimum fee	£3,165.00	£3,798.00	6%	£190.00	£3,355.00	£671.00	£4,026.00	S
With additional fee subject to negotiation dependant on complexity of proposal.									
Encouragement to adopt a Planning Performance Agreement.									
Variation or removal of condition		£80.00	£96.00	6%	£5.00	£85.00	£17.00	£102.00	S
Advertisements		£80.00	£96.00	6%	£5.00	£85.00	£17.00	£102.00	S
Non-householder listed building consent		£156.00	£187.20	6%	£9.84	£165.84	£33.17	£199.00	S
Additional site visit		£136.00	£163.20	6%	£8.17	£144.17	£28.83	£173.00	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

		2020/21	2020/21	Proposed		2021/22	VAT	2021/22	VAT Rate
		Excl. VAT	Inc. VAT	Increase/decrease	or £	£	Amount	Charge Inc. VAT	
		£	£	% Type		£	£	£	
Decision Notices, Consents, Determinations, Tree Preservation Orders, Enforcement Notices, S106 Agreements	Per Item (black/white)	£27.00	£27.00	4%	£1.00	£28.00	£0.00	£28.00	OS
Plus officer time per hour at cost recovery									
Other copies									
Copy plans - A4	Per side of A4 (black/white)	£0.20	£0.20	25%	£0.05	£0.25	£0.00	£0.25	OS
Copy plans - A3	Per copy	£0.50	£0.50	10%	£0.05	£0.55	£0.00	£0.55	OS
Copy plans - A2, A1, A0	Per copy	£6.30	£6.30	3%	£0.20	£6.50	£0.00	£6.50	OS
Information on planning records	Planning Control	£0.25	£0.30	16%	£0.04	£0.29	£0.06	£0.35	S
Requests for Planning Information	Planning - as per above plus officer time per hour	£59.50	£71.40	4%	£2.17	£61.67	£12.33	£74.00	S
Plus officer time per hour at cost recovery									
Entry onto Self-Build and Custom-Build Housing Register		£50.00	£50.00	4%	£2.00	£52.00	£0.00	£52.00	OS
Public Path Orders, i.e. Diversion Orders	Minimum charge	£541.00	£541.00	3%	£17.00	£558.00	£0.00	£558.00	OS
	Maximum charge	£1,622.00	£1,622.00	3%	£49.00	£1,671.00	£0.00	£1,671.00	OS
Plus actual advertisement costs									

2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
£	£	% Type	or £	£	£	£	

Outline Applications

Site area	Every 0.1 ha where the site does not exceed 2.5 ha	£462.00	£462.00	0%	£0.00	£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%	£0.00	£138.00	£0.00	£138.00	OS

Householder Applications

Alterations/extensions to a single dwellinghouse, including works within boundary

Full Applications (and First Submissions of Reserved Matters; or Technical Details Consent)

Alterations/extensions to dwellinghouses, including works within boundary	Where the application relates to a single dwellinghouse (or single flat)	£206.00	£206.00	0%	£0.00	£206.00	£0.00	£206.00	OS
	Where the application relates to 2 or more dwellinghouses (or two or more flats)	£407.00	£407.00	0%	£0.00	£407.00	£0.00	£407.00	OS
New dwellinghouses	Where number of new dwellinghouses is not more than 50	£334.00	£334.00	0%	£0.00	£334.00	£0.00	£334.00	OS
	Where the number of dwellinghouses exceeds 50, £16,525 and an additional £100 for each dwelling in excess of 50 subject to a maximum in total of £300,000	£100.00	£100.00	0%	£0.00	£100.00	£0.00	£100.00	OS
Erection of building (not dwellinghouses, agricultural, glasshouses, plant nor machinery)	No increase in gross floor space or no more than 40m ²	£234.00	£234.00	0%	£0.00	£234.00	£0.00	£234.00	OS
	More than 40m ² but no more than 75m ²	£462.00	£462.00	0%	£0.00	£462.00	£0.00	£462.00	OS
	More than 75m ² but no more than 3,750m ² . £462 for each 75m ² or part thereof	£462.00	£462.00	0%	£0.00	£462.00	£0.00	£462.00	OS
	More than 3,750m ² , £22,859 and an additional £138 for each 75m ² in excess of 3,750m ² up to a maximum of £300,000	£138.00	£138.00	0%	£0.00	£138.00	£0.00	£138.00	OS
Erection/alterations/replacement of plant and machinery	Where site area does not exceed 5 ha; per 0.1 ha	£462.00	£462.00	0%	£0.00	£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 to a maximum of £300,000	£138.00	£138.00	0%	£0.00	£138.00	£0.00	£138.00	OS
The erection of buildings (on land used for agriculture for agricultural purposes)	Not more than 465 m ² gross floor space created	£96.00	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS
	More than 465m ² but no more than 540m ²	£462.00	£462.00	0%	£0.00	£462.00	£0.00	£462.00	OS
Between 540 > 4215 m ² , £462 for the first 540 m ² then £462 per additional 75 m ²	More than 540m ² but not more than 4,215m ² . £462 for the first 540 m ² then £462 per additional 75 m ² (or part thereof) in excess of 540m ²	£462.00	£462.00	0%	£0.00	£462.00	£0.00	£462.00	OS
	More than 4,215 m ² , £22,859 and an additional £138 for each 75 m ² in excess of 4,215 m ² up to a maximum of £300,000	£138.00	£138.00	0%	£0.00	£138.00	£0.00	£138.00	OS
Erection of glasshouses (on land used for the purposes of agriculture)	Not more than 465 m ² gross floor space created	£96.00	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS
	More than 465 m ² gross floor space created	£2,580.00	£2,580.00	0%	£0.00	£2,580.00	£0.00	£2,580.00	OS

		2020/21	2020/21	Proposed		2021/22	VAT	2021/22	VAT Rate
		Excl. VAT	Inc. VAT	Increase/decrease	or £				
		£	£	% Type	or £	£	£	£	
Applications other than Building Works									
Car parks, service roads or other accesses	For existing uses	£234.00	£234.00	0%	£0.00	£234.00	£0.00	£234.00	OS
Other Operations (not coming within any of the above categories)	Any site area. £234 for each 0.1 ha (or part thereof) up to a maximum of £2,028	£234.00	£234.00	0%	£0.00	£234.00	£0.00	£234.00	OS
Lawful Development Certificate									
	Existing use or operation		Same as Full						OS
	Existing use or operation - lawful not to comply with any condition or limitation	£234.00	£234.00	0%	£0.00	£234.00	£0.00	£234.00	OS
	Proposed use or operation		Half the normal planning fee						OS
Prior Approval									
Larger home extensions		£96.00	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS
Agricultural and Forestry buildings & operations		£96.00	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS
Demolition of buildings		£96.00	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS
Communications (previously referred to as Telecommunications Code Systems Operators)		£462.00	£462.00	0%	£0.00	£462.00	£0.00	£462.00	OS
Change of Use from Shops (Class A1), Professional and Financial Services (Class A2), Takeaways (Class (A5), Betting Offices, Pay Day Loan Shops or Launderettes to Offices (Class B1a)		£96.00	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS
Change of Use of a building and any land within its curtilage from Business (Use Class B1), Hotels (Use Class C1), Residential Institutions (Use Class C2), Secure Residential Institutions (Use Class C2a) or Assembly and Leisure (Use Class D2) to a State Funded School or		£96.00	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS
Change of Use of a building and any land within its curtilage from an Agricultural Building to a State Funded School or Registered Nursery		£96.00	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS
Change of Use of a building and any land within its curtilage from an Agricultural Building to a flexible use within Shops (Use Class A1), Financial and Professional services (Use Class A2), Restaurants and Cafes (Use Class A3), Business (Use Class B1), Storage or Distribution (Use Class B8), Hotels (Use Class C1), or Assembly or Leisure (Use Class D2)		£96.00	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS
Change of Use of a building and any land within its curtilage from Offices (Use Class B1a) Use to Dwellinghouses (Use Class C3)		£96.00	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS
Change of Use of a building and any land within its curtilage from an Agricultural Building to Dwellinghouses (Use Class C3)		£96.00	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS
	if it includes building operations in connection with the change of use	£206.00	£206.00	0%	£0.00	£206.00	£0.00	£206.00	OS
Change of use of a building from Shops (Use Class A1), Financial and Professional Services (Use Class A2), Betting Offices, Pay Day Loans Shops, Launderette; or a mixed use combining one of these uses and use as a dwellinghouse to Dwellinghouses (Use Class C3)		£96.00	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS

	if it includes building operations in connection with the change of use	£206.00	£206.00	0%	£0.00	£206.00	£0.00	£206.00	OS
Change of use of a building and any land within its curtilage from Light Industrial (Use Class B1c) to Dwellinghouses (Use Class C3)		£96.00	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS
Change of Use of a building and any land within its curtilage from Amusement Arcades/Centres and Casinos (Sui Generis Uses) to Dwellinghouses (Use Class C3)		£96.00	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS
	if it includes building operations in connection with the change of use	£206.00	£206.00	0%	£0.00	£206.00	£0.00	£206.00	OS
Change of Use of a building from Shops (Use Class A1), Financial and Professional Services (Use Class A2), Betting Offices, Pay Day Loan Shops and Casinos (Sui Generis Uses) to Restaurants and Café's (Use		£96.00	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS
	if it includes building operations in connection with the change of use	£206.00	£206.00	0%	£0.00	£206.00	£0.00	£206.00	OS

	2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate	
			% Type	or £					
	£	£			£	£	£		
Change of Use of a building from Shops (use Class A1) and Financial and Professional Services (Use Class A2), Betting Offices, Pay Day Loan Shops (Sui Generis Uses) to Assembly and Leisure Uses (Use Class D2)	£96.00	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS	
Change of Use from Shops (Class A1), Professional and Financial Services (Class A2), Takeaways (Class A5), Betting Offices, Pay Day Loan Shops or Launderettes to Offices (Class B1a)	£96.00	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS	
Development Consisting of the Erection or Construction of a Collection Facility within the Curtilage of a Shop	£96.00	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS	
Temporary Use of Buildings or Land for the Purpose of Commercial Film-Making and the Associated Temporary Structures, Works, Plant or Machinery required in Connection with that Use	£96.00	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS	
Installation, Alterations or Replacement of other Solar Photovoltaics (PV) equipment on the Roofs of Non-domestic Buildings, up to a Capacity of 1 Megawatt	£96.00	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS	
Reserved Matters									
Application for approval of reserved matters following outline approval								OS	
Approval/Variation/discharge of condition									
Application for removal or variation of a condition following grant of planning permission	£234.00	£234.00	0%	£0.00	£234.00	£0.00	£234.00	OS	
Request for confirmation that one of more planning conditions have been complied with								OS	
Change of Use of a building to use as one or more separate dwellinghouses, or other cases									
	no. of dwellings 50 or less	£462.00	£462.00	0%	£0.00	£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 up to a maximum of £300,000	£138.00	£138.00	0%	£0.00	£138.00	£0.00	£138.00	OS
Other Changes of Use of a building or land	£462.00	£462.00	0%	£0.00	£462.00	£0.00	£462.00	OS	
Advertising									
Relating to the business on the premises	£132.00	£132.00	0%	£0.00	£132.00	£0.00	£132.00	OS	
Advance signs which are not situated on or visible from the site, directing the public to a business	£132.00	£132.00	0%	£0.00	£132.00	£0.00	£132.00	OS	
Other advertisements	£462.00	£462.00	0%	£0.00	£462.00	£0.00	£462.00	OS	

Application for a Non-material Amendment Following a Grant of Planning Permission

Applications in respect of householder developments		£34.00	£34.00	0%	£0.00	£34.00	£0.00	£34.00	OS
Applications in respect of other developments		£234.00	£234.00	0%	£0.00	£234.00	£0.00	£234.00	OS
Application for Permission in Principle									
Site Area	per 0.1 ha (or part thereof)	£402.00	£402.00	0%	£0.00	£402.00	£0.00	£402.00	OS
Concessions									
Non-Profit making club, society, organisation or trust, providing sports or recreational facilities		£462.00	£462.00	0%	£0.00	£462.00	£0.00	£462.00	OS

2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
£	£	% Type	or £	£	£	£	

CIL Charging Schedule - residential charging zones (charge per m²)

Zone 1 Lincoln Strategy Area (LSA)	no. of dwellings 50 or less	£25.00	£25.00	0%	£0.00	£25.00	£0.00	£25.00	OS
Zone 2 Non Lincoln Strategy Area	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	£15.00	£15.00	0%	£0.00	£15.00	£0.00	£15.00	OS
Zone 3 North East Quadrant Sustainable Urban Extension	Each 0.1 ha of the site area, where the site does not exceed 15 ha	£20.00	£20.00	0%	£0.00	£20.00	£0.00	£20.00	OS
Zone 4 Gainsborough West (as shown shaded green on the charging schedule map of Gainsborough)	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	£0.00	£0.00	0%	£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 m²)

Convenience Retail *		£40.00	£40.00	0%	£0.00	£40.00	£0.00	£40.00	OS
All Other Uses **		£0.00	£0.00	0%	£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