

# 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 Levelling Up and Regeneration: Further Information<sup>1</sup>, published 11<sup>th</sup> May 2022 alongside the Levelling Up Bill, states that in order to improve capacity in the local planning system the Government intends “to increase planning fees for major and minor applications by 35% and 25% respectively, subject to consultation”.
- 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.

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 new dwellings and (convenience) retail 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 2019/2020, 2020/2021 and 2021/2022 and the latest forecast for 2022/2023.

Income achieved	2019-20 (£)	2020-21 (£)	2021-22 (£)	2022-23 Forecast (£)
Pre-application fees	(73,701)	(58,777)	(94,270)	(60,000)
Total Income	(73,701)	(58,777)	(94,270)	(60,000)
Budget	(59,100)	(62,100)	(67,700)	(71,700)
Income Achieved (Above)/Below Budget	(14,601)	3,323	(26,570)	11,700

<sup>1</sup> <https://www.gov.uk/government/publications/levelling-up-and-regeneration-further-information/levelling-up-and-regeneration-further-information#wider-improvements-to-planning-procedures>

Income achieved	2019-20 (£)	2020-21 (£)	2021-22 (£)	2022-23 Forecast (£)
Planning fees	(948,519)	(1,029,421)	(968,498)	(1,145,000)
Total Income	(948,519)	(1,029,421)	(968,498)	(1,145,000)
Budget	(960,100)	(937,500)	(900,000)	(945,000)
Income Achieved (Above)/Below Budget	11,581	(91,921)	(68,498)	(200,000)

CIL contributions are excluded from the figures in the table above. For a full CIL summary please refer to the infrastructure funding statement published on West Lindsey District Council's website at:

<https://www.gov.uk/government/publications/levelling-up-and-regeneration-further-information/levelling-up-and-regeneration-further-information#wider-improvements-to-planning-procedures>

### 3. Price

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

The proposal is for the pre-application advice fees to be increased by 6% equivalent to inflation and rounded to the nearest £, except for the fee for Entry onto Self-Build register which is set to recover only the costs incurred from self-build registration, as required under legislation<sup>2</sup>.

There has been a continued focus on reducing overhead service costs through more efficient practices. Planning files are now digital / online, and measures are in place to reduce the demand for site visits.

### 4. Understanding Customers and Markets

During the current financial year, the strategic growth agenda has continued to focus on developing key relationships with landowners 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

<sup>2</sup> <https://www.gov.uk/guidance/self-build-and-custom-housebuilding#cost-recovery>

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.

## 5. 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 6% and rounded to the nearest £ to move towards total cost recovery. This applies to all pre-application fees except for the following:

**‘Entry onto the Self-Build and Customer-Build Housing Register’** is set to only recover costs and is currently set at the correct fee so no change is proposed for 2023/2024.

**‘Paper copies of plans, drawings and documents’** is charged per page between £0.25 and £6.50 depending on paper size. This fee was increased in 2020/21 and a further increase at this time be deemed as excessive, so it is proposed to not increase these for 2023/2024.

Some of the wording and formatting throughout the schedules has been updated to make them easier to read and understand.

The proposed changes for pre-application fees are not anticipated to decrease demand and are forecast to achieve between an additional £700 and £3,000 p/a compared to the 2022/2023 MTFP.

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.

## 6. Impact on Medium Term Financial Plan (MTFP)

	2023/24 (£)	2024/25 (£)	2025/26 (£)	2026/27 (£)	2027/28 (£)
Current Budget in MTFP	(1,061,800)	(1,049,000)	(1,036,200)	(1,083,500)	(1,083,500)
Proposed Budget - Pre Application Fees	(72,500)	(75,400)	(78,400)	(81,500)	(84,800)
Proposed Budget - Application Fees	(990,000)	(975,000)	(960,000)	(1,005,000)	(1,050,000)
Impact on MTFP 2023/24 Pressure/ (Saving)	(700)	(1,400)	(2,200)	(3,000)	(51,300)

## 7. Recommendation

Members are asked to approve charges for 2023/2024 as illustrated in the schedule below.

2022/23	Proposed Increase / (Decrease)		2023/24	VAT Amount	2023/24 Charge Inc. VAT	VAT Rate
£	% Type	or £	£	£	£	

<b>Development</b>									
Householder development - do I need planning permission?			£33.33	5.0%	£1.67	£35.00	£7.00	£42.00	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)			£88.33	5.7%	£5.00	£93.33	£18.67	£112.00	S
Non-residential changes of use including siting of caravans for sites under 1 ha or buildings under 1,000 m2 (gross)			£189.16	6.2%	£11.67	£200.83	£40.17	£241.00	S
Non-residential changes of use including siting of caravans for sites of 1 ha or above or buildings of 1,000 m2 or above (gross)			£330.83	6.0%	£20.00	£350.83	£70.17	£421.00	S
Development of 1-9 dwellings including changes of use to residential	1st dwelling		£227.50	5.9%	£13.33	£240.83	£48.17	£289.00	S
	Additional dwellings		£126.67	5.9%	£7.50	£134.17	£26.83	£161.00	S
Development of 10-49 dwellings including changes of use to residential	10th dwelling		£1,365.83	6.0%	£81.67	£1,447.50	£289.50	£1,737.00	S
	Additional dwellings		£67.50	6.2%	£4.17	£71.67	£14.33	£86.00	S
Development of 50 or more dwellings	minimum fee		£4,092.50	6.0%	£245.83	£4,338.33	£867.67	£5,206.00	S
	additional fee subject to complexity of proposal					£0.00			
Non-residential development where no floor space is created.			£121.67	6.2%	£7.50	£129.17	£25.83	£155.00	S
Non-residential development up to 499 m2 floor area, or 0.5 ha site area			£165.83	6.0%	£10.00	£175.83	£35.17	£211.00	S
Non-residential development between 500 and 999 m2 floor area, or between 0.51ha and 1.0 ha.	For 500 m2 or 0.51ha		£250.00	6.0%	£15.00	£265.00	£53.00	£318.00	S
	Each additional 100 m2 or 0.1 ha		£126.67	5.9%	£7.50	£134.17	£26.83	£161.00	S
Non-residential development between 1,000 and 4,999 m2 floor area, or between 1.1ha and 2.0ha.	For 1,000 m2 or 1.1ha		£856.67	6.0%	£51.66	£908.33	£181.67	£1,090.00	S
	Each additional 100 m2 or 0.1 ha		£64.16	6.5%	£4.17	£68.33	£13.67	£82.00	S
Non-residential development of 5,000 m2 or more or 2.1ha or more.	Minimum fee		£3,482.50	6.0%	£209.17	£3,691.67	£738.33	£4,430.00	S
	additional fee subject to complexity of proposal		negotiable			£0.00			
Variation or removal of condition.			£88.33	5.7%	£5.00	£93.33	£18.67	£112.00	S
Advertisements			£88.33	5.7%	£5.00	£93.33	£18.67	£112.00	S
Non-householder listed building consent			£172.50	5.8%	£10.00	£182.50	£36.50	£219.00	S
Additional site visit			£150.00	6.1%	£9.17	£159.17	£31.83	£191.00	S
Hazardous Substances			£83.33	6.0%	£5.00	£88.33	£17.67	£106.00	S

**N.B.**

1. The fee for a mixed use developments would be derived from the total of the fees for all elements.
2. 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.
3. 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

Prosperous Communities Committee

Planning

2022/23	Proposed Increase / (Decrease)		2023/24	VAT Amount	2023/24 Charge Inc. VAT	VAT Rate
£	% Type	or £	£	£	£	

Paper copies of plans, drawings and documents	per side of A4	£0.25	0.0%	£0.02	£0.27	£0.00	£0.27	OS
	per side of A3	£0.55	0.0%	£0.03	£0.58	£0.00	£0.58	OS
	per side A2, A1, A0	£6.50	0.0%	£0.50	£7.00	£0.00	£7.00	OS
Requests for Planning Information		£64.17	6.5%	£4.16	£68.33	£13.67	£82.00	S
Entry onto Self-Build and Custom-Build Housing Register		£52.00	0.0%	£0.00	£52.00	£0.00	£52.00	OS
Public Path Orders, i.e. Diversion Orders	Minimum charge	£580.00	6.0%	£35.00	£615.00	£0.00	£615.00	OS
	Maximum charge	£1,735.00	6.0%	£104.00	£1,839.00	£0.00	£1,839.00	OS

2022/23	Proposed Increase / (Decrease)		2023/24	VAT Amount	2023/24 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	0.0%	£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	0.0%	£0.00	£138.00	£0.00	£138.00	OS
Full Applications (and First Submissions of Reserved Matters; or Technical Details Consent)								
Alterations/extensions to dwellinghouses, including works within boundaries	Where the application relates to a single dwellinghouse (or single flat)	£206.00	0.0%	£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	0.0%	£0.00	£407.00	£0.00	£407.00	OS
New dwellinghouses	Where number of new dwellinghouses is not more than 50	£462.00	0.0%	£0.00	£462.00	£0.00	£462.00	OS
	Where the number of dwellinghouses exceeds 50, £22,859 and an additional £138 for each dwelling in excess of 50 subject to a maximum in total of £300,000	£138.00	0.0%	£0.00	£138.00	£0.00	£138.00	OS
Erection of building (not dwellinghouses, agricultural, glasshouses, plant nor machinery)	No increase in gross floor space or no more than 40m <sup>2</sup>	£234.00	0.0%	£0.00	£234.00	£0.00	£234.00	OS
	More than 40m <sup>2</sup> but no more than 75m <sup>2</sup>	£462.00	0.0%	£0.00	£462.00	£0.00	£462.00	OS
	More than 75m <sup>2</sup> but no more than 3,750m <sup>2</sup> . £462 for each 75m <sup>2</sup> or part thereof	£462.00	0.0%	£0.00	£462.00	£0.00	£462.00	OS
	More than 3,750m <sup>2</sup> , £22,859 and an additional £138 for each 75m <sup>2</sup> in excess of 3,750m <sup>2</sup> up to a maximum of £300,000	£138.00	0.0%	£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	0.0%	£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	0.0%	£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 <sup>2</sup> gross floor space created	£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
	More than 465m <sup>2</sup> but no more than 540m <sup>2</sup>	£462.00	0.0%	£0.00	£462.00	£0.00	£462.00	OS
	More than 540m <sup>2</sup> but not more than 4,215m <sup>2</sup> . £462 for the first 540 m <sup>2</sup> then £462 per additional 75 m <sup>2</sup> (or part thereof) in excess of 540m <sup>2</sup>	£462.00	0.0%	£0.00	£462.00	£0.00	£462.00	OS
	More than 4,215 m <sup>2</sup> , £22,859 and an additional £138 for each 75 m <sup>2</sup> in excess of 4,215 m <sup>2</sup> up to a maximum of £300,000	£138.00	0.0%	£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 <sup>2</sup> gross floor space created	£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
	More than 465 m <sup>2</sup> gross floor space created	£2,580.00	0.0%	£0.00	£2,580.00	£0.00	£2,580.00	OS

2022/23	Proposed Increase / (Decrease)		2023/24	VAT Amount	2023/24 Charge Inc. VAT	VAT Rate
£	% Type	or £	£	£	£	

<b>Applications other than Building Works</b>								
Car parks, service roads or other accesses	For existing uses	£234.00	0.0%	£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	0.0%	£0.00	£234.00	£0.00	£234.00	OS
<b>Lawful Development Certificate</b>								
	Existing use or operation	Same as Full						OS
	Existing use or operation - lawful not to comply with any condition or limitation	£234.00	0.0%	£0.00	£234.00	£0.00	£234.00	OS
	Proposed use or operation	Half the normal planning fee						OS
<b>Prior Approval</b>								
Larger home extensions		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Additional Storeys on a home		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Agricultural and Forestry buildings & operations		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Demolition of buildings		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Communications (previously referred to as 'Telecommunications Code Systems Operators')		£462.00	0.0%	£0.00	£462.00	£0.00	£462.00	OS
Change of use from Commercial/Business/Service (Use Class E), or Betting Office or Pay Day Loan Shop to mixed use including up to two flats (Use Class C3)		£96.00	0.0%	£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 Registered Nursery		£96.00	0.0%	£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	0.0%	£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 commercial use within Commercial/Business/Service (Use Class E), Storage or Distribution (Use Class B8), or Hotels (Use Class C1)		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Change of Use of a building and any land within its curtilage from Commercial/Business/Service (Use Class E) to Dwellinghouses (Use Class C3)	£100 for each dwellinghouse	£100.00	0.0%	£0.00	£100.00	£0.00	£100.00	OS
Change of Use of a building and any land within its curtilage from an Agricultural Building to Dwellinghouses (Use Class C3)		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
	if it includes building operations in connection with the change of use	£206.00	0.0%	£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	0.0%	£0.00	£96.00	£0.00	£96.00	OS
	if it includes building operations in connection with the change of use	£206.00	0.0%	£0.00	£206.00	£0.00	£206.00	OS
Provision of Temporary School Building on Vacant Commercial Land and the use of that land as a State-funded School, for up to 3 Academic Years		£96.00	0.0%	£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	0.0%	£0.00	£96.00	£0.00	£96.00	OS
	if it includes building operations in connection with the change of use	£206.00	0.0%	£0.00	£206.00	£0.00	£206.00	OS
Development Consisting of the Erection or Construction of a Collection Facility within the Curtilage of a Shop		£96.00	0.0%	£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	0.0%	£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	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Erection, extension, or alteration of a university building		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Movable structure within the curtilage of a historic visitor attraction, or listed pub/restaurant/etc		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Erection, extension or alteration on a closed defence site by or on behalf of the Crown of single living accommodation and/or non-residential buildings	(No fee set)	£0.00	0.0%	£0.00	£0.00	£0.00	£0.00	OS
Construction of new dwellinghouses	Not more than 50 Dwellinghouses	£334.00	0.0%	£0.00	£334.00	£0.00	£334.00	OS
	more than 50 dwellinghouses. £16,525 + £100 for each dwellinghouse in excess of 50. Maximum fee of £300,000	£100.00	0.0%	£0.00	£100.00	£0.00	£100.00	OS
<b>Reserved Matters</b>								
Application for approval of reserved matters following outline approval		Full fee due or if full fee already paid then £462 due						OS
<b>Approval/Variation/discharge of condition</b>								
Removal or variation of a condition following grant of planning permission		£234.00	0.0%	£0.00	£234.00	£0.00	£234.00	OS
Discharge of condition(s) - Approval of details and/or confirmation that one of more planning conditions have been complied with	Householder Permissions	£34.00	0.0%	£0.00	£34.00	£0.00	£34.00	OS
	All other permissions	£116.00	0.0%	£0.00	£116.00	£0.00	£116.00	OS
<b>Change of Use of a building to use as one or more separate dwellinghouses, or other cases</b>								
	no. of dwellings 50 or less	£462.00	0.0%	£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	0.0%	£0.00	£138.00	£0.00	£138.00	OS
Other Changes of Use of a building or land		£462.00	0.0%	£0.00	£462.00	£0.00	£462.00	OS
<b>Advertising</b>								
Relating to the business on the premises		£132.00	0.0%	£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	0.0%	£0.00	£132.00	£0.00	£132.00	OS
Other advertisements		£462.00	0.0%	£0.00	£462.00	£0.00	£462.00	OS
<b>Application for a Non-material Amendment Following a Grant of Planning Permission</b>								
Applications in respect of householder developments		£34.00	0.0%	£0.00	£34.00	£0.00	£34.00	OS
Applications in respect of other developments		£234.00	0.0%	£0.00	£234.00	£0.00	£234.00	OS
<b>Application for Permission in Principle</b>								
Site Area	per 0.1 ha (or part thereof)	£402.00	0.0%	£0.00	£402.00	£0.00	£402.00	OS
<b>Concessions</b>								
Non-Profit making club, society, organisation or trust, providing sports or recreational facilities		£462.00	0.0%	£0.00	£462.00	£0.00	£462.00	OS

Prosperous Communities Committee

Community Infrastructure Levy (CIL)

2022/23	Proposed Increase / (Decrease)		2023/24	VAT Amount	2023/24 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)	no. of dwellings 50 or less	£25.00	0.0%	£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	0.0%	£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	0.0%	£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	£138.00	0.0%	£0.00	£138.00	£0.00	£138.00	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	0.0%	£0.00	£40.00	£0.00	£40.00	OS
All Other Uses **		£0.00	0.0%	£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

\*\*\* CIL charges subject to indexation

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