



## ECONOMIC GROWTH

### PLANNING GUIDANCE NOTE No.13 PLANNING APPLICATION FEES

(Revised 26 November 2020)

**1.** From 19 August 2019 planning application fees have been revised as shown in the following notes. The correct fee must be sent in with your application, otherwise your application will be invalid. Fees are to be made payable to Darlington Borough Council for planning applications for the following classes of development:-

- (i) Applications for planning permission including retrospective applications where development has already taken place;
- (ii) To vary and/or remove conditions attached to a planning permission;
- (iii) The approval of reserved matters following the grant of outline planning permission;
- (iv) Consent to display advertisements;
- (v) Deemed applications arising from enforcement notice appeals;
- (vi) Deemed applications arising from refusal of Certificate of Lawfulness;
- (vii) Certificates of lawfulness of existing, or proposed use development;
- (viii) Applications by Local Planning Authorities for the development of any of their own land within their area, or for the development by themselves (whether alone or jointly) of any land in their area;
- (ix) Applications for prior approval determinations for permitted development.

**We now welcome payment by most recognised debit and credit cards.**

- 2.** No application fees are required for:-
- (i) Listed Building consent;
  - (ii) Certificates of appropriate alternative development;
  - iii) Lopping/felling/pruning trees subject to tree preservation orders;
  - iv) Crown development consultations (Circular 18/84);
  - (v) Conditional consents attached to an outline permission if the condition relates to anything other than a 'reserved matter'.

**3.** Any receipt issued by the Council for the payment of fees, does not mean that the application is valid. You will be sent a letter which will either formally acknowledge receipt of your application, or explain why it is invalid.

**4.** These notes are not comprehensive as they have been simplified for ease of reference. Therefore it may be necessary in some cases to refer directly to The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended).

**5.** Fees and applications can be handed in or posted to the Development Management Section, Economic Growth, Room 401, Town Hall, Feethams, Darlington, DL1 5QT. If you have any queries about fees, please contact us on (01325) 405656.

## **7. Calculation of Fees**

Fees for planning applications are calculated in metric scales. To assist the prompt determination of planning fees and applications please ensure that all drawings accompanying planning applications are prepared to recognised metric scales. The metric dimensions of any new buildings should be clearly indicated on the plans. Plans and drawings submitted without metric dimensions being clearly indicated may be delayed while the correct information and fees are calculated.

## **8. Gross floorspace includes:-**

- (i) Outer wall thickness and projections
- (ii) Areas occupied by internal walls and partitions. Party walls should be measured to their centre line
- (iii) Columns, piers, chimney breasts and stairwells
- (iv) Lift rooms, plant rooms, tank rooms, fuel stores, whether or not above the main roof level
- (v) Open sided covered areas and enclosed car parking areas.

## **9. Gross floorspace excludes:-**

- (i) Open balconies
- (ii) Open covered way or minor canopies
- (iii) Open vehicle parking areas and garden terraces
- (iv) Domestic outside W.C.'s and coalhouses
- (v) Areas with a headroom of less than 1.5m.

## **10. Mixed development**

- (i) Where an application is submitted for more than one category, the following apply:-  
Full applications for dwellings with other buildings: add together the fee for each type of development
- (ii) Where a mixed use building has common floorspace serving both the dwellings and other parts of the building this should be divided in the same ratio as the floorspace in the building to work out the fee
- (iii) Applications for change of use and building works:-  
Calculate the fee for the works in accordance with the floorspace and the fee due is that fee or the £462 flat rate charge for the change of use, whichever is the higher.

## **11. Concessionary Fees and Exemptions**

- (i) The fee regulations include specific exemptions for planning applications and for applications for approval of reserved matters (see 6.8 (i) - (vi)).
- (ii) Exemptions may be considered in the following instances. Detailed regulations have been issued for these categories and applicants should refer to the Development and Environment Department
  - Permitted Development and Use Class rights;
  - Revised applications following refusal, withdrawal or non-determination of an application;
  - Minor amendments;
  - Revised applications following permission;
  - Agricultural buildings;
  - Consolidation of permissions for mineral working.

## **12. People with Disabilities**

In order to be considered exempt from the payment of the planning application fee the following conditions must be met;

- (i) A person has a disability if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day to day tasks.
- (ii) The proposed development must be considered suitable for the needs of the disabled person living at the applications site address.
- (iii) Once received the council's Occupational Health team will be asked to support the application.

**Or**

- (iv) Applications relating solely to works to provide a means of access for people with disabilities to a building to which the public are admitted is exempt from the payment of fees.

## 6. Category of Development Scale of Fees

<b>6.1 Outline Applications (most types)</b>	(a) Where the site area does not exceed 2.5ha, £462 for each 0.1 ha of the site area. (b) Where the site area exceeds 2.5ha, £11,432 and an additional £138 for each 0.1 ha in excess of 2.5 ha maximum in total £150,000
<b>6.2 Householder applications</b>	
(i) Alterations, improvements or extensions to existing dwellings (including garages closer than 5 metres to the dwelling)	(a) On one existing dwelling: £206 (b) On two or more existing dwellings on the same application: £407
(ii) Erection of buildings in the garden of a dwelling (including sheds, greenhouses, or fences and walls etc.)	£206
<b>6.3 Full Applications</b>	
(i) Erection of dwellings (including conversions to form additional dwellings)	(i) Where the number of dwellinghouses to be created is 50 or less, £462 for each dwellinghouse. (ii) Where the number of dwellings to be created exceeds 50, £22,859 and an additional £138 for each dwelling in excess of 50 dwellinghouses. Maximum £300,000
(ii) Erection of buildings (other than dwellings or plant and machinery or agricultural buildings or glasshouses)	(a) Works not creating more than 40 sq m £234 (including works where no floorspace is created by the development) (b) Between 40 sq m and 75 sq m £462 (c) Where a floor area is greater than 75 sq m but is less than or equal to 3750 sq m, £462 for each 75 sq m or part thereof. (d) Where the floor area exceeds 3750 sq m £22,859 and an additional £138 for each 75 sq m or part thereof in excess of 3750 sq m. Maximum £300,000.
(iii) Erection of agricultural buildings on agricultural land (other than glass houses and polytunnels)	(a) Works not creating more than 465 sq m - £96 (b) £462 for buildings exceeding 465 sq m but not exceeding 540 sq m. (c) Where the works create more than 540 sq m but not exceeding 4215 sq m, £462 for the first 540 sq m and an additional £462 for each 75 sq m in excess of 540 sq m. (d) Where the works create more than 4215 sq m, £22,859 and an additional £138 for each 75 sq m in excess of 4215 sq m. Maximum £300,000
(iv) Erection of glass houses and polytunnels on agricultural land (including outline applications)	(a) Works creating up to 465 sq m - £96. (b) Works creating more than 465 sq m - £2,580.
(v) Erection, alterations or replacement of plant and machinery	(a) Where the site area does not exceed 5 hectares, £462 for each 0.1 hectare of the site area. (b) Where the site area exceeds 5 hectares, £22,589 and an additional £138 for each 0.1 hectare in excess of 5 hectares. Maximum £300,000
(vi) Approval of reserved matters where a flat rate does not apply (see 6.6 (ix))	A fee based on floorspace/ numbers of dwellings involved
<b>6.4 Applications for works other than building works</b>	
(i) Winning and working of minerals	(i) Where the site area does not exceed 15 hectares, £234 for each 0.1 hectare of the site area.
(ii) Use of land for waste disposal	(ii) Where the site area exceeds 15 hectares, £34,934 and an additional £138 for each 0.1 hectare in excess of 15 hectares. Maximum £78,000
(iii) Use of land for deposit of material after extraction of minerals	
(iv) Use of land for storage of minerals in the open	
(v) Operations connected with exploratory drilling for oil or natural gas	(a) Where the site area does not exceed 7.5 hectares, £462 for each 0.1 hectares of the site area. (b) Where the site area exceeds 7.5 hectares, £34,500 and an additional £138 for each 0.1 hectare in excess of 7.5 hectares. Maximum £300,000
(vi) Car parks, service roads or other accesses for existing uses	£234
(vii) Playing fields (for sports clubs etc.)	£462
(viii) Any other work not already covered (Engineering or other operations)	£234 per 0.1 hectare (or part) of a site to a maximum of £2,028 (=1ha)
<b>6.5 Advertisements</b>	
(i) relating to the business on the premises	£132
(ii) advance signs directing the public to a business	£132
(iii) other advertisements	£462
<b>6.6 Other Applications</b>	
(i) Variations or removal of a condition	£234
(ii) Change of use of a building to one or more separate dwellings	£462 for each additional dwelling created up to 50 dwellings. Where more than 50 dwellings are created £22,859 and an additional £138 for each dwelling in excess of 50 dwellinghouses. Maximum £300,000.

## 6. Category of Development Scale of Fees

(iii) Other changes of use except waste or minerals	£462
(iv) Renewal of temporary approval	£234
(v) Prior Approval Notifications	
(i) <b>Larger Home Extension</b>	£96
(ii) Proposed change of use of a Building where there are no Associated Building Operations	£96
(iii) Proposed change of use of a Building and Associated Building Operations	£206
(iv) Agricultural/forestry operations or buildings	£96
(iv) Demolition	£96
(v) Notification of Telecommunications code system operations to determine whether prior approval is required	£462
(vi) Provision of temporary state-funded schools on vacant commercial land	£96
(vii) Temporary use of land/ buildings for film making	£96
(viii) Erection of a collection facility within a shop	£96
(ix) Installation, alteration or replacement of Solar PV equipment (1MW max) on the roof of a commercial building	£96
(vi) Duplicate applications made by the same applicant within 28 days	<b>Full fee for both applications</b>
(vii) Development crossing planning authority boundaries requiring several applications	<b>Only one fee, paid to the authority having the larger site but calculated for the whole scheme, and subject to a special ceiling.</b>
(viii) Reserved matters where applicants earlier reserved matters applications have incurred total fees equalling that for a full application for entire scheme	£462
(ix) Non compliance with conditions including retention of temporary buildings	£234 (if not exempt as a revision)
(x) Non Material Amendment	£34
(i) a Householder application	£234
(ii) any other case	
(xi) Extension of time limits for implementing existing planning permissions	
- Major developments	£690
- Householder	£234
- Other	£68
<b>6.7 Lawful Development Certificates</b>	
(a) For an <u>existing</u> use of buildings or land or any existing operations.	<b>Normal Fee</b>
(b) Any matter constituting a failure to comply with a condition of planning permission.	£234
(c) For a proposed use of buildings or land or any proposed operations.	<b>Half normal fee</b>
<b>6.8 Concessionary fees and exemptions</b>	<b>For disability exemptions see Section 12</b>
(i) Applications by Parish Councils	<b>Half fee</b>
(ii) Alternative applications - e.g. several changes of use of property	<b>Full fee for one application and half fee for the rest</b>
(iii) Applications required by reason of an Article 4 Direction	£96
(iv) Application required because of a condition attached to a planning permission removing permitted development rights	£96
(v) An application relating to a change of use within a class of the Use Classes Order in a case where planning permission is required solely because the change is prohibited by a condition imposed on a previous grant of planning permission	£96
(vi) Revised applications, by the same applicant, for development of the same character, type and description on the same sites:-	<b>No fee for the first re-submission only. Further re-submissions: full fee</b>
(a) within 12 months of the date of decision	
(b) within 12 months of the date of submission of a withdrawn application provided the full fee was paid on the original application	
<b>6.9 Written confirmation of compliance with conditions or conditions attached to a grant of planning permission</b>	
(a) for enlargement of dwelling houses or operations within the curtilage	£34 each
(b) for any other development	£116 each request