

Planning Fees and Charges

Supplementary Guidance Document: Clarification on how planning fees are calculated

Effective from 7th July 2021



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Scope

This document has been produced to be read in conjunction with Newark and Sherwood District Council's [Planning Development, Planning Policy, Land Charges and Street Naming and Numbering](#) guidance.

It is commonly acknowledged that planning-related fees were introduced so that users of the planning system, rather than taxpayers in general, meet the costs incurred by local planning authorities in deciding planning applications. The Planning Practice Guide states that the local planning authority must decide the fee which will apply to the application based on the category, or categories of development if the application is for more than one type of development and we usually find that our customers are happy to pay the identified planning application fees that allow the Local Planning Authority (LPA) to consider and determine their applications.

The following information is provided for guidance and clarification with regards to how Newark and Sherwood District Council interprets the fee regulations.

Floor Space

When measuring floor space for fee calculation purposes gross floor space to be created by the development shall be ascertained by external measurement of the floor space, whether or not it is to be bounded (wholly or partly) by external walls of a building as explained in the Town and Country Planning (Fee for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012, Schedule 1, Part 1, Chapter 3, Paragraph 12(1). Newark and Sherwood District Council takes this to include:

- Terraces;
- balconies;
- mezzanines;
- stores/bin stores;
- enclosed external areas e.g. compounds and external sales areas (this also includes areas where the proposed development creates an enclosed area as a result of building works and this area becomes usable space e.g. quadrants within schools and office buildings);
- perimeter wall thickness and projections (party walls are to be measured to their centre line);
- areas occupied by internal walls and partitions;
- columns;
- piers;
- chimney breasts;
- stairwells and the like;
- lift rooms;
- plant rooms;
- tank rooms;
- fuel stores;
- open sided covered areas e.g. car ports and enclosed car parking areas.

In addition to the above any areas set aside for storing equipment/vehicles/objects that can be moved in and out can be classed as useable floor area and therefore included in any floor space calculation for fee calculation purposes.

An area surrounding an immovable fixture (for example effluent processing/storage tanks) that is fenced off for public/employee safety and cannot be used for any other purpose will not be considered useable floor space and therefore not included in floor space calculation for fee purposes.

If the application is for a new building to replace a building which is to be demolished, there is no discount for the size of the existing building. The fee would be based on the floor space of the proposed building.

More information and clarification please see the [FAQs section](#) below.

Holiday Lets

Although a holiday unit and a dwelling both fall within the same use class this is not the case in terms of planning fees. Newark and Sherwood District Council considers holiday lets to be commercial development and to fall outside the definition of a 'dwellinghouse'.

The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 define a 'dwellinghouse' as a building which is to be used as a single private dwellinghouse and no other purpose.

Therefore where Newark and Sherwood District Council considers the development to be for holiday let purposes (short or long term) even if the proposal had been described as a second home, the fee will be fee category 2 and based on the floor area.

N.B. Where the proposed development is for "the erection of dwellings", which are then subsequently sold as second homes, the fee would be based on category 1 and classified as a 'dwellinghouse'.

Individual Units at Holiday Complexes

Where an application is submitted for development to an individual unit within a holiday complex the development type and fee will depend on the use of the unit. Where the unit is privately owned and is considered a second home, these will be treated as householder development and the householder fee applies. Where the unit is not privately owned or is let out this will be treated as commercial.

Buildings and Caravans

The term "building" in section 336(1) of the 1990 Act has a wide definition which includes "any structure or erection". When considering whether structures or erections are buildings you have to consider their size, permanence and physical attachment to the ground. The sheer size, weight and bulk of a structure are good indicators to determine whether something is a building. Permanence has to be construed in terms of significance in the planning context.

For fee purposes a static caravan or park home will be treated as a 'building' if the proposed development remains in situ for more than 10 months per year. In these circumstances the fee charged will be based on the erection of a building (and whether that building is commercial i.e. holiday use or permanent residency (see information on holiday lets above).

If the proposed development does not remain in situ for more than 10 months a year but involves hard standings, connections to services, lighting etc. please see our advice under the heading [Caravan Sites](#). The description of the development should make reference to the seasonal use of the land for the stationing of caravans.

Please note the onus is on the applicant/agent to prove that the proposed structure is not a building based on the information provided above. The above also applies to gypsy and traveler sites.

Please see the FAQs section below for further clarification.

Floor Space of a Static Caravan

Where flexibility is required and the make and model of the static caravan is not known at the time the planning application is submitted, for fee purposes the Local Planning Authority consider that the average size of a static caravan or park home is 40m². The average floor space of a balcony/decking associated with a static caravan or park home that is used for commercial or holiday purposes is assumed to be 6.7m².

Caravan Sites

If the proposed development is within an existing caravan site, and the units are touring caravans (i.e. not a building or permanent structure) and no operational development/groundworks is involved a change of use fee will be charged.

Where operational development/groundworks are proposed e.g. access, footpaths, lighting, communal facilities, roads, connection to services etc. the fee will be based on the site area (fee category 10 (2)) the site area should include the whole of the site for which permission is sought.

If the proposal also includes development falling within other fee categories each individual element of the proposal will be calculated and the higher of the fees charged (see [mixed use development](#) diagram on page 8).

Storage Containers

Where an application for storage containers is received the size, permanency and attachment to ground is considered.

Containers will generally be considered as operational development and fee based on the floor area of the proposed development (fee category 2(2)).

Where the change of use of land is also required as part of the development the higher of the two fees (change of use of land fee category 12 or the erection of a building fee category 2(2)) will be charged.

Wind Turbines

Wind turbines are charged as Category 5 of the fee regulations “erection, alteration or replacement of plant or machinery” for fees purposes unless of the small domestic type, where installation should be treated as an alteration or curtilage operation in Category 6 or 7 in the Fee Regulations (if not allowed as permitted development).

To calculate the fee for a new windfarm, add all the land over which the blades of each turbine can rotate (area of sweep will be approximately 3.1416 times the square of the radius) to the area of the footprint of any ancillary structures and engineering works.

On an application to put up wind turbines, it is not necessary to include within the red line(s) any land between the turbines if no development is proposed there.

Solar Photo-Voltaic Panels

There is no national guidance on the fee category for solar photo-voltaic (PV) installations. The Planning Development service considers that such applications fall within “erection, alteration or replacement of plant or machinery” (Category 5) for fees purposes.

Plant and Machinery

There is currently no statutory definition or guidance with regards to what is considered plant and machinery. Newark and Sherwood District Council have therefore taken the following position in relation to planning application fees:

- A development will be considered plant and machinery where:
- a process takes places;
- there are moving parts; and/or
- machinery/equipment/apparatus used in industrial companies.

Examples include air source heat pumps and air conditioning units.

Alternative Use Classes

For [mixed use developments](#) please refer to flow diagram on page 8.

Example:

Full application - Erection of buildings for Class B2 and B8 uses

The applicant would like the option for different uses within the building being:

- One use class (B2) for a 4,000sqm building (the whole building);
- Two uses classes (B2 and B8) on 2,000sqm of the building.

Fee calculation as follows:

- Whole fee for area of site option 1 (use class B2),
- plus half fee for area of the site to be used for use class B8

When using the Portal Fee Calculator each option has to be entered separately: The first option has no concession/reduction; the second and third entries need to indicate a concession. Then you have to add each of the three calculations together to get the total fee.

Live/Work Units

Any plans and supporting information must clearly indicate/define areas for live, work and/or any common/shared areas.

No common/shared areas:

Where there are no common/shared area the two component fee categories will be calculated e.g. category 1 for the live element and category 2(2) for the work element.

The above two fees will be added together to make the total fee payable.

Common/shared areas:

Where common/shared areas are included in the development the proportion of the building which is non-residential is calculated. This same proportion of the common/shared area is considered to be non-residential and included in the fee.

For example if 60% of the building is non-residential, 60% of the common/shared area is considered to be non-residential.

This total non-residential floor space is used to calculate the fee as indicated above i.e. by adding the two fees (category 1 development and Category 2(2) development together.

For relevant regulations please see [The Town and Country Planning \(Fees for Applications, Deemed Applications, Requests and Site Visits\) \(England\) Regulations 2012](#) Schedule 1, Paragraph 13, sub-paragraph (3)(a). **Please note the fees payable for planning applications have been amended (increased) in 2017 <http://www.legislation.gov.uk/uksi/2017/1314/contents/made>. Both documents will need to be read together.**

Change of use of building(s) for short-term holiday lets

Where a change of use of a building(s) to a short-term holiday let for paying guests is sought, provided there are no operational developments, extensions or additional building works included a change of use fee will apply.

Example:

Full application - Change of use of building to three holiday units for short-term paying guests (no extensions or operational or additional building works included).

As these are for short-term paying guests the fee is based on change of use – one fee of £462.

Annexes

Incidental outbuildings in the curtilage of a dwelling (shed/summerhouse/office/gym etc.) £206 (should be submitted on a householder application form).

Ancillary outbuildings in the curtilage (bedroom/living room etc. but NOT fully self-contained) £206 (should be submitted on a full planning application form).

Self-contained outbuildings (bedroom, living room, bathroom, kitchen- facilities of a dwellinghouse) £462 (Should be submitted on a full planning application form).

Further advice regarding annexed can be found within our adopted [Householder Development Supplementary Planning Document](#) page 27.

Extensions to flats

These are charged under category 2 - The erection of buildings (other than building in categories 1, 3, 4, 5 and 7) and fee calculated based on the floor space.

Provision of Windows and/or Doors (new or replacement)

Dwellinghouses - Where the provision of new or replacement windows is proposed which require planning permission, the fee is the householder fee of £206.

Non-dwellinghouses - Where the provision of new or placement windows is proposed to a premise that is not a dwelling, the applicable fee will be that provided under 'other operations (category 10). The fee for which is £234 for each 0.1 hectare (or part thereof) of the site area, subject to a maximum in total of £2,028.

Amendment to applications following the grant of planning permission

Newark and Sherwood District Council recognises that new issues may arise after planning permission has been granted which may require modification of the approved proposals.

Where these modifications are fundamental or substantial, a new planning application under section 70 of the Town and Country Planning Act 1990 will need to be submitted and incur the relevant fee for that type of development based on the fee categories in the fees and charges document.

However where less substantial changes are proposed, there are options as follows:

- to submit a 'Minor Material Amendment' application to vary or remove conditions under s73 of the Town and Country Planning Act 1990 (where the permission has not been implemented but the permission is extant) or s73A of the act (where the permission has been implemented) incurring a fee of £234; or
- to submit a 'Non Material Amendment' under s96A of the Town and Country Planning Act 1990 incurring a fee of £34 for householder or £234 in respect of all other development.

Circumstances where the Council would not accept a s73 or s73A application may include the following:

- Alterations to the red line of a previously permitted scheme;
- The scheme is proposed to be altered to comply with adopted Policies in a Neighbourhood Plan, or the Local Plan;
- The proposed change cannot be reasonably conceived with the terms of the original planning application;
- The effect of the proposed change would not be minor in nature or proposed effect. For example; if the intention is to use a residential annexe as a separate and independent dwelling then a section 73 application to lift a restrictive occupancy condition would not be the way to achieve the desired outcome if the original development was described as an 'annexe'¹;
- To extend the time limit within which a development must be started or an application for approval of reserved matters must be made;
- If there is no relevant condition in the permission listing the originally approved plans; or
- Where amendments are being sought to include a functional use and not an incidental use.²

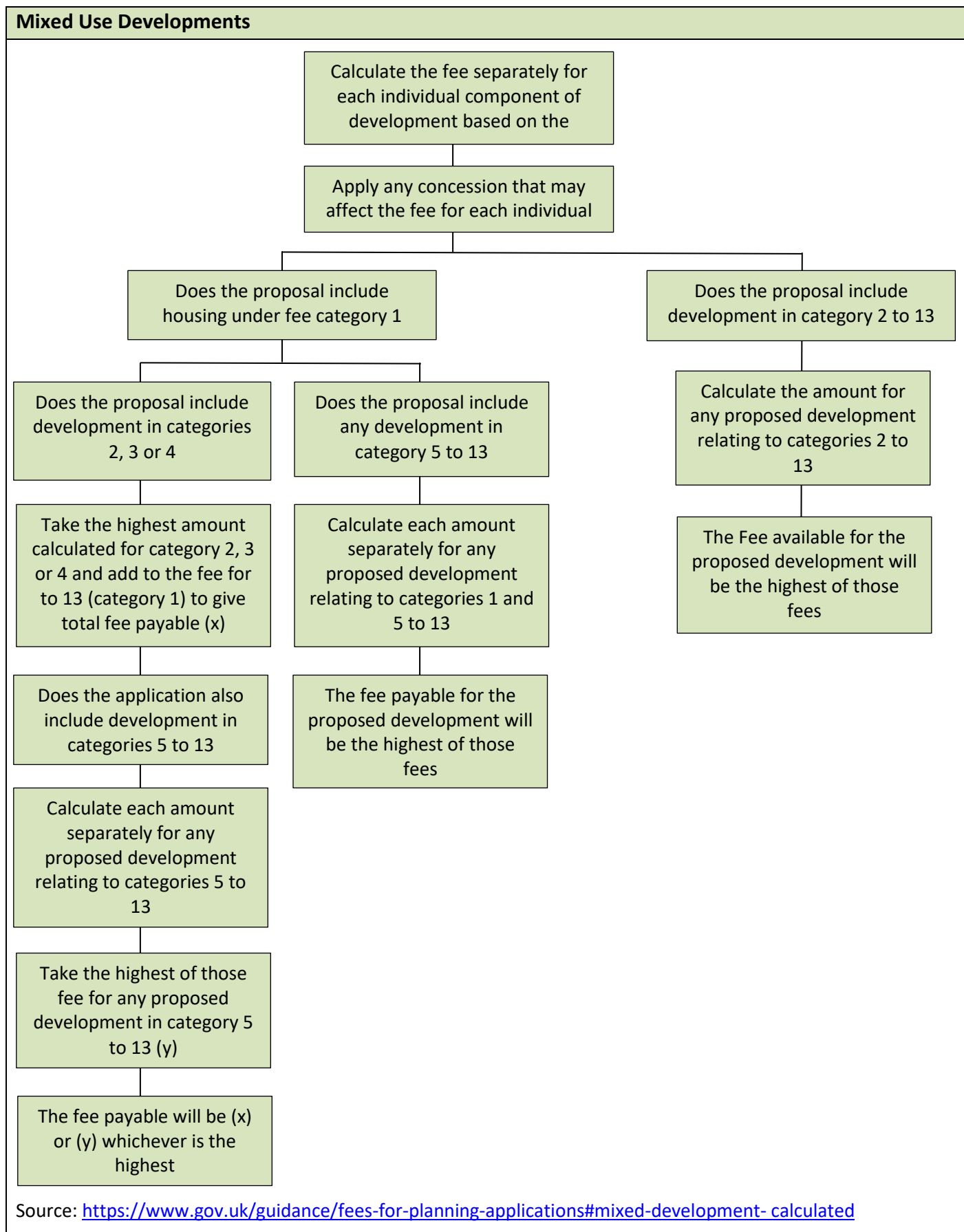
Newark and Sherwood District Council recommends that advice is sought from the LPA via a pre-application enquiry on the suitability of applications made under s73 or s73A

¹ * An application to lift an occupancy condition would not change the original description of the proposed development. Where an application under section 73 is granted, the effect is the issue of a new planning permission, sitting alongside the original permission, which remains intact and un-amended.

² An incidental use is one that would not be considered as an integral part of a use. An incidental use is one that has a normal functional relationship with the primary use of the planning unit. For example, if the original description is for a dwelling which did not include a garage a s73 application to amend plans and include a garage would not be considered. The garage does not form part of the original description and is not considered to be an integral part of the use of the dwelling, but a functional one.

The following copied in flowchart is taken from

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/578734/fees.pdf



Development categories and definitions

Category of Development	Definition
1	The erection of dwellinghouses (other than development in category 6)
2	The erection of buildings (other than development in category 1, 3, 4, 5 or 7)
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)
4	The erection of glasshouses on land for the purpose of agriculture.
5	The erection, alteration or replacement of plant or machinery.
6	The enlargement, improvement or other alteration of existing dwellinghouses.
7	The carrying out of operations (including the erection of a building) within the curtilage of an existing dwellinghouse, for purposes ancillary to the enjoyment of the dwellinghouse 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 dwellinghouse.
8	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.
9	The carrying out of any operations connected with exploratory drilling for oil or natural gas. This is not a District Council matter
9A	The carrying out of any operations (other than operations coming within category 9) for the winning and working of oil or natural gas. This is not a District Council matter
10	The carrying out of any operations not coming within any of the above categories.
11	The change of use of a building to use as one or more separate dwellinghouses.
12	The use of land for— the disposal of refuse or waste materials; the deposit of material remaining after minerals have been extracted from land; or the storage of minerals in the open. This is not a District Council matter
13	The making of a material change in the use of a building or land (other than a material change of use in category 11 or 12(a), (b) or (c)).

The schedule of fees can be viewed here:

http://www.legislation.gov.uk/uksi/2017/1314/pdfs/uksi_20171314_en.pdf and the above definitions <http://www.legislation.gov.uk/uksi/2012/2920/schedule/1/part/2/made> as well as via our [Fees and Charges Document: Planning Development, Planning Policy, Land Charges and Street Naming and Numbering](#).

Access/Highway

When submitting an application a Location Plan and Site Plan should be provided indicating the application site clearly edged with a red line. It should include all land necessary to carry out the proposed development (e.g. land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings). A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

<https://www.gov.uk/guidance/making-an-application#Plans-and-drawings> Paragraph: 024 Reference ID: 14-024-20140306

For further information regarding validation requirements can be found in Newark and Sherwood District Council's [Local Validation List](#):

The above states that access to the site from a 'public highway', Newark and Sherwood District Council considers this to mean the following:

Unclassified Roads, Class A, B, C Roads, Trunk roads and byways (considered a public highway under the Highways Act over which the public has the right to pass and repass by vehicle).

Advertisement Consents

Where an application relates to the display of one advertisement only please refer to page 7 of our [Fees and Charges Document: Planning Development, Planning Policy, Land Charges and Street Naming and Numbering](#).

Where an application relates to the display of more than one advertisement on the same site the highest of the fees will be payable. In these circumstances Newark and Sherwood District Council considers 'the same site' to be a specified area which can be clearly indicated on one plan of a scale of 1:1250 or 1:2500 at A4 or A3 size.

Where the application relates to the display of advertisements on parking meters, litter bins, public seating, benches, bus shelters or charging points for electric vehicles within a specified area, the whole area to which the application relates shall be treated as one site and the relevant fee payable as above.

Where the application relates to the display of advertisements on more than one site the fee payable shall be the sum payable in respect of each site combined.

The full regulations regarding the above can be found here:

<http://www.legislation.gov.uk/uksi/2012/2920/regulation/13/made>

Using Certificate of Lawfulness to confirm Material Starts/Commencement of Development

Material starts can only be confirmed by submitting a Certificate of Lawfulness

When seeking formal confirmation the submission of a certificate of lawfulness application is required of which there are two types:

Certificate of Lawfulness – Existing

This certificate can be used to establish the lawfulness of an existing land-use, or of development carried out.

If using this route to confirm a material start the red line indicated on the location plan submitted must only encompass works already carried out. This route will only confirm whether works completed are lawful and not any future works granted by the permission.

The fee is the same as a full application for the works carried out.

Certificate of Lawfulness – Proposed

This certificate is used to confirm a proposed use would be lawful i.e. that permitted works yet to be carried out are lawful.

If using this route to confirm a material start the red line indicated on the location plan must be the same as the previously approved location plan.

The fee would be based on half the normal planning fee if submitting a new application for that use or operation.

Ménage/Sand School

When considering an application for a ménage/sand school two fees need to be considered:

- Change of use fee (currently £462)
- Category 10 development – The carrying out of operations not coming within any of the above categories.

Once calculated the higher of the above two categories will be charged³.

e.g. Proposed change of use of part of land to create sand school. (size 0.49 hectares)

£462

5 x £234 = £1170

Therefore £1170 the higher of the above two fees would be charged.

If the proposed development also incorporates other development such as stabling (fee category development) again the higher of the fees will be charged.

e.g. Proposed change of use of part of land to create sand school (size 0.49 hectares) and proposed stable

£462

5 x £234 = £1170

1 x £234 = £234

Therefore the fee for this application would be £1170 the higher of the fees.

³ Please refer to page 3 of the Newark and Sherwood District Council, [Planning Development, Planning Policy, Land Charges and Street Naming and Numbering](#) Document

Concessions – ‘Free Go’

The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) (Amendment) Regulations 2017 set out an applicant’s entitlement to a ‘free go’. Information regarding this can be found on page 11 of our [Fees and Charges Document: Planning Development, Planning Policy, Land Charges and Street Naming and Numbering](#). In addition to this please note the following information:

- The applicant must be the same as the previous application
- The site area indicated in the red line must not encompass any new land unless to include means of access.
- The redline can be smaller than the previous application however there is no refund for the difference in fee.
- The application type must be the same as previous
- Following a withdrawn application a request for a ‘free go’ must be submitted within 12 months from the validation date and not the date the application was withdrawn.
- The applicant cannot have benefited from a ‘free go’ in the past.

This and further information is set out in this [table](#)

Concessions – Prior Approvals

Further to the information shown on page 11 of our [Fees and Charges Document: Planning Development, Planning Policy, Land Charges and Street Naming and Numbering](#) regarding free go (exemption) applications please note that free go requests do not apply to prior notification applications.

‘A fee for a prior approval application is payable in relation to certain types of development authorised by the 2015 Order. The amounts are payable every time an application for prior approval is made.’

The above information can be found within the following link <https://www.gov.uk/guidance/fees-for-planning-applications>, under the heading How are fees calculated for prior approval applications?

Concessions – For alterations, extensions, etc. to a dwellinghouse for the benefit of a registered disabled person

This concession will only be applied where the development is to:

- Alter or extend an existing dwelling for the benefit of the disabled person; or
- Undertake works in the curtilage of an existing dwelling in order create an access and/or provide for improved safety, health or comfort

Proof of disability will be required and should take the form of an official document e.g. letter from the Department of Work and Pensions, GP etc.

Further information can be found in [Paragraph 036 - Development providing for people with disabilities](#) of Planning Practice Guidance and [Regulation 4 of the 2012 Fees Regulations](#).

Concessions – Permitted Development

The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 under Regulation 5 offered a concession where permission was only being sought due to the removal of permitted development rights.

The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) (Amendment) Regulations 2017 removed this concession. As a result if permission is being sought due to permitted development rights being removed (i.e. normally permission would not be required as the development is considered permitted development) then a fee is payable.

The fee payable will be based on the relevant category as set out in the above fee regulations and shown in our [Fees and Charges Document: Planning Development, Planning Policy, Land Charges and Street Naming and Numbering](#).

Refunds

Once a planning fee has been paid and accepted (i.e. the application is made valid) planning application fees cannot be refunded unless:

In relation to the Planning Guarantee - When a request for a written confirmation of compliance is not completed within 12 weeks. In some circumstances for deemed planning applications

Further information can be found in the [Refunds and adjustments](#) section of Planning Practice Guidance.

Please note that refunds can take up to 10 working days to process as they need to be approved. If you pay the Planning Portal direct the refund will be processed by the Local Authority.

All refunds will be by the same method of payment as the original transaction e.g. if an applicant pays by card, the refund will be direct to the original payment card.

Approval of Details Pursuant to a Condition and/or Discharge of Conditions

The current fee for the approval of details pursuant to a condition and/or discharge of planning condition can be found in our [Fees and Charges Document: Planning Development, Planning Policy, Land Charges and Street Naming and Numbering](#).

The charge is per request not per condition and therefore more than one condition can be submitted for approval per request.

There is no fee if the request relates to a condition or conditions on an application for Listed Building Consent or planning permission for the relevant demolition in a conservation area.

Where a partial discharge of condition is issued e.g. further information is required to be submitted and approved by the Local Planning Authority the submission will be treated as a new request and another discharge of condition fee (as set out above) is required.

Where a condition specifies the information is required to be submitted in stages and/or periodically, e.g. contaminated land, there will be a charge for each element until the condition is fully discharged.

Frequently Asked Questions

Q There have been no changes to the fees regulations or PPG so why has Newark and Sherwood District Council adopted this document?

A Whilst there have been no changes to the fees regulations or PPG, the Government has tasked Local Planning Authorities with interpreting planning fees.

There has been a number of queries relating, in particular, to fees for annexes and holiday cabins over recent years. Adopting this document provides clear information as to how the fees will be calculated.

Q Why have you taken the approach that you have to the provision of ‘moveable’ buildings including caravans?

A Courts have found that cranes, marquees and poultry sheds on skids have all been buildings and an object may be a building in planning law without being incorporated into the land. The Courts have determined that the ability to move poultry sheds around a field did not remove the significance of their presence in planning terms. The sheer size, weight and bulk of a structure are good indicators to determine whether something is a building.

The above ruling supports our [Fees and Charges Document: Planning Development, Planning Policy, Land Charges and Street Naming and Numbering](#) adopted approach to calculate fees for applications of this nature by floor area.

Q What would be the implications if I apply just for the bases?

A If the application was for bases only it would be considered as a site for touring caravans, and conditioned accordingly.

Q Why has the fee been calculated differently to an application I made in 2020 for a similar proposal?

A It is commonly acknowledged that planning-related fees were introduced so that users of the planning system, rather than taxpayers in general, meet the costs incurred by local planning authorities in deciding planning applications. The Government has tasked Local Planning Authorities with interpreting planning fees, so the Council has reviewed its approach in line with any legal rulings and published guidance accordingly. The fees charged for an application will be in accordance with the Council’s adopted (refer to [Fees and Charges Document: Planning Development, Planning Policy, Land Charges and Street Naming and Numbering](#)) approach at the time of submission.

Q I submit lots of applications to other local authorities around the country, and my adopted approach has always been accepted. The other authorities seem quite happy with the amount I’ve paid, so why doesn’t the Planning Development service of Newark and Sherwood District Council accept how I’ve worked out the fee?

A The Government has tasked each Planning Authority with interpreting planning fees so that users of the planning system, rather than taxpayers in general, meet the costs incurred by them in deciding planning applications.

Q I have applied for static caravans on a commercial holiday site. The definition of a caravan hasn't changed, so why is the Planning Development service of Newark and Sherwood District Council basing planning fees on floor area?

A A caravan means any **structure** designed or adapted for human habitation which is capable of being moved from one place to another (whether by being towed, or by being transported on a motor vehicle or trailer) and any motor vehicle so designed or adapted, and the General Permitted Development (England) Order 2015 states that "a building includes any **structure** or erection".

If the intention is not to move the structure, and the word static implies that this is the case, then for fees purposes our view is to base the fee on floor area.

Contact Details:

Email:

- Planning Development - planning@newark-sherwooddc.gov.uk
- Planning Policy - planningpolicy@newark-sherwooddc.gov.uk
- Land Charges - landcharges@newark-sherwooddc.gov.uk
- Street Naming and Numbering - streetnaming@newark-sherwooddc.gov.uk

Telephone: 01636 650000

Website: <https://www.newark-sherwooddc.gov.uk/>

Address: Planning Development, Newark and Sherwood District Council, Castle House, Great North Road, Newark, NG24 1BY