

Fees and Charges Document: **Planning Development, Planning Policy, Land Charges** **and Street Naming and Numbering**

Effective from 1 April 2024



List of statutory and discretionary fees and charges

VAT is charged at 20% where applicable.

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Part A – Planning Statutory Charges

List of Statutory and Discretionary Fees and Charges

In addition to the statutory planning fees listed below, developments may also be liable to pay a Community Infrastructure Levy (CIL) charge – please [see page 18 below](#).

Payments can be made by:

- debit or credit card
- BACS (upon completion of BACS payment, email planning@newark-sherwooddc.gov.uk to inform payment has been made, including application reference (if known), amount and site address)
- telephone on 01636 650000.

Further details of all the above is available on our website at <https://www.newark-sherwooddc.gov.uk/paymentstothecouncil>

Please note, we no longer accept payments by cheque.

Should a planning application be withdrawn after submission and prior to confirmation of it being a valid application, an administrative fee will be charged as set out on [page 18](#). Should an application be withdrawn after confirmation is provided of it being valid, there is no refund of the application fee.

Statutory planning fees	
Category of development	Fee payable
I. Operations	
1. The erection of dwellinghouses (other than development in category 6)	(1) Where the application is for outline planning permission and: <ol style="list-style-type: none"> The site area is less than 0.5 hectare, £578 for each 0.1 hectare (or part thereof) of the site area; the site area is at least 0.5 hectare but does not exceed 2.5 hectares, £624 for each 0.1 hectare (or part thereof) of the site area; the site area exceeds 2.5 hectares, £15,433; and an additional £186 for each 0.1 hectare (or part thereof) in excess of 2.5 hectares, subject to a maximum in total of £202,500.
	(2) Where the application is for permission in principle £503 for each 0.1ha of the site area.

	<p>(3) in other cases:</p> <ul style="list-style-type: none"> a) where the number of dwellinghouses to be created by the development is less than 10, £578 for each dwellinghouse; b) where the number of dwellinghouses to be created by the development is 10 or more but not more than 50, £578 for each dwellinghouse; c) where the number of dwellinghouses to be created by the development is more than 50, £30,860; and an additional £186 for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of £405,000.
<p>2. The erection of buildings (other than buildings in categories 1, 3, 4, 5 or 7).</p>	<p>(1) Where the application is for outline planning permission and:</p> <ul style="list-style-type: none"> a) the site area is less than 1 hectare, £578 for each 0.1 hectare (or part thereof) of the site area; b) the site area is at least 1 hectare but does not exceed 2.5 hectares, £624 for each 0.1 hectare (or part thereof) of the site area; c) the site area exceeds 2.5 hectares, £15,433; and an additional £186 for each 0.1 hectare (or part thereof) in excess of 2.5 hectares, subject to a maximum in total of £202,500.
	<p>(2) Where the application is for permission in principle £503 for each 0.1 hectare (or part thereof) of the site area.</p>
	<p>(3) in other cases:</p> <ul style="list-style-type: none"> a) where no floor space¹ is to be created by the development, £293; b) where the area of gross floor space to be created by the development does not exceed 40 square metres, £293; c) where the area of the gross floor space to be created by the development exceeds 40 square metres, but is less than 1000 square metres, £578 for each 75 square metres (or part thereof); d) where the area of the gross floor space to be created by the development is at least 1000 square metres but does not exceed 3750 square metres, £624 for each 75 square metres (or part thereof); e) where the area of gross floor space to be created by the development exceeds 3750 square metres, £30,680; and an additional £186 for each 75 square metres (or part thereof) in excess of 3750 square metres, subject to a maximum in total of £405,000.

¹ Please note: "floor space" is measured to the outside wall.

<p>3. The erection, on land used for the purposes of agriculture, or buildings used for agricultural purposes (other than buildings in category 4).</p>	<p>(1) Where the application is for outline planning permission and:</p> <p>(a) the site area is less than 1 hectare, £578 for each 0.1 hectare (or part thereof) of the site area</p> <p>(b) the site area is at least 1 hectare but does not exceed 2.5 hectares, £624 for each 0.1 hectare (or part thereof) of the site area</p> <p>(c) the site area exceeds 2.5 hectares, £15,433; and an additional £186 for each additional hectare (or part thereof) in excess of 2.5 hectares, subject to a maximum in total of £202,500.</p>
	<p>(2) where the application is for permission in principle £503 for each 0.1hectare (or part thereof) of the site area.</p>
	<p>(3) In any other case:</p> <p>(a) where the area of gross floor space to be created by the development does not exceed 465 square metres, £120;</p> <p>(b) where the area of gross floor space to be created by the development exceeds 465 square metres but does not exceed 540 square metres, £578;</p> <p>(c) where the area of the gross floor space to be created by the development exceeds 540 square metres but is less than 1000 square metres, £578, and an additional £578 for each 75 square metres (or part thereof) in excess of 540 square metres;</p> <p>(d) where the area of gross floor space to be created by the development is at least 1000 square metres but does not exceed 4215 square metres, £624 and an additional £624 for each 75 square metres (or part thereof) in excess of 1000 square metres;</p> <p>(e) where the area of gross floor space to be created by the development exceeds 4215 square metres, £30,860 and an additional £186 for each 75 square metres (or part thereof) in excess of 4215 square metres, subject to a maximum in total of £405,000.</p>
<p>4. The erection of glasshouses on land used for the purposes of agriculture.</p>	<p>(1) Where the area of gross floor space to be created by the development does not exceed 465 square metres, £120;</p> <p>(2) Where the area of gross floor space to be created by the development exceeds 465 square metres but is less than 1000 square metres, £.3,225.</p> <p>(3) Where the area of gross floor space to be created by the development is 1000 square metres or more, £3,483.</p>

<p>5. The erection, alteration or replacement of plant or machinery.</p>	<p>(1) Where the site area does not exceed 5 hectares, £578 for each 0.1 hectare (or part thereof) of the site area (2) Where the site area is at least 1 hectare but does not exceed 5 hectares, £624 for each 0.1 hectare (or part thereof) of the site area. (3) Where the site area exceeds 5 hectares, £30,860; and an additional £186 for each 0.1 hectare (or part thereof) in excess of 5 hectares, subject to a maximum total of £405,500.</p>
<p>6. The enlargement, improvement or other alteration of existing dwelling houses.</p>	<p>(1) Where the application relates to a single dwellinghouse, £258; (2) Where the application relates to two or more dwellinghouses, £509.</p>
<p>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.</p>	<p>£258</p>
<p>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.</p>	<p>£293</p>
<p>9. The carrying out of any operations connected with exploratory drilling for oil or natural gas.</p>	<p>(1) Where the site area does not exceed 7.5 hectares, £686 for each 0.1 hectare (or part thereof) of the site area; (2) where the site area exceeds 7.5 hectares, £51,395; and an additional £204 for each 0.1 hectare (or part thereof) of the site area in excess of 7.5 hectares, subject to a maximum in total of £405,500.</p>
<p>10. The carrying out of any operations (other than operations coming within category 9) for the winning and working of oil or natural gas.</p>	<p>(1) Where the site area does not exceed 15 hectares, £347 for each 0.1 hectare (or part thereof) of the site area, (2) Where the site area exceeds 15 hectares, £52,002; and an additional £204 for each 0.1 hectare (or part thereof) in excess of 15 hectares, subject to a maximum in total of £105,000.</p>

<p>11. The carrying out of any operations not coming within any of the above categories.</p>	<p>(1) In the case of operations for the winning and working of minerals: (a) where the site area does not exceed 15 hectares, £316 for each 0.1 hectare (or part thereof) of the site; (b) where the site area exceeds 15 hectares, £47,161; and an additional £186 for each 0.1 hectare (or part thereof) in excess of 15 hectares, subject to a maximum in total of £105,300; (2) In any other case, £293 for each 0.1 hectare (or part thereof) of the site area, subject to a maximum in total of £2,535.</p>
<p>II. Uses of Land</p>	
<p>12. The change of use of a building to use as one or more separate dwellinghouses.</p>	<p>(1) Where the change of use is from a previous use as a single dwellinghouse to use as two or more single dwellinghouses: (a) where the change of use is fewer than 10 dwellinghouses, £578 for each additional dwellinghouse; (b) where the change of use is to use at least 10 but no more than 50 dwellinghouses, £624 for each additional dwellinghouse; (c) where the change of use is to use more than 50 dwellinghouse, £30,860 and an additional £186 for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of £405,000.</p> <p>(2) in all other cases: (a) where the change of use is to use as 10 dwellinghouses, £578 for each dwellinghouse; (b) where the change of use is to use as at least 10 dwellinghouses but no more than 50 dwellinghouses, £624 for each dwellinghouse; (c) where the change of use is to use as more than 50 dwellinghouses, £30,860 and an additional £186 for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of £405,000.</p>
<p>13. The use of land for: a) the disposal of refuse or waste materials; b) the deposit of material remaining after minerals have been extracted from land; or c) the storage of minerals in the open.</p>	<p>(1) Where the site area does not exceed 15 hectares, £316 for each 0.1 hectare (or part thereof) of the site area; (2) where the site area exceeds 15 hectares, £47,161; and an additional £186 for each 0.1 hectare (or part thereof) in excess of 15 hectares, subject to a maximum in total of £105,300.</p>
<p>14. 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)).</p>	<p>£578</p>

III. Scale of Fees in Respect of Applications for Consent to Display Advertisements

<p>1. Advertisements displayed externally on business premises, the forecourt of business premises or other land within the curtilage of business premises, wholly with reference to all or any of the following matters:</p> <ul style="list-style-type: none">a) the nature of the business or other activity carried out on the premises;b) the goods sold or the services provided on the premises; orc) the name and qualifications of the person carrying on such business or activity or supplying such goods or services.	£165
<p>2. Advertisements for the purpose of directing members of the public to, or otherwise drawing attention to the existence of business premises which are in the same locality as the site on which the advertisement is to be displayed but which are not visible from that site.</p>	£165
<p>3. All other advertisements.</p>	£578

Lawful development certificate (LDC)		
LDC – Section 191(1)(a) or (b) application for a certificate to establish the lawfulness of an existing land-use, or of development already carried out.		Same as a Full application fee for that use or operation
LDC – Section 191(1) (c) application for a certificate to establish that it was lawful not to comply with a particular condition or other limitation imposed on a planning permission. Existing Use LDC - lawful not to comply with a particular condition		£293
LDC – Section 192(1)(a) or (b) application for a certificate to state that a proposed use or development would be lawful.		Half the normal planning fee if submitting a new application for that use or operation.
Prior approval (under permitted development)		
Construction of new dwellinghouses (Classes ZA, AA, AB, AC, AD and A of Part 20)	Fewer than 10 (as specified in the written statement)	£418 for each new dwellinghouse
	At least 10 dwellinghouses but no more than 50 (as specified in the written statement)	£451 for each new dwellinghouse
	More than 50 dwellinghouses (as specified in the written statement)	£22,309 and an additional £135 for each dwellinghouse in excess of 50 subject to a maximum fee of £405,000
Additional storeys on a home (Class AA of Part 1)		£120
Enlargement of a dwellinghouse (which exceeds the limits in paragraph A.1(f) of Part 1 Class A of Schedule 2 (Class A of Part 1)		£120
Agricultural and Forestry buildings & operations (Class A and B of Part 6)		£120
Demolition of buildings (Class B of Part 11)		£120
Communications (Class A of Part 16)		£578
Amusement arcade or centre or casino to dwellinghouse (Class N of Part 3)		£120; or £258 if it includes building operations in connection with the change of use
Commercial, business and service or betting office or pay day loan shop to mixed use (Class G of Part 3)		£120
Change of Use of a building and any land within its curtilage from an Agricultural Building to a State-Funded School (Class S of Part 3)		£120
Agricultural buildings to a flexible commercial use (Class R of Part 3)		£120
Change of Use of a building and any land within its curtilage from an Agricultural Building to Dwellinghouses (Use Class C3) (Class Q of Part 3)		£120; or £258 if it includes building operations in connection with the change of use

Commercial, business and service uses (Class E of Schedule 2) to dwellinghouses (Class MA of Part 3)	£125 for each proposed dwellinghouse
Launderette, betting office, pay day loan shop, hot food takeaway or mixed use of a dwelling with any of these uses to a dwellinghouse (Class M of Part 3)	£120; or £258 if it includes building operations in connection with the change of use
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) (Class N of Part 3)	£120; or £258 if it includes building operations in connection with the change of use
Moveable structures for historic visitor attractions and listed pubs, restaurants etc. (Class BB of Part 4)	£120
Solar in a conservation area on a flat roof (Class A of Part 14)	£120
Solar in a conservation area when stand-alone nearer to highway than dwellinghouse or block of flats (Class B of Part 14) or non-domestic premises (Class K of Part 14)	£120
Solar canopy on non-domestic off street parking (Class OA of Part 14)	£120
Temporary state-funded school on previously vacant commercial land (Class CA of Part 4)	£120
Development Consisting of the Erection or Construction of a Collection Facility within the Curtilage of a Shop (Class C of Part 7)	£120
Erection, extension or alteration of a university building (Class M of Part 7)	£120
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 (Class E of Part 4)	£120
Installation, Alteration or Replacement of other Solar Photovoltaics (PV) equipment on the Roofs of Non-domestic Buildings (Class J(c) of Part 14)	£120
Temporary recreational campsites (Class BC of Part 4)	£120
Change of use from hotel, residential institutions, secure residential institutions or commercial, business or service (Class E of Schedule 2) to state funded school (Class T of Part 3)	£120

Reserved matters	
Application for approval of reserved matters following outline approval	In respect of reserved matters, you must pay a sum equal to or greater than what would be payable at current rates for approval of all the reserved matters. If this amount has already been paid, then the fee is £578
Approval/variation/discharge of condition	
Application for removal or variation of a condition following grant of planning permission	£293
Request to discharge one or more planning conditions or for confirmation of compliance with one or more planning conditions. No charge is made for the following:- <ul style="list-style-type: none"> • Requests relating to Listed Building Consent • Requests relating to Tree Works Consent 	£43 per request for Householder otherwise £145 per request
Application for a non-material amendment following a grant of planning permission or permission in principle	
Applications in respect of householder developments	£43
Applications in respect of any other developments	£293
Hazardous substances consents	
For proposals involving the presence of a substance in excess of twice the controlled quantity	£400
For applications where no one substance exceeds twice the controlled quantity	£250
An application for the removal of conditions attached to a grant of consent or for the continuation of a consent upon partial change in ownership of the land	£200
Certificates of Appropriate Alternative Development	
Applications in respect of certificates of appropriate alternative development	£293

Concessions

Please note: Not all concessions are valid for all application types. Upon receipt of your application, the local authority will check the fee is correct and if the concession is applicable

Application types where no current fee is required:

- Listed Building Consent
- Planning permission for relevant demolition in a Conservation Area
- Works to Trees covered by a Tree Preservation Order or in a Conservation Area
- Hedgerow removal notice

Exemptions from payment (removed from legislation but remain valid as per below)

An application that is the first and only revision of a previous application of the same type, for development of the same character or description, on the same site (or part of that site), by the same applicant where it will be received by the Local Authority within 12 months of:

- the Local Authority receiving the previous application if it was withdrawn; or
- the previous application being granted or refused; or
- the determination period of the previous application expiring, where that application was validated, not determined, and then appealed on the grounds of non-determination.

and, in all cases, where that relevant 12-month period started no later than 5th December 2023.

An application that is the first and only revision of a previous application, for display advertisement(s) of the same description, on the same site(s) or part(s) of the site(s), by the same applicant, where it will be received by the Local Authority within 12 months of:

- the Local Authority receiving the previous application if it was withdrawn; or
- the previous application being refused;

and, in all cases, where that relevant 12-month period started no later than 5th December 2023.

Exemptions from payment

An application solely for the alteration or extension of an existing dwellinghouse; or works in the curtilage of an existing dwellinghouse (other than the erection of a dwellinghouse) for the purpose of providing:

- Means of access to or within it for a disabled person who is resident in it, or is proposing to take up residence in it; or
- Facilities designed to secure that person's greater safety, health or comfort.

An application solely for the carrying out of the operations for the purpose of providing a means of access for disabled persons to or within a building or premises to which members of the public are admitted.

If the application relates to an alternate use of buildings or land within the same Use Class that requires planning permission only by the requirements of a condition imposed on a permission granted or deemed to be granted under Part 3 of the Town and Country Planning Act 1990 (as amended).

If the application is for a lawful development certificate, for existing use, where an application for planning permission for the same development would be exempt from the need to pay a planning fee under any other planning fee regulation.

If the application is for consent to display an advertisement which results from a direction under Regulation 7 of the 2007 Regulations, dis-applying deemed consent under Regulation 6 to the advertisement in question.

If the application relates to a condition or conditions on an application for Listed Building Consent or planning permission for relevant demolition in a Conservation Area.

If the application is for a Certificate of Lawfulness of Proposed Works to a listed building.

If an application for planning permission (for which a fee is payable) being made by the same applicant on the same date for the same site, buildings, or land as the prior approval application (for larger home extensions, additional storeys on a home, or change of uses).

Reductions to payments and fees for cross boundary applications

If the application is being made on behalf of a non-profit making sports club for works for playing fields not involving buildings, then the fee is £578.

If the application is being made on behalf of a parish or community council, then the fee is 50% (with the exception of submissions for discharge of conditions where the full fee is payable).

If the application is an alternative proposal being submitted on the same site by the same applicant on the same day, where this application is of lesser cost then the fee is 50%.

In respect of reserved matters, you must pay a sum equal to or greater than what would be payable at current rates for approval of all the reserved matters. If this amount has already been paid then the fee is £578.

If the application is for a Lawful Development Certificate for a Proposed use or development, then the fee is 50%.

If two or more applications are submitted for different proposals on the same day and relating to the same site then you must pay the fee for the highest fee plus half sum of the others.

Fees for cross boundary applications

Where an application cross one or more local or district planning authorities.

- The amount due is usually 150% of the 'single' fee that would have been payable for the proposed development (as if there had only been one application to a single authority covering the entire site); unless
- The 'total' fee (the sum total of each separately calculated fee for each part of the development within each authority's boundary) is smaller. In which case this 'total' fee is the fee due

In either case, the fee should be paid to the authority that contains the larger part of the application site within its boundary.

Part B – Discretionary Charges

Newark and Sherwood's Planning Development and Planning Policy departments produces a variety of documents, many of which can be obtained free of charge, however on occasion we may need to charge for our documents and discretionary services on a cost-recovery basis to enable them to continue to be provided.

Submission of Applications by Email or Paper

Most application forms are available via the Planning Portal [find and download paper forms](#) website. Only forms which are not available through the Planning Portal should be submitted by email or paper. Where an application can be submitted electronically but the applicant/agent chooses to not submit through the Planning Portal, an administrative charge will be levied.

Please note that applications submitted by email or paper take longer to process than those submitted via the Portal.

Fast Track Applications

The Council is trialling a Fast Track service for the administration and consideration of a number of applications. Note that the Fast Track Service will not affect the consideration of your application. The Fast Track service is available on the following application types and will be trialled for up to 6-months:

- *advertisements;*
- *proposed lawful development certificates (LDC); and*
- *householder prior approvals.*

This service guarantees you a decision notice in writing within a maximum of 5 working days of the conclusion of the statutory 21-day consultation period [where applicable and subject to bank holiday requirements] and subject to any referral of the application to Planning Committee. Referral will [likely] have the effect of delaying the determination of the application.

Each request will be individually assessed, and confirmation will be provided as to whether we can offer you the Fast Track service before we consider your application. We reserve the right to refuse requests subject to resources and availability.

Requests for the Fast Track service should be made prior to submitting the application, however if an application has already been submitted and you wish to opt for the Fast Track service, we will need to review at what stage the application is and confirm availability with the allocated officer.

Each request must include the following details: OR STATED AS PART OF THE DESCRIPTION AT THE TIME OF SUBMISSION. PLEASE NOTE THIS DESCRIPTION WILL BE REMOVED PRIOR TO NOTIFICATION AND CONSULTATION

- name, address, phone number and email address of applicant/agent
- site address and preferably site location plan identifying the site
- description of proposals
- clearly identify that the request is for the Fast Track service

Once a Fast Track service request has been accepted and the confirmation has been sent, the applicant or agent has 5 working days to submit the application and make the payment.

Please allow at least 24 hours for us to review service availability.

You should email the service at planning@newark-sherwooddc.gov.uk for the Fast Track service before submitting the application.

Fast track services and costs

The charge for fast-tracking these application types is:

Application Type	Fee (incl. VAT)
Major	120
Non-major	75

Fast Track charges are payable in addition to the application fees payable under the Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended).

Fast Track payments can only be made once we have received an application and should be received at the time of registration of the application.

All payments must be made by debit or credit card using our on-line service at <https://www.newark-sherwooddc.gov.uk/paymentstotheCouncil/> (available 24 hours a day, 365 days a year).

Pre-Application Advice

Why Apply?

The pre-application phase of development management is part of a positive and proactive planning process. Engagement prior to a planning application being formally submitted can be critically important and should provide the applicant and the Council with the opportunity to gain a clear understanding of the objectives of and any constraints on development.

It also provides an opportunity for wider engagement, where appropriate, with other stakeholders, including the local community, which can deliver better outcomes for all parties.

We provide a comprehensive pre-application advice service. In order to provide a high quality and efficient service, which includes amongst other things consultation with key stakeholders, a service fee is required. Pre-application advice will:

- Identify and assess the prospective application against Council policies and standards;
- Where requested, arrange to attend a meeting with the prospective applicant (normally at the Council Offices);
- Where specialist advice is requested at a meeting, the necessary officers will attend subject to availability; and
- Provide a detailed written response in the context of the plans/information provided and meeting discussions which will include a list of supporting documents that would need to be submitted with any application to ensure that it is valid on receipt, a list of possible conditions that could be attached to any similar proposal if submitted (providing that the proposal would not be unacceptable), and details of any responses received from statutory and other consultees through the pre-application process.

Where follow up advice is sought, this must be made in writing and must include the original planning reference given by the Council and clear details of the additional advice being requested. Any such requests will be acknowledged in writing within 1 week. If you then wish to proceed, the fee must be paid in full prior to any advice being issued.

Qualification

Any views or opinions expressed are in good faith, without prejudice to the formal consideration of any planning application, which will be subject to formal public consultation (which will include the relevant Town or Parish Council) and ultimately decided by the Council.

It should be noted that subsequent alterations to legislation or local, regional, and national policies might affect the advice given.

Processing of Planning Applications Submitted After Advice Sought

The planning service will seek to process applications within the Department for Levelling Up, Housing and Communities prescribed timescale. Applications submitted following pre-application advice may take less time to determine. Applications that have been submitted in the absence of any pre-application discussions are likely to be refused without further negotiation where significant amendments are required to make the development acceptable. Caution should be exercised in respect of pre-application advice for schemes that are not submitted within a short time of the Council's advice letter as circumstances might change.

The pre-application advice application form may be found on our [website](#).

If you have any queries regarding our pre-application advice service, please visit our [website](#) or contact us by email at planning@newrk-sherwooddc.gov.uk or telephone 01636 650000.

The pre-application fees set out below do not include the cost of providing advice in relation to biodiversity net gain required as part of either a development proposal or a landowner wishing to propose land as a habitat bank (i.e., for sale of off-site net gain biodiversity units within the district). These costs are set out below under '[Biodiversity Net Gain](#)'.

Unless otherwise stated, the fees for this service are fixed and will include the following (**charges are inclusive of VAT**). Terms and conditions. Standard fees must be paid on submission of the request for advice.

Development Category	2024/25 Charge
<p>CATEGORY A - PRE-APPLICATION ADVICE ON A DEVELOPMENT PROPOSAL New floor-space or change of use of 10,000 square metres or more (except where the proposal would provide 100 or more dwellings) or where the site area is 2 hectares or more. Development subject to an Environmental Impact Assessment (EIA).</p>	<p>Fixed charge of £1730 This would cover a site visit, up to 3 no. 1 hour meetings) with the case officer and one letter. Schemes requiring a greater amount of Officer input and/or review of statements by third parties to be agreed on a bespoke basis by the Business Manager, Planning Development</p>
<p>CATEGORY B – LARGE SCALE MAJOR DEVELOPMENT Residential development of 100 or more dwellings or other major development where the site area is 4 hectares or more.</p>	<p>£2160 This will cover a site visit, up to 3 no. 1 hour meetings) with the case officer and one letter. For development proposals of a more significant nature, requiring more regular meetings, other officers in attendance or review of statements by third parties a bespoke fee will be agreed.</p>
<p>CATEGORY C – MAJOR DEVELOPMENT Residential development of between 50 and 99 dwellings (inclusive) dwellings or other major development where the site area is 0.5 hectares up to less than 4 hectares</p>	<p>£1635 This will cover a site visit, up to 2 no. 1 hour meetings with the case officer and one letter. Where additional advice is required and/or review of statements by third parties a bespoke fee will be determined by the Business Manager - Planning Development.</p>
<p>CATEGORY D – SMALL SCALE MAJOR DEVELOPMENT Residential development of between 11 and 49 dwellings (inclusive) dwellings or other major development where the site area is 0.5 hectares up to less than 4 hectares</p>	<p>£1100 This will cover a site visit, up to 2 no. 1 hour meetings with the case officer and one letter. Where additional advice is required and/or review of statements by third parties a bespoke fee will be determined by the Business Manager - Planning Development.</p>

<p>CATEGORY E – SMALL SCALE OTHER DEVELOPMENT Examples include: Residential development of between 2 and 10 dwellings or where the site area is below 0.5 hectares.</p>	<p>£650 This will cover a site visit, 1 hour meeting with the case officer and one letter.</p>
<p>CATEGORY F – All OTHER DEVELOPMENT AND CONSENTS NOT WITHIN CATEGORIES A TO C BUT EXCLUDING HOUSEHOLDER DEVELOPMENT Examples include: 1 new dwelling. New floor space of less than 300 sqm or change of use (excluding change of use to 2 or more dwellings which falls within the above categories).</p>	<p>£230 This will cover a site visit, 1 hour meeting with the case officer and one letter.</p>
<p>CATEGORY G – WIND TURBINES</p>	<p>£1440 This will cover a site visit, 2-hour meeting with the case officer and one letter. For proposals of a more significant nature, requiring more regular meetings a bespoke fee will be agreed by the Business Manager, Planning Development</p>
<p>CATEGORY H – HOUSEHOLDER APPLICATIONS Works to a house or within its garden. (NB. a fee DOES NOT apply to Listed Buildings in domestic use, for maintenance and repair or thermal upgrading advice (unless part of a redevelopment proposal – see pre-application categories above), or if the building is identified as heritage at risk (e.g., if on a recognised heritage at risk register and/or in a Conservation Area at risk and the proposals would demonstrably contribute to reducing or removing heritage at risk).</p>	<p>£74 This will cover a site visit by the case officer and one letter.</p>
<p>CATEGORY I – ADVICE WHICH IS NOT COVERED BY ANY OF THE ABOVE CATEGORIES OR REQUIRES A FEE TO BE AGREED WITH THE BUSINESS MANAGER - PLANNING DEVELOPMENT</p>	<p>A bespoke fee will be agreed in advance based on the likely time taken, the level of experience of the Officer as well as other specialists required to provide any such advice.</p>
<p>CATEGORY J - ADVICE ON PROPOSALS FOR WORKS TO TREES PROTECTED BY A TREE PRESERVATION ORDER OR WITHIN A CONSERVATION AREA</p>	<p>£85</p>
<p>CATEGORY K - FOLLOW-UP ADVICE This is based on an amendment to the scheme in an attempt to make it acceptable but does not include complete alterations to developments that require e.g., reconsultation(s).</p>	<p>Half of the above fees for categories A to H. Category will be calculated on a bespoke basis.</p>
<p>CATEGORY L - ANNUAL FEE FOR PRE-APPLICATION ADVICE FOR MAJOR LANDOWNERS This will cover up to 4 meetings per annum with an Officer and provide advice on day-to-day operational proposals associated with the land holding. Site visits will be undertaken throughout the year as required by the proposals being discussed. Written advice will be provided as required following the meetings. Excluded from this fee would be matters such as development proposals of land for major housing developments which would be subject to the fees in the schedule above.</p>	<p>£5000</p>

<p>CATEGORY M - Pre-application proposals presented by the applicant/developer prior to submission of a planning application or applications presented prior to determination.</p> <p>A few applications each year due to their scale and/or complex issues, for example, benefit from involving the community and Councillors. The case officer for these types of application will recommend to the developer/applicant that consultation is undertaken via a Developer Consultation Forum.</p> <p>The fee is in addition to the fee levels above.</p>	<p>£560 unless a Planning Performance Agreement has been entered into and includes this cost.</p>
<p>CATEGORY N - Empty properties (dwellinghouses)</p> <p>Available, at the discretion of the Council, to empty property owners who are working with the Council to bring their property back into habitable use.</p>	<p>NIL</p>
<p>CATEGORY O – Variations or modifications to a section 106 Planning Obligation</p> <p>Applicable when the variation or modification is not required following submission of a new planning application, i.e., those variations/modifications sought independently by a developer.</p>	<p>£115</p>
<p>CATEGORY P – Listed Buildings and Conservation Areas</p> <p>For all proposals falling outside of Category H – Householder proposals.</p> <p>Development that requires listed building consent and/or planning permission for proposals that might affect the setting of a listed building and/or a conservation area or other type of recognised heritage asset.</p> <p>A fee DOES NOT apply to Listed Building projects comprising maintenance and repair advice unless part of a redevelopment proposal (see pre-application categories above), or if the building represents heritage at risk (e.g., if on a recognised heritage at risk register and/or is located within a Conservation Area at risk) and the proposals would demonstrably contribute to reducing or removing heritage at risk.</p>	<p>For explicit enabling development or heritage cross-subsidy projects, a meeting/consultation of no more than 1 hour will be provided free of charge.</p> <p>Thereafter, the fee to be paid will be dependent upon the amount of time that it will take to deal with the enquiry. Due to the bespoke nature of advice in relation to heritage assets, this will be calculated on a case-by-case basis. The fee will be advised and will be required to be paid prior to providing advice. The hourly rate will be those set out below.</p> <p>For heritage owners who are (a) on Universal Credit or similar; (b) owners of a High Street Heritage Action Zone (HAZ) scheme; or (c) owner of a Heritage at Risk property, advice will be provided without a charge. Evidence of Universal Credit (or similar) must be provided prior to a consultation/meeting.</p>
<p>CATEGORY Q – Advice regarding Conditions on Applications Requiring Approval</p> <p>Conditions can often be attached to decision notices requiring further information to be submitted either prior to the commencement of development or during the construction of the development for approval by the Local Planning Authority. The Council is able to offer advice and clarification on what needs</p>	<p>Based on the equivalent hourly rate (or part thereof) of the relevant officer dealing with the enquiry. Hourly rates are set out on the next page.</p>

<p>to be submitted in order for the condition to be considered favourably reducing the risk of the formal submission being refused. The rate charged will be dependent upon (a) the number of conditions; (b) the complexity of conditions; and (c) whether external advice [that is charged to the Council] is required.</p> <p>Please contact either the planning officer who dealt with your application to establish the cost for this service and/or email planning@newark-sherwooddc.gov.uk. You will be provided with the necessary information on how to pay for this service.</p>	
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Where a fee has been submitted for advice without all other necessary information and the additional information is not received within 4 weeks of the original submission, the fee will be returned, less 5% or £5 administration cost, whichever is the greater.

Role	Charge – per hour
Business Manager	£137
Senior Planner / Planning Technical Support Manager/Ecologist	£95
Tree/Landscape Officer	£87
Conservation/Planning Officer	£81
Infrastructure & Section 106 Officer	£78
Trainee Planning Officer	£68
Support Officer	£45

Additional service	Fee (inclusive of VAT)	Description
Confirmation that Permitted Development rights have not been removed	Householder development £45 incl. VAT	Not all properties benefit from permitted development (PD) rights. PD rights may have been removed by condition either in the original permission or any subsequent permissions or due to a property being in a designated area for example covered by an Article 4 Direction. The planning history and constraints/designations of the site will be checked, and a response provided within 10 working days.
Confirmation that a planning Enforcement Notice has been complied with (including Listed Building, Breach of Condition etc.)	£131	Enforcement Notices are issued with requirements that must be undertaken as well as timescales for compliance. Should confirmation be required that these requirements have been met, a history check and/or site visit will be undertaken. A response will be provided within 10 working days
Storage of Advertisements removed from Land following failure to comply with the Advertisement Regulations	£21	This fee is chargeable for any advertisement that is removed from Land by the Council and stored overnight. This charge is the fee payable per advertisement per night. Further information is provided within the Council's adopted <u>Planning Enforcement Plan</u> .

Invalid Planning Application Charge

Applicants and Agents are encouraged to read the Validation guidance document which we have published on the Council's website <https://www.newark-sherwooddc.gov.uk/validationchecklists/> prior to submitting planning applications, as minor changes can happen between major revisions of the guidance. In order to reduce the costs associated with administering planning applications we encourage quality submissions. The service has implemented a charge to recover the costs of handling invalid planning applications, due to a high number of invalid applications being handled by the authority which are returned to customers. Following the first validation check, should an applicant or agent withdraw or fail to provide missing information within the relevant timescales as set out in the invalid letter, the service will mark the application as closed and return any fees, less the cost shown below (process cost-recovery):

- 10% of the fee, subject to a minimum of **£210** for Major Developments*
- 10% of the fee, subject to a minimum of **£52** for Minor Developments*
- 10% of the fee, subject to a minimum of **£26** for Other Developments (includes Householders and those applications which do not fall within the major, minor or other categories)*

*Applications submitted as a variation of condition will be subject to 10% of the fee

The major, minor and other categories of developments are those as set out within the Government's classification of development types (<https://www.gov.uk/government/publications/district-planning-matters-return-ps1-and-ps2>). What constitutes a major development is set out within the Town and Country Planning (Development Management Procedure) (England) Order 2015. - Search (bing.com).

Fees for monitoring of planning obligations

We carefully monitor all Legal Agreements in a transparent manner to ensure that contributions are spent on their intended purpose and that the associated development contributes to the sustainability of the area.

Where schemes have been closely monitored the community contributions expected from the development have been secured. Additionally, the transaction stages become easier when confirmation has been sought that compliance has been made with the obligations.

The fees for monitoring of planning obligations are:

Obligations	Criteria	Fee (inclusive of VAT)
Financial Obligations		£390 per obligation
Physical Obligation		£575 per obligation
Biodiversity Net Gain	>10 ha	£3420
	more than 5 and up to 10ha	£3325
	more than 1 and up to 5ha	£3040
	<1ha	£2945

Legal Agreements / S106 Planning Obligations	Fee (inclusive of VAT)
Request for confirmation of compliance with a legal agreement associated with a planning permission in relation to the sale of a property.	£80
Request for confirmation of compliance with a legal agreement associated with a planning permission in relation to the sale of a property where conformation requires background request.	£80 + £80 per hour for every additional hour spent on the research.
Request for confirmation of compliance with a legal agreement associated with a planning permission through submission of details to demonstrate compliance where this is not specified in the legal agreement.	£105
Request for confirmation of compliance with S106 Agreements through submission of details to comply or for subsequent requests to confirm requirements have been met.	£150

Biodiversity Net Gain

Where development requires biodiversity net gain to be provided, the Council is able to provide advice to developers as part of pre-application engagement. Additionally, landowners looking to advance their land for off-site biodiversity units may wish to seek advice from the Council. The following charges will apply to such requests.

Services Provided		Fee (inclusive of VAT)
Sites greater than 20 ha	This would cover a site visit, review of any available information (i.e., baseline habitats and condition assessments, proposed draft BNG strategy) up to three 1-hour meetings with the Biodiversity and Ecology Lead Officer. Complex schemes requiring a greater amount of Lead Officer input to be agreed on a bespoke basis by the Business Manager (Planning Development)	Fixed charge of £2,000
Sites more than 10 and up to 20 ha	This would cover a site visit, review of BNG documentation (e.g., baseline habitats and condition assessments, proposed draft BNG strategy, draft Habitat Management and Monitoring Plan, draft Biodiversity Gain Plan) up to three 1-hour meetings with the Biodiversity and Ecology Lead Officer. Complex schemes requiring a greater amount of Lead Officer input to be agreed on a bespoke basis by the Business Manager (Planning Development)	Fixed charge of £1,700
Sites more than 5 and up to 10 ha	This would cover a site visit, review of BNG documentation (e.g., baseline habitats and condition assessments, proposed draft BNG strategy, draft Habitat Management and Monitoring Plan, draft Biodiversity Gain Plan) up to three 1-hour meetings with the Biodiversity and Ecology Lead Officer. Complex schemes requiring a greater amount of Lead Officer input to be agreed on a bespoke basis by the Business Manager (Planning Development).	Fixed charge of £1,250
Sites <5 ha	This would cover a site visit, review of BNG documentation (e.g., baseline habitats and condition assessments, proposed draft BNG strategy, draft Habitat Management and Monitoring Plan, draft Biodiversity Gain Plan) up to two 1-hour meetings with the Biodiversity and Ecology Lead Officer.	Fixed charge of £1,150
HABITAT BANKS. (Providers of off-site biodiversity units) This would cover a site visit, review of any available information (i.e., baseline habitats and condition assessments, proposed	>20 ha	£2,000
	more than 10 and up to 20 ha	£1,700
	more than 5 and up to 10 ha	£1,450

<p>habitats, outline management proposals) up to three 1-hour meetings with the Biodiversity and Ecology Lead Officer.</p> <p>*Complex schemes requiring a greater amount of Lead Officer input to be agreed on a bespoke basis by the Business Manager (Planning Development):</p>	<p><5ha</p>	<p>£1,150</p>
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Community Infrastructure Levy (CIL)

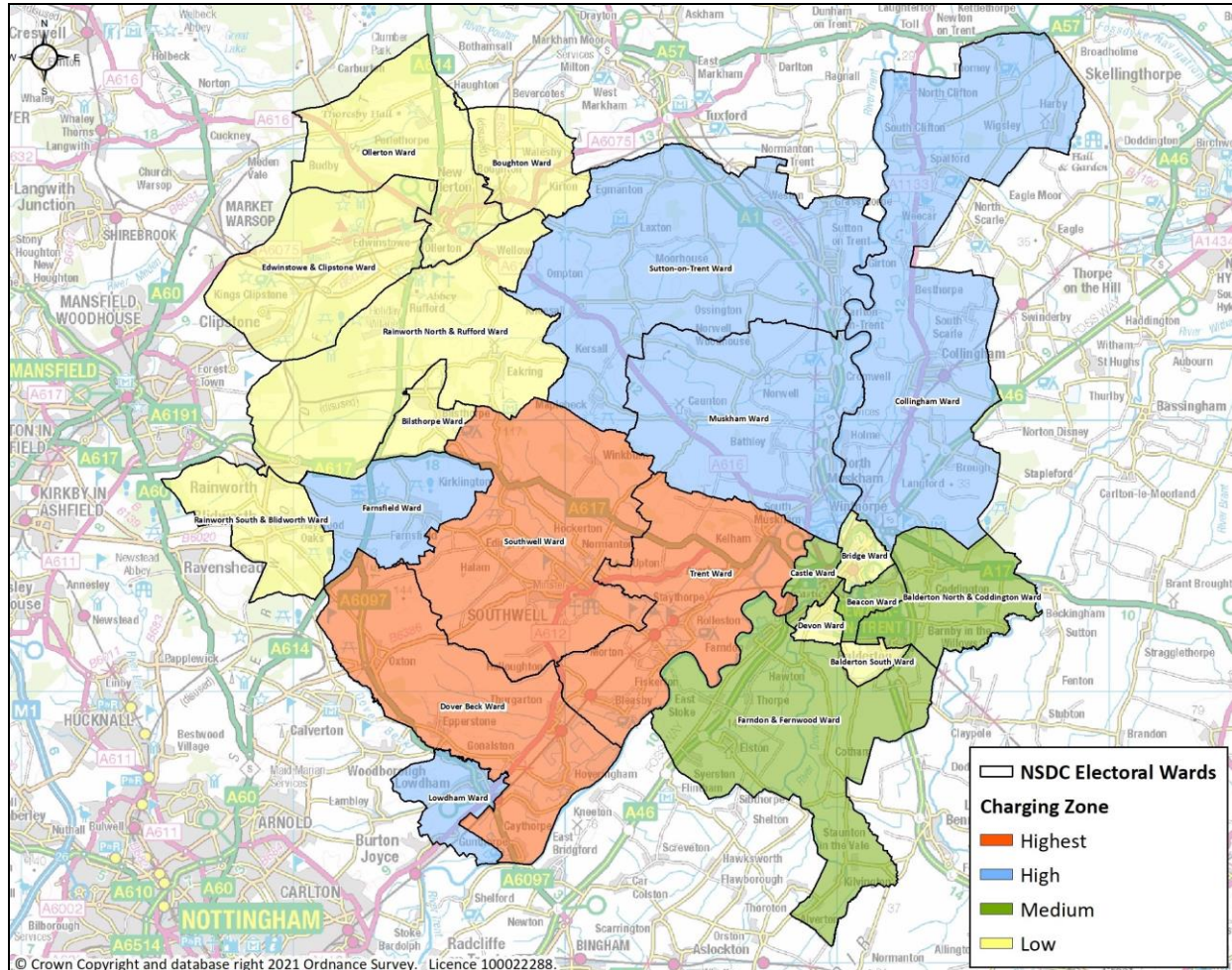
Development which creates new floorspace may be liable to pay CIL. This relates to full and reserved matters planning applications and Certificates of Lawfulness. This also includes development permitted by way of general consent (development which does not require submission of a planning application).

CIL is charged in pounds per square metre on net additional increase in internal floor space for qualifying development, in accordance with the provisions of the CIL Regulations 2010 (as amended).

It is the responsibility of the applicant to ensure that they comply with the CIL Regulations, including understanding how the CIL Regulations apply to a specific development proposal and submitting all relevant information. Further information, including our CIL Charging Schedule can be found on our website at <https://www.newark-sherwooddc.gov.uk/cil/>

Development Type	Cost per Square Metre
Commercial	
Non- residential uses (except retail)	£0
Retail (A1-A5)	£100
Residential	
Apartments (All Zones)	£0
Housing Low Zone 1	£0
Housing Medium Zone 2	£45
Housing High Zone 3	£70
Housing Very High Zone 4	£100

Community Infrastructure Levy Zones –Residential



Policy Documents

Electronic pdf based documents can normally be obtained free from our [website](#).

Document name	Fee (inclusive of VAT)
Amended Core Strategy (Adopted March 2019)	£15
Allocations & Development Management DPD	£15
Policies Map (also known as the Proposals Map)	£22
Supplementary Planning Documents and Statement of Community Involvement	No charge

Part C – Land Charges

Types of searches

Form LLC1

Form LLC1 consists of a search of the local land charges register and reveals if there are any outstanding charges such as financial ones where money is owed to the council when work has been carried out on the property or land. It will also tell you if, for example, the property is a listed building, in a conservation or smoke control zone, conditional planning applications as well as if any trees on the property are protected by tree preservation orders.

We joined the digital Local Land Charges service managed by HM Land Registry (HMLR) and that service now provides LLC1 search responses. Access is through your portal account, Business Gateway or on [GOV.UK](https://www.gov.uk).

Form CON29 and CON29O

Form Con29 is a questionnaire and contains a series of standard questions covering information from various council departments. It contains Part 1 standard questions, known as Con29(R) revealing any road proposals or schemes, compulsory purchase orders, enforcement actions, building regulations or planning applications and formal/informal notices.

Con29O contains a series of further, optional questions and may be submitted as stand alone or with Con29. As with CON29, the questions cover various information from various council departments, including for example Houses in Multiple Occupation, Noise Abatement and Hazardous Substance Consents.

Most searches consist of both LLC1 and Con29, often referred to as a full search.

Type of Search Relevant Act or Order	Type of Search Relevant Act or Order	2024/25 Charge (includes VAT)
Form Con 29R Residential Searches (includes Highways and ROW)	Local Land Charges Act 1975	£127
Form Con 29R Commercial Searches (includes Highways and ROW)	Local Land Charges Act 1975	£164
Form CON29O cost for each question (Enquiries Q4 to Q21). There is no charge for answering Q21 as we simply advise of the organisation/s you should contact for further details.	Local Land Charges Act 1975	£15
Form CON29O Enquiry 22 Common Lands & Village Greens Q22 (Q22.1 to Q22.3) - includes NSDC fee plus NCC recharge	Local Land Charges Act 1975	£60
Additional Services		
Solicitor's individual questions	Local Land Charges Act 1975	£26.50
Additional Parcels - Con 29 (additional cost to Con29 Commercial and Residential Search)	Local Land Charges Act 1975	£14
Registration of a charge in Part 11 of the register [Light Obstruction Notice]	Rights of Light Act 1959	£100
Charge for withdrawn Con29 search (residential or commercial) - applicable when answering requests have been dispatched to external answering organisations excluding Q22 (Q22.1 to Q22.3).		£80
Charge for withdrawn Con29 search (residential or commercial) - applicable when answering requests have been dispatched to external answering organisations including Q22 (Q22.1 to Q22.3)		£140

Charge for withdrawn request for Q22 (Q22.1 to Q22.3)) if not issued to external answering organisations		£8
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Con29 Individual Requests	Residential 2024/25 Charge (includes VAT)	Commercial 2024/25 Charge (includes VAT)
1.1 a-i	£21	£35
1.1 j-l	£14.50	£23
1.2	£10	£10
3.1	£3.50	£3.50
3.3	£4.50	£6.50
3.7	£4.50	£6.50
3.8	£3.50	£3.50
3.9	£3.50	£3.50
3.10	£13	£13
3.11	£3.50	£3.50
3.12	£6.50	£9.50
3.13	£4.50	£6.50
3.14	£4.50	£6.50
3.15	£7.50	£9.00

Notes:

1. The service is unable to provide a refund if a request for Q22 (Q22.1 to Q22.3)) only has been issued to external answering organisations to complete.
2. Copy of documents - please refer to 'Part E - Departmental Service Charges' of our 'Fees and Charges Document: Planning Development, Planning Policy, Land Charges and Street Naming and Numbering'.
3. Should the search extent area exceed 2 square km, additional charges may be incurred. The service will inform customers at the time of receipt and no further works will be undertaken until confirmation of additional charge agreed.
4. Additional charges may be incurred for every group of parcels of land (e.g.: additional costs from external answering organisations)
5. Expedited search service - Service no longer provided as external answering organisations are unable to provide turnaround times for such requests.

Part D – Street Naming and Numbering Charges

The following fee schedule is relevant to developers, and people requesting the following, to cover amendments to approve street naming schemes and the notification of changes for:

- Amendments to any approved naming schemes that must be altered due to the developer making amendments. The charge is issued to developers and is applied for alterations received after the approved scheme has been issued.
- House owners that wish to name, or alter the name, of their house; and
- Renaming and/or renumbering of an existing street

Service	2024/25 Charge
Adding or amending a name or re-numbering an existing individual property, including notification	£34.50
Amendment to approved/existing naming and numbering scheme due to change in plot numbers, or plot positions, including notification	£102 admin fee plus £35 per plot* requiring renumbering/naming
Amendment to approved naming and numbering scheme due to change in approved street name (after consultation), including notification	£102 admin fee plus £35 per property for up to 10 properties £17 for every additional property thereafter
Rename or numbering of street including notification	£102 admin fee plus £35 per property for up to 10 properties affected by change £17 for every additional property thereafter affected by change
Resubmission of renaming or numbering of street including notification following objection	No charge
Providing written confirmation of a single postal address	£28.50

Terms and Conditions:

1. All requests must be completed on the appropriate form which is available on our website or from Customer Services.
2. All fees must be paid prior to our notification and/or written confirmation being issued.
3. Should the requestor only wish to be issued with new street names and numbers, this service is provided free of charge.
4. Postal codes remain the responsibility of Royal Mail.
5. Newark and Sherwood District Council can only issue street naming and numbering schemes contained within the district boundary.
6. All street naming and numbering schemes will be issued in accordance with Newark and Sherwood District Council's '[Street Naming and Numbering Guidance and Policy](#)'.
7. Any queries or complaints should be directed through the corporate [customer feedback procedure](#).

* Includes naming of a building and all affected properties (e.g., block of flats).

Part E - Departmental Service Charges

The charges listed below are based on cost recovery only. Therefore, if a matter subsequently transpires to be particularly complex and time consuming, the Council reserves the right to request additional payment based on an hourly charge as set out on page 16. The charge will be dependent on the qualification of the officer undertaking the task. We recommend, where possible, that we provide these documents electronically rather than hard copy. Electronic copies will be available free of charge via our website.

Copying charges	
All costs are without VAT - The sum payable will therefore be subject to the addition of VAT)	
Service	Fee
Copy of a Planning Decision notice 2003 onwards	£11
Copy of a Planning Decision notice prior to 2003	£26
Copies of TPOs, Enforcement Notices and Legal Agreements	£11
Copies of any other documents	
Black and white copy (A4)	£0.15 - With a minimum charge of £5.00
Black and white copy (A3)	£0.25 - With a minimum charge of £5.00
Black and white copy (A2)	£1.10 - With a minimum charge of £5.00
Black and white copy (A1)	£2.25 - With a minimum charge of £5.00
Black and white copy (A0)	£4.25 - With a minimum charge of £5.00
Colour copying (A4)	£0.25 - With a minimum charge of £5.00
Colour copying (A3)	£0.50 -- With a minimum charge of £5.00
Colour copying (A2 and larger)	We do not have the facilities to provide colour copies at A2 or larger.

We aim to provide a response within 10 working days unless a large number of documents are requested or require extracting. In these cases, where the information is likely to take over one hour to provide, the Council will only provide the information by post. The information will be sent within 20 working days of a request. Post and packaging will be charged at cost. The requestor will be informed of a charge before an officer undertakes any of the above and payment must be received before the information can be provided to them.

We will also work with you to look at other ways of providing the information so that the request falls below the appropriate limit (and can therefore be provided free of charge) and where possible, in the case of publications, many are published on our website for you to download or available in a format to email. This approach means that we can be transparent and as consistent as possible in the way we handle requests for information and subsequent copying and how and when we charge.

This document has aimed to provide clear and transparent cost for undertaking certain aspects of work that are received by the Planning Development and Planning Policy teams most frequently. However, there will be instances where requests are made for work on an ad-hoc basis or, for example, pre-application advice is needed on a bespoke basis. In such instances, the following fee structure will be used. If more than one officer is required to respond to the enquiry, the time for each officer will need to be paid.

If you would like any further information, please contact us:

- **Email:** planning@newark-sherwooddc.gov.uk
- **Telephone:** 01636 650000
- **Website:** <https://www.newark-sherwooddc.gov.uk/contactus/>