

GUIDANCE NOTES AND SCALE OF FEES FOR SUBMITTING A PLANNING APPLICATIONS

From 6th April 2008

Important Notes

This guidance relates only to the submission of a planning application. In many cases an application will also be required for Building Regulation Approval. If you have any doubts as to whether building regulation approval is required, please contact the Building Control Section on 01642 526022.

As they are both governed by different regulations your application for planning permission will be dealt with entirely separately from any application for building regulation approval. It is possible that planning permission could be refused and building regulation approval given for a specific proposal (and vice versa). It is up to you to ensure that you have all the necessary consent before starting work.

Granting planning permission does not give you the right to enter land or carry out work on land not in your ownership. Planning permission is only the approval of your proposal by the Council as Local Planning Authority. You will still need to obtain the landowners permission where necessary. ***THIS IS YOUR RESPONSIBILITY***

Advice as to whether planning permission is required for your proposal is available from Planning Services (please see contact details).

Please Note:

Once an application has been registered fees are not refundable, irrespective of the eventual decision of the Council, and the Planning fee is in addition to the charges made in respect of the Building Regulations.

No Planning fee is payable when making application for Listed Building Consent, Conservation Area Consent or for Consent to Fell, Top or Lop a Tree subject to a Tree Preservation Order.

What you need to do next

Read through the scale of fees, decide which is the correct fee for your type of application and then check whether you are eligible for a concessionary fee or exemption. It is important that you take care when doing this because we will not determine your application until sufficient fee has been received. In the case of overpayment, we will refund the difference and if under paid we will inform you what additional sum is required. Please note where fees are charged on an "area unit" basis, any remaining area should be considered as a whole unit, i.e. areas rounded up to whole units for fee calculation purposes. In addition, floor space is measured to include the width of external walls.

APPLICATION FORMS

Please ensure you complete the correct form for the type of application you wish to apply for otherwise your application will be invalid. It is important that 4 sets of the form and plans are submitted and the declaration and certificates are signed and dated.

You can submit a planning application yourself or you could employ an agent to submit the application on your behalf. If you do employ an agent then all correspondence relating to the application will be sent to them.

The following is a list of different application forms and should you require any assistance with which type of form you require then please contact this office and we will be pleased to help.

- Planning Permission
- Planning Permission and Advert Consent
- Outline With All Reserved Matter
- Outline With Some Reserved Matters
- Planning Permission
- Reserved Matter by Condition
- Reserved Matters – Outline
- Variation or Removal of Condition
- Householder
- Listed Building Consent
- Advert Consent
- Certificate of Lawful Use – Existing or Breach of Condition
- Certificate of Lawful Use – Proposed
- Conservation Area Consent for Demolition in a Conservation Area
- Prior Notification by Telecommunications System Operators
- Prior Notification of Agricultural Development - Demolition
- Prior Notification of Agricultural Development - Proposed Building
- Prior Notification of Agricultural Development - Proposed Road
- Prior Notification Excavation or Waste Mineral
- Prior Notification Agricultural Fish Rank (Cage)
- Work Subject to a Tree Preservation Order and/or Work to Trees in a Conservation Area
- Hedgerow Removal Notice

OTHER INFORMATION

Certificates

If you are the sole owner of the land relating to the application Certificate A should be completed. If you are not the sole owner of the development and it will encroach in any way on the neighbouring property (i.e. overhanging guttering) then you should complete Certificate B. You should also inform each owner using "Notice under Article 6". Agricultural Holdings Certificates should also be completed.

PLANNING APPLICATION DRAWINGS

Location Plan

The location plan should be at a scale of **1:1250** or **1:2500**. The plan should include at least two roads where practicable, showing buildings and indicate the direction north. The application site must be outlined in **red** and any other land that you own must be outlined in **blue**. Extracts from Ordnance Survey plans for the area can be purchased from Planning Services.

Site Plan

The site plan should be at a scale of **1:500** or **1:200** showing the proposals in relating to the site boundaries and other buildings within the site. This drawing should show the positions of all buildings and highways on land adjoining the application site. The position of the trees within the site should also be shown. Where it is proposed to alter the existing ground level this should be clearly shown.

Floor Plan

Where appropriate, plans of the existing and proposed layout of the building should be provided at a scale of **1:50** or **1:100** showing the proposals in detail.

Elevations

These should show all sides of the building and indicate as fully as possible the proposed building materials and should be provided at a scale of **1:50** or **1:100**. Where a proposed elevation adjoins another property in a semi-detached or terraced situation then an adequate part of the building should be shown on the elevation drawing.

PLEASE NOTE: WHERE APPLICABLE, IF ANY OF THE ABOVE REQUIREMENTS ARE OMITTED FROM YOUR APPLICATION IT WILL BE TREATED AS INVALID THIS INCLUDES ANY FEES REQUIRED ALSO.

Fees

Scale of fees in respect of applications made or deemed to be made on or after 6th April 2008

OPERATIONS	
Category of Development	Fee Payable
1. The erection of dwelling houses (other than development in category 6)	<p>(a) Where the application is for outline planning permission and –</p> <p>(i) <i>the site area does not exceed 2.5 hectares, £335 for each 0.1 hectare of the site area;</i></p> <p>(ii) <i>the site area exceeds 2.5 hectares, £8,285; and an additional £100 for each 0.1 hectare in excess of 2.5 hectares, subject to a maximum in total of £125,000;</i></p> <p>(b) <i>in other cases-</i></p> <p>(i) <i>where the number of dwelling houses to created by the development is 50 or fewer, £335 for each dwelling house;</i></p> <p>(ii) <i>(ii) where the number of dwelling houses to be created by the development exceeds 50, £16,565; and an additional £100 for each dwelling house in excess of 50 dwelling houses, subject to a maximum in total of £250,000.</i></p>
2. The erection of buildings (other than buildings in categories 1,3,4,5 or 7)	<p>(a) Where the application is for outline planning permission and -</p> <p>(i) the site area does not exceed 2.5 hectares, £335 for each 0.1 hectare of the site area;</p> <p>(ii) the site area exceeds 2.5 hectares £8,285; and an additional £100 for each 0.1 hectare in excess of 2.5 hectares subject to a maximum in total of £125,000;</p> <p>(b) in other cases</p> <p>(i) where no floor space is to be created by the development,£170;</p> <p>(ii) where the area of gross floor space to be created by the development does not exceed 40 square metres, £170;</p> <p>(iii) where the area of the gross floor space to be created by the development exceeds 40 square metres, but does not exceed 75 square metres, £335;</p> <p>(iv) where the area of the gross floor space to be created by the</p>

	<p>development exceeds 75 square metres, but does not exceed 3750 square metres, £335 for each 75 square metres of that area;</p> <p>(v) where the area of the gross floor space to be created by the development exceeds 3750 square metres, £16,565; and an additional £100 for each 75 square metres in excess of 3750 square metres, subject to a maximum in total of £250.00</p>
<p>3. The erection, on land used for the purposes of agricultural, of buildings to be used for agricultural purposes (other than buildings in category 4)</p>	<p>(a) Where the application is for outline planning permission and –</p> <p>(i) the site area does not exceed 2.5 hectares, £335 for each 0.1 hectares of the site area;</p> <p>(ii) the site area exceeds 2.5 hectares, £8,285; and an additional £100 for each additional 0.1 hectares in excess of 2.5 hectares, subject to a maximum in total of £125,000;</p> <p>(b) in other cases</p> <p>(i) where the area of gross floor space to be created by the development does not exceed 465 square metres, £70;</p> <p>(ii) where the area of gross floor space to be created by the development exceeds 465 square metres but does not exceed 540 square metres, 335;</p> <p>(iii) where the area of the gross floor space to be created by the development exceeds 540 square metres but does not exceed 4215 square metres, £335 for the first 540 square metres, and an additional £335 for each 75 square metres in excess of 540 square metres; and</p> <p>(iv) where the area of gross floor space to be created by the development exceeds 4215 square metres, £16,565; and an additional £100 for each 75 square metres in excess of 4215 square metres, subject to a maximum in total of £250.000</p>
<p>4. The erection of glasshouses on land used for the purpose of agriculture</p>	<p>(a) where the area of the gross floor space to be created by the development does not exceed 465 square metres, £70;</p> <p>(b) where the area of gross floor space to be created by the development exceeds 465 square metres, £1870</p>
<p>5. The erection, alteration or replacement of plant or machinery</p>	<p>(a) where the site are dos not exceed 5 hectares, £335 for each 0.1 hectares of the site area;</p> <p>(b) where the site area exceeds 5 hectares, £16,565; and an additional £100 for each 0.1 hectares in excess of 5 hectares, subject</p>

	to a maximum in total of £250,000
6. The enlargement, improvement or other alteration of existing dwelling houses	(a) where the application relates to one dwelling house, £150; (b) where the application relates to 2 or more dwelling houses, £295
7(a). The carrying out of operations (including the erection of a building) within the cartilage of an existing dwelling house, for purposes ancillary to the enjoyment of the dwelling houses as such, or the erection or construction of gates, fences, walls or any other means of enclosure along a boundary of the cartilage of an existing dwelling house	£150
7(b). 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	£170
8. The carrying out of any operations connected with exploratory drilling for oil or natural gas	(a) where the site area does not exceed 7.5 hectares, £335 for each 0.1 hectares of the site area; (b) where the site area exceeds 7.5 hectares, £25,000, and an additional £100 for each 0.1 hectare in excess of 7.5 hectares, subject to a maximum in total of £250,000
9. The carrying out of any operations not coming within any of the above categories.	(a) In the case of operations for the winning and working of minerals – (i) where the site area does not exceed 15 hectares, £170 for each 0.1 hectares of the site area; (ii) where the site area exceeds 15 hectares, £25,315; and an additional £100 for each 0.1 hectares in excess of 15 hectares, subject to a maximum in total of £65,000 (b) in any other case, £170 for each 0.1 hectares of the site area, subject to a maximum of £250,000
USES OF LAND	
10. The change of use of a building to use as one or more separate dwelling houses.	(a) where the change of use is from a previous use as a single dwelling house to use as two or more single dwelling houses– (i) where the change of use is to use as 50 or fewer dwelling houses, £335 for each additional dwelling houses; (ii) where the change of use is to use as more than 50 dwelling houses £16,565, and an additional £100 for each dwelling house in excess of 50 dwelling houses, subject to a maximum in total of £250,000; (b) in all other cases (i) where the change of use is to use as 50 or fewer dwelling houses, £335 for each dwelling house; (ii) where the change of use is to use as more than 50 dwelling houses £16,565, and an additional £100 for each dwelling house in excess of 50 dwelling

	houses, subject to a maximum in total of £250,000
11(a) The use of land for the disposal of refuse or waste materials or for the deposit of material remaining after minerals have been extracted from land;	(a) where the site area does not exceed 15 hectares, £170 for each 0.1 hectares of the site area
11(b) the use of land for the storage of minerals in the open	(b) where the site area does not exceed 15 hectares, £25,315; and an additional £100 for each 0.1 hectares in excess of 15 hectares, subject to a maximum total of £65,000
12. The making of a material change in the use of a building or land (other than a material change of use in category 10,11(a) or 11(b)	£335
ADVERTISEMENTS	
13. Advertisements displayed externally on business premises, the forecourt of business premises or other land within the curtilage of business premises, wholly with reference to al or any of the following matters;- (a) the nature of the business or other activity carried out on the premises (b) the goods sold or the service provided on the premises; or (c) the name and qualifications of the person carrying on such business or activity or supplying such goods or services.	£95
14. 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.	£95
15. All other advertisements	£335
OTHER TYPES OF APPLICATIONS	
16. Section 73 –1990 Act Applications to develop land without compliance with conditions previously attached	£170
17. Section 73A – 1990 Act Applications for development carried out before the date of application- (i) Development carried out without planning permission (ii) To continue a planning permission granted for limited period (i.e. extension of temporary permission) (iii) Without complying with some conditions subject to which planning permission was granted	Same fee as for a planning application to carry out that development £170 £170
18. Lawful Development Certificates (i) Application under Section 191(1)(a) and/or (b) for an existing use of buildings or other land or operations (ii) Applications under Section 191(1)(c) relating to failure to comply with a condition or limitation of a planning permission (iii) Applications under Section 192(1)(a)	Same fee as for an equivalent planning application £170 Half the fee for an equivalent planning application.

and/or (b) for a proposed use of buildings or other land or any operations proposed to be carried out, on, over or under land	
19. Hazardous Substance Consent. Applications (exemption 30, below only applies) Planning (Hazardous Substances) Act 1990	
(i) (a) If Section 13 (i) of the above Act applies (new consent without previous conditions)	£200
(b) If Section 13(i) does not apply and the quantity specified in the application as the maximum quantity proposed to be present exceeds twice the controlled quantity.	£400
(c) in all other cases	£250
(ii) Continuation of consent under Section 17(i)	£200
20. Prior determinations under General Development Order	
(i) Agricultural or forestry development under Part 6 or Part 7 of schedule 2 of Order	£70
(ii) Telecommunications development under Part 24 of Schedule 2 of Order	£335
(iii) Demolition of dwellings and buildings adjoining dwellings under Part 31 of Schedule 2 of Order	£70
CONCESSIONARY FEES AND EXEMPTIONS	
21. Works to improve the disabled persons access to a public building, or to improve his/her access, safety health or comfort at his/her dwellinghouse	No Fee
22. Applications by parish/town councils	Half the normal fee
23. Applications required because of the removal of "Permitted Development Rights" or "Use Class Rights" by a conditions or by an Article 4 Direction	No Fee
24. Playing fields (for sports clubs etc.,)	£335 flat rate fee
25. Revised or new application by the same applicant for development (or advertisement) of the same character or description within 12 months of refusal, or of the making of the earlier application if withdrawn, or within 12 months of expiry of statutory 8 week period where the applicant has appealed to the Secretary of State on the grounds of non-determination	No Fee
26. Raised or new application buy the same applicant for development of the same character or description within 12 months of receiving permission	No Fee
27. Duplicate applications made by the same applicant	Normal fee for both applications
28. Alternative applications for one site	Highest of the fees applicable for each alternative and sum equal to help the rest
29. Development crossing planning authority boundaries, requiring several applications	Only one fee, paid to the authority having the larger site but calculated for the whole scheme and subject to a special ceiling
30. Reserved matters where applicants earlier reserved matter applications have incurred total fees equalling that for a full application for entire	£335

scheme	
<p>Where a request is made to a local Planning Authority for written confirmation of compliance with a condition or conditions attached to a grant of planning permission, a fee shall be paid to the local planning authority as follows-</p> <ul style="list-style-type: none"> (a) where the request relates to a permission for development which falls within category 6 or 7 (a) of Part 2 to Schedule 1 (i.e. householder applications) (b) where the request relates to a permission for development which falls within any other category of that Schedule 	<p>£25 each request</p> <p>£85 each request</p>
<p>Any fee paid under this regulation shall be refunded if the local Planning Authority fails to give written confirmation requested within a period of twelve weeks from the date on which the Authority received the request</p>	

How to submit your application

This information relates to householder applications for extensions to dwelling. Further information as to the requirements for commercial, outline and reserved matters, listed building and advertisement planning applications should be sought from Planning Services (please see contact details)

- Complete 3 application forms
- Submit 3 copies of location plans, these must be accurate and at a scale of 1:1250 and Ordnance Survey based. The plan should include at least two roads where practicable, show surrounding boundaries and indicate the direction north. The application site should be clearly edged in red and any other land adjacent owned by the applicant should be outlined in blue.
- 3 copies of block plans of the site to a scale of 1:100 or 1:200 showing the site boundaries, type and height of the boundary treatment, position of any building or structure on the other side of the boundaries.
- 3 copies of existing and proposed floor plans at a scale of 1:50 or 1:100
- 3 copies of existing and proposed elevations at a scale of 1:50 or 1:100
- 3 copies of existing and proposed site sections and finished floor and site levels at a scale of 1:50 or 1:100
- 3 copies of the roof plans at a scale of 1:50 or 1:100
- Completed Certificate of Ownership (A,B,C or D) as required by Article 7 of the Town and Country (General Permitted Development Procedure) Order 1995
- Agricultural Holdings Certificate which should be completed whether or not the site includes an Agricultural Holding.
- Where Certificate of Ownership B, C or D have been completed then the Notice as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1005 must be given.
- Design and Access Statement is required if the application site is within a Conservation Area, National Park or a Site of Special Scientific Interest.
- The appropriate fee, unless the application is exempt

All plans and forms must be completed in metric measurement, use of imperial measurement is no longer acceptable.

It is perfectly valid for the Council to publish information on the internet. Planning applications and associated documents are regarded as forming part of the Statutory Register and the Council has a duty to make this information available. Steps are however taken, as much as possible, to remove personal information before it is published on the Council's website however should any personal information be displayed that you are not happy with than please contact us and we will remove it immediately.

When your application is complete please return to

Contact Details

***Stockton on Tees Borough Council
Development and Neighbour Services
Head of Planning Services
Gloucester House
72 Church Road
Stockton on Tees
TS18 1TW***

Telephone 01642 526022

Web link www.developmentcontrol.stockton.gov.uk/publicaccess/

Email address development.cotrol@stockton.gov.uk .