

**OPERATIONS**

<p>1.The erection of dwellinghouses (other than development in category 6)</p>	<p>(1)Where the application is for <u>outline</u> planning permission and            (a)the site area does not exceed 2.5 hectares, <b>£462</b> for each 0.1 hectare of the site area;            (b)the site area exceeds 2.5 hectares, <b>£11,432</b> and an additional <b>£138</b> for each 0.1 hectare in excess of 2.5 hectares, subject to a maximum in total of <b>£150,000</b>;</p> <p>(1A)Where the application is for permission in principle, <b>£402</b> for each 0.1 hectare of the site area</p> <p>(2)in <u>other cases</u>            (a)where the number of dwellinghouses to be created by the development is 50 or fewer, <b>£462</b> for each dwellinghouse;            (b)where the number of dwellinghouses to be created by the development exceeds 50, <b>£22,859</b>; and an additional <b>£138</b> for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of <b>£300,000</b>.</p>
<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 <u>outline</u> planning permission and            (a)the site area does not exceed 2.5 hectares, <b>£462</b> for each 0.1 hectare of the site area;            (b)the site area exceeds 2.5 hectares, <b>£11,432</b>; and an additional <b>£138</b> for each 0.1 hectare in excess of 2.5 hectares, subject to a maximum in total of <b>£150,000</b>;</p> <p>(1A) Where the application is for permission in principle, <b>£402</b> for each 0.1 hectare of the site area</p> <p>(2)in <u>other cases</u>            (a)where no floor space is to be created by the development, <b>£234</b>;            (b)where the area of the gross floor space to be created by the development does not exceed 40 square metres, <b>£234</b>;            (c)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, <b>£462</b>;            (d)where the area of the gross floor space to be created by the development exceeds 75 square metres, but does not exceed 3750 square metres, <b>£462</b> for each 75 square metres of that area;            (e)where the area of the gross floor space to be created by the development exceeds 3750 square metres, <b>£22,859</b>; and an additional <b>£138</b> for each 75 square metres in excess of 3750 square metres, subject to a maximum in total of <b>£300,000</b></p>
<p>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)</p>	<p>(1)where the application is for <u>outline</u> planning permission and            (a)the site area does not exceed 2.5 hectares, <b>£462</b> for each 0.1 hectare of the site area;            (b)the site area exceeds 2.5 hectares, <b>£11,432</b>; and an additional <b>£138</b> for each additional 0.1 hectare in excess of 2.5 hectares, subject to a maximum in total of <b>£150,000</b>;</p> <p>(2)in <u>other cases</u>            (a)where the area of gross floor space to be created by the development does not exceed 465 square metres, <b>£96</b>;</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, <b>£462</b>;</p> <p>(c)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, <b>£462</b> for the first 540 square metres, and an additional <b>£462</b> for each 75 square metres in excess of 540 square metres; and</p> <p>(d)where the area of gross floor space to be created by the development exceeds 4215 square metres, <b>£22,859</b>; and an additional <b>£138</b> for each 75 square metres in excess of 4215 square metres, subject to a maximum in total of <b>£300,000</b></p> <p>1A) Where the application is for permission in principle, <b>£402</b> for each 0.1 hectare of the site area</p>
4.The erection of glasshouses on land used for the purposes of agriculture	<p>(1)where the area of gross floor space to be created by the development does not exceed 465 square metres, <b>£96</b>;</p> <p>(2)where the area of gross floor space to be created by the development exceeds 465 square metres, <b>£2,580</b></p>
5.The erection, alteration or replacement of plant or machinery	<p>(1)where the site area does not exceed 5 hectares, <b>£462</b> for each 0.1 hectare of the site area;</p> <p>(2)where the site area exceeds 5 hectares, <b>£22,859</b>; and an additional <b>£138</b> for each 0.1 hectares in excess of 5 hectares, subject to a maximum in total of <b>£300,000</b></p>
6.The enlargement, improvement or other alteration of existing dwellinghouses	<p>(1)where the application relates to one dwellinghouse, <b>£206</b>;</p> <p>(2)where the application relates to two or more dwellinghouses, <b>£407</b></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	<b>£206</b>
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	<b>£234</b>
9.The carrying out of any operations connected with exploratory drilling for oil or natural gas	<p>(1)where the site area does not exceed 7.5 hectares, <b>£508</b> for each 0.1 hectare of the site area;</p> <p>(2)where the site area exceeds 7.5 hectares, <b>£38,070</b>; and an additional <b>£151</b> for each 0.1 hectare in excess of 7.5 hectares, subject to a maximum in total of <b>£300,000</b></p>
9A.The carrying out of any operations (other than operations coming within category 9) for the winning & working of oil or natural gas	<p>Where the site area –</p> <p>(a)does not exceed 15 hectares, <b>£257</b> for each 0.1 hectare of the site area;</p> <p>(b)exceeds 15 hectares, <b>£38,520</b>; and an additional <b>£151</b> for each 0.1 hectare in excess of 15 hectares, subject to a maximum in total of <b>£78,000</b></p>
10.The carrying out of any operations not coming within any of the above categories	<p>(1)In the case of operations for the winning and working of minerals</p> <p>(a)where the site area does not exceed 15 hectares, <b>£234</b> for each 0.1 hectare of the site area;</p> <p>(b)where the site area exceeds 15 hectares, <b>£34,934</b>; and an additional <b>£138</b> for each 0.1 hectare in excess of 15 hectares, subject to a maximum in total of <b>£78,000</b>;</p> <p>(2)in any other case, <b>£234</b> for each 0.1 hectare of the site area, subject to a maximum in total of <b>£2,028</b></p>

## USES OF LAND

11.The change of use of a building to use as one or more separate dwellinghouses	<p>(1)where the change of use is from a previous use as a single dwellinghouse to use as two or more single dwellinghouses</p> <p>(a)where the change of use is to use as 50 or fewer dwellinghouses, <b>£462</b> for each additional dwellinghouse;</p>
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	(b)where the change of use is to use as more than 50 dwellinghouses, <b>£22,859</b> ; and an additional <b>£138</b> for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total <b>£300,000</b> ; (2)in all other cases (a)where the change of use is to use as more than 50 or fewer dwellinghouses , <b>£462</b> for each dwellinghouse; (b)where the change of use is to use as more than 50 dwellinghouses, <b>£122,859</b> ; and an additional <b>£138</b> for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of <b>£300,000</b>
12.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	(1)where the site area does not exceed 15 hectares, <b>£234</b> for each 0.1 hectare of the site area; (2)where the site area exceeds 15 hectares, <b>£34,934</b> ; and an additional <b>£138</b> for each 0.1 hectare in excess of 15 hectares, subject to a maximum in total of <b>£78,000</b>
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))	<b>£462</b>

### ADVERTISEMENTS

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 (a)the nature of the business or other activity carried on at the premises; (b)the goods sold or the services 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	<b>£132</b>
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	<b>£132</b>
3.All other advertisements	<b>£462</b>

### OTHER TYPES OF APPLICATIONS

1. Variation or removal of a condition on a planning permission or renewal of temporary permission	<b>£234</b>
2. Written confirmation of compliance, consent, agreement, approval or discharge of a condition or conditions attached to a planning permission	(a)existing dwellinghouses/residential curtilages, <b>£34</b> (b)all other cases, <b>£116</b> for each request
3. Non-material changes to a planning permission	(a)householder applications, <b>£34</b> (b)all other applications, <b>£234</b>

### PRIOR NOTIFICATIONS

A fee for a prior approval application is payable in relation to certain types of development authorised by the Town & Country Planning (General Permitted Development) Order 2015 (Schedule 2). The amounts are payable every time an application for prior approval is made.

1.For a material change of use under any Part of Schedule 2 (Except for an application under Part 4 temporary buildings and uses)	<b>£96</b>
2. For a material change of use <b>&amp; associated building operations</b> under Part 3	<b>£206</b>
3. For applications under part 4 (temporary building and uses), 6 (agricultural and forestry),7 ( non-domestic extensions, alterations etc), 11(heritage and demolitions) or 14 ( renewable energy)	<b>£96</b>
4.For an application under Part16 (communications)	<b>£462</b>

## APPLICATION FOR A CERTIFICATE OF LAWFUL USE OR DEVELOPMENT

1. Where the use or development has already been carried out.	The sum payable as would be required in respect of a planning application to begin the use or carry out the development
2. Where it affects any failure to comply with a condition.	<b>£234</b>
3. Where it relates to a proposed use or development.	Half the sum payable for the normal planning application fee.
4. Use as one or more separate dwellinghouses	The sum payable as for the erection of dwellinghouses

### NOTES FOR GUIDANCE

This information should be read as advice only and the precise means of assessing the appropriate fee is that contained in the Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012.

If, after you have read the below guidance notes, you still require further assistance in determining the correct fee for your application, please contact the Council's Technical Support Unit by telephoning 01903 737711 or e-mailing [planning@arun.gov.uk](mailto:planning@arun.gov.uk).

#### General

1. Most planning and other related applications require payment of a fee which is set nationally by Government legislation.
2. Payment can be made by cheque made payable to Arun District Council and sent with the application. Credit or debit card payments can be made over the telephone or in person at the Council's planning reception in the Arun Civic Centre during normal office hours but you must quote a planning application reference number or the planning portal reference number so that payment can be matched to the application . **Cash payments cannot be accepted.**
3. If payment is made separately to the application, please ensure you send an accompanying letter detailing the application reference number (if known) the planning portal reference number or the application site address.
4. VAT is not applicable to any planning and other related application fees.
5. The fee must accompany the application when the application is lodged and the statutory period, within which, a decision is required to be made, begins with the receipt of a valid application with the correct fee.
6. The Government Fee Regulations preclude the Council from refunding the fee once an application has been validated. However, the Council will refund the fee where an application is invalid or is awaiting validation providing the application is withdrawn in writing or by e-mail by the applicant/agent beforehand.

#### Definitions

1. **Site Area**  
This should be taken as the land to which the application relates, shown edged red on the location plan accompanying the application. The site area as outlined in red on the location plan must include the application site, access from the public highway and all land necessary to carry out the development (i.e. Visibility splays, landscaping, car parking and open spaces around buildings).
2. **Floorspace**  
Wherever this applies it should be taken as the gross amount including all storeys to be created by the development using external measurements. Any buildings or parts thereof that are proposed to be removed cannot be deducted as part of this calculation.
3. **Or part thereof**  
Where the floorspace or site area of the proposal is not an exact multiple of the unit of measurement provided by the fees scale, the amount remaining is taken to be a whole unit for fee purposes. Thus in order to ascertain an exact measurement you should round up not down.

#### 4. **Dwellinghouse**

For fee purposes, a dwellinghouse is defined as a building or part of a building which is used as a single private dwellinghouse and for no other purpose. This includes flats and maisonettes.

#### **Calculation of Fees**

1. Where an application involves the erection of residential and non-residential floor space the fee payable will be the sum of the fees of the two or more constituent parts.
2. Where the application fee could be calculated from one or more categories (excluding erection of dwellings) the fee payable will be the highest figure produced when each relevant category is calculated separately.
3. When calculating the fee based on floor space created, it is the gross floor space and not internal floorspace which should be calculated.

## Concessions

1. The Government Fee Regulations only allow a limited number of concessions and the Council is unable to negotiate a reduction of the fee with any applicant or commercial, non-commercial, charitable, sports, social or other non-profit making organisation.
2. Applications made by Parish Councils or their agents for their own proposals attract half the normal application fee payable.
3. A developer may put forward alternative proposals for the same site and should seek further advice with regard to the correct fee payable.

## Exemptions

No fees are payable for:

1. Applications required because of a Regulation 7 direction (Advertisement), providing the application is made solely because of the existence of the Regulation 7 direction and not because it would normally require planning permission which would attract a fee.
2. Applications for an extension or alteration to a dwelling house or in the curtilage of a dwelling house where such works are solely to improve the access, safety, health or comfort of a resident or proposed resident to whom Section 29 of the National Assistance Act 1948 applies (a disabled resident), or a child who is disabled for the purposes of Part III of the Children Act 1989. A letter confirming that this person is registered or entitled to be registered under either of the above Acts should be obtained from West Sussex County Council – Social Services Department or confirmation of the Disabled Registration Number and should accompany the application at the time it is submitted. Otherwise a fee is required; however, the Council will refund the fee should this confirmatory letter be received after the application has been validated. Letters confirming benefit payments are not acceptable for this purpose.
3. Applications that relate solely to work to provide a means of access for disabled people to a building to which the public are admitted.
4. i) One revised application for planning permission or one revised application for permission in principle for development of the same character or description relating to the same site or part thereof, by the same applicant, within 12 months of:
  - a) the date of grant of permission of an earlier application;
  - b) the date of refusal of an earlier application (including dismissal at appeal);
  - c) the date of submission of an earlier application which was withdrawn before a decision note was issued or;
  - d) the expiration of the prescribed period for determining an earlier application where an appeal has been submitted to the Secretary of State against the failure of the Local Planning Authority to determine that application.
- ii) One revised application, for approval of one or more reserved matters relating to the same site or part thereof and to no other land, by the same applicant, for approval of the same reserved matters of the same outline planning permission, within 12 months of:
  - a) the date of approval of an earlier application;
  - b) the date of refusal of an earlier application (including dismissal at appeal);
  - c) the date of submission of an earlier application which was withdrawn before a decision note was issued or;
  - d) the expiration of the prescribed period for determining an earlier application where an appeal has been submitted to the Secretary of State against the failure of the Local Planning Authority to determine that application

iii) A revised application for display of an advertisement relating to the same site and description, by the same applicant within 12 months of:

- a) the date of refusal of an earlier application;
- b) the date of submission of an earlier application which was withdrawn before a notice of decision was issued.

Provided that;

- The correct fee was paid in respect of the earlier application;
- If the earlier application was in full then the revised application is also in full and likewise for outline;
- The revised application includes no additional land (other than may be necessary to provide alternative means of access).

**Other applications not attracting a fee:**

- Listed Building Consent
- Planning applications for demolition of unlisted buildings in conservation areas where the application relates solely to development which is relevant demolition (within the meaning of section 196D of the Town & Country Planning Act 1990)
- Applications to lop, top or fell trees sited in a Conservation Area or subject to a Tree Preservation Order.
- Hedgerow Removal Notice under the Environmental Act 1995 and Hedgerow regulations 1997.

**Area Measurements**

0.1 Hectare = 1,000 sq metres  
1 Hectare = 10,000 sq metres

**Conversion Table**

Hectares to Acres = x 2.471 (i.e. 0.1 of a hectare = 0.2471 acres or 1000m<sup>2</sup>)  
Square metres to square feet = x 10.76 (i.e. 40m<sup>2</sup> = 430.4ft<sup>2</sup>)