



# **Planning – Administration fees**

**With effect from 1<sup>st</sup> April 2025**

In addition to statutory Planning Fees and those set out within our Pre-application Advice Protocol, there are some additional discretionary administration fees for the service.

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# Guidance

## **1.0 Handling of invalid applications**

The Local Planning Authority (LPA) deal with a very high number of invalid applications. There is published guidance on the information required to be submitted with applications available on our [website](#), there is also a wealth of information available through the [Planning Practice Guidance](#) and the [Planning Portal](#).

Dealing with such a high percentage of invalid applications uses a significant amount of time and resources. This affects the timescales for processing applications, results in delays for the customer and puts pressure on existing staff.

Administration charges have been introduced for the process of dealing with invalid applications and this aims at improving the quality of applications submitted to us and significantly increasing the number of applications valid at first submission. This enables the planning support team to focus resources on the processing of applications rather than managing invalid applications.

As part of the Council's Budget setting process, and the review of fees and charges, the Council introduced a new range of administration charges for Development Management, in order to improve the quality of submissions and reduce the burden on our Technical Support Functions in repeated handling of invalid planning applications. The administration charges were agreed by full council, and applied from 1<sup>st</sup> April 2024 (subject to yearly review)

### **What are the charges?**

The charges are as follows;

<b>Application Type</b>	<b>Charge</b>	<b>VAT</b>
Major Development	£105	Standard Rate
Non-Major Development	£52	Standard Rate

### **When will these charges apply?**

The administration charges can be applied for the following reasons:

1. If a satisfactory response to an invalid letter is not received within the 14-day notification period (this date will be stated on the invalid letter), or within an agreed extended period;
2. If an invalid application is withdrawn by the applicant/agent, or returned by the authority after notification that it is invalid (this charge will be deducted from any refund)

### **How to avoid submitting an invalid application**

Guidance in relation to information requirements is available on our [website](#), there is also a wealth of information available through the [Planning Practice Guidance](#) and the [Planning Portal](#).

Our Technical Support Officers are available to offer general advice in relation to information requirements (Contact 01775 764725). If more detailed advice is required, then, we ask that you use

our pre-application advice service to establish the complete range of documentation required.

### **Common validation problems**

To assist you in ensuring your application is valid, the most common validation problems that we come across are listed below:

**Description of development** – we often find that parts of the proposed development have not been included in your description. Please check carefully to ensure your description is not materially different from the proposal on the submitted plans.

**Site Location Plan** – All applications require a site location plan to identify the site, and it's important that this meets the required standard. [Planning Portal: Maps, plans and planning applications](#)

**Outstanding fees** – By using the Planning Portal to submit an application, your application fee will be calculated and payment made on submission. For other submission types, we cannot validate your application without payment. You can find the latest fee guidance, and the application fee calculator on the [Planning Portal](#), or our Technical Support Team will be happy to assist if you require clarification.

**Plans** – Any other plans, drawings and information necessary to describe the development which is the subject of the application. Plans such as elevations, floor plans and roof plans, need to be to a recognised scale, ideally in a PDF format, or other format that can be scaled electronically. For further guidance on required drawings please see our guidance [Validation Guidance \(southholland.gov.uk\)](#).

**Missing reports/documents:** please check the guidance referenced above in relation to supporting documents. Common missing documents include, Design and Access Statement, Heritage Impact Assessment and Flood Risk Assessments.

**Incorrect certificate:** please read the [guidance](#) available in relation to completing the correct Certificates and the requirements for serving notice on owners and agricultural tenants.

## **2.0 Administration Charges – Paper submissions and cheque payments**

### **Paper Submissions**

Nationally, most submissions are now made via the [Planning Portal](#); a comprehensive service providing a paperless and agile service to applicants and Local Authorities for the processing of planning applications.

A small number of our service users continue to submit applications in paper format to the authority, and whilst this of course, is accepted, there is an administrative handling fee on such submissions. The processing of an application submitted in paper form increases the burden on the service in terms of handling, scanning and subsequent disposal; the cost of this, shall be offset by being passed onto the service user as an administration charge.

### **Exemptions**

Applications where a fee does not apply – i.e. Listed Building Consent, Applications for works to Trees

### **Cheque Payments**

Applications that are accompanied by a cheque payment are also subject to a handling charge. The council encourages service users to make payment by electronic means, and provides a wide range of options for doing so – see our [Supplementary Guidance - Planning Fees \(southholland.gov.uk\)](https://www.southholland.gov.uk/supplementary-guidance-planning-fees). Where payment by cheque is made, the administration charge will apply.

### **What does it cost?**

Application Type	Charge	VAT
Administration fee	£26	<ul style="list-style-type: none"><li>0% (where relates to Planning Application)</li><li>Standard Rate – 20% - for any other service</li></ul>

### **3.0 Printing costs**

Plans and documents associated with applications are available online via the Planning Register. Where paper copies are required for consultation purposes the following charges will apply;

Printing charges for copies of plans and documents for consultation purposes	Cost (inc vat)
A0 size (841mm x 1189mm)	£4.97
A1 size (841mm x 594mm)	£2.54
A2 size (420mm x 594mm)	£1.22
A3 size (297mm x 420mm) Black & White	£0.33
A3 size (297mm x 420mm) Colour	£0.77
A4 size (297mm x 210mm) Black & White	£0.11
A4 size (297mm x 210mm) Colour	£0.22

Charges will not be applied where the cost of printing does not exceed £5.00.

If an invoice is required for the services above, an additional charge of £6.25 will apply.

### **4.0 Site History Searches**

Whilst a large volume of Planning applications are available to view online using the Planning Register, and you can access records dating back to 1977 via the HMLR Local Land Charge Service:- [Search for local land charges on land and property - GOV.UK \(www.gov.uk\)](https://www.gov.uk/search-for-local-land-charges-on-land-and-property), we do continue to offer a service for 'Site History Searches'.

A Site History Search will provide a list of all planning records associated with a site dating back to 1948, along with a copy of the associated decision notices.

### **What does it cost?**

Service	Charge (Inc. VAT)
Site History Search	£36.75

