

## ADMINISTRATION FEES FOR DEALING WITH INVALID PLANNING APPLICATIONS

### BACKGROUND

The Planning team deal with a high number of invalid applications, approximately 45% of all applications submitted. Guidance on information required to be submitted with applications is available on our [website](#) together with support available on the Planning Portal [website](#) and [GOV.UK](#).

The Planning Portal have recently added a video to support applicants through the online submission process [Planning Portal - How to make an online planning application? \(youtube.com\)](#).

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

Administration charges are being introduced for the process of dealing with invalid applications returned to the applicant and this is aimed at improving the quality of applications submitted to us and significantly increasing the number of applications valid at first submission. This will enable the planning team to focus resources on the processing of applications rather than managing invalid applications, improving the overall customer experience for our clients.

## CHARGES FOR INVALID PLANNING APPLICATIONS

At Executive Committee on 20 March 2024 new administration charges were agreed for the handling of invalid planning applications returned to the applicant.

These are reviewed annually and charges for **26/27** are outlined below:

- Applications for major development - £205
- Applications for non-major development - £105
- Applications for householder and all other development - £55

The administration charges will be applied for the following reasons:

1. An application is made invalid and a satisfactory response to an invalid letter is not received within a 28-day period.
2. An invalid application is withdrawn after notification that it is invalid.

The charge will be deducted from any refund.

## COMMON VALIDATION PROBLEMS

### The validation process:

When an application is submitted to us, our Technical Officers check whether all the information we need to assess an application has been provided. If it has, the application will be validated, if not, the application will be invalid and we will contact the applicant, or their agent, with details of what is required, giving 28 days in which to supply the information needed. We will not be able to consider proposals until we have all the information needed.

If a satisfactory response to the invalid letter has not been received within the 28-day period, applications will be returned to the applicant. The invalid fee will be deducted from any refund. The charge will also apply to withdraw the invalid application.

To assist with ensuring applications are valid first time, and to avoid delays associated with an invalid application, we have listed below the most common reasons why an application may be invalid. Please see our [validation checklists](#) for full details of what is required for different application types.

**Description of development:** we often find that parts of the proposed development have not been included in the description. Please check carefully and ensure that your description matches the proposal on the submitted plans.

The description of development needs to be clear, accurate and precise and should identify the key parts of the proposal that require planning permission, but not include irrelevant details or set out a justification for the proposal.

The following description contains too much and irrelevant details:

*"We want to build an extension to our kitchen"*

This should be changed to:

*"Single storey extension to rear"*

If you wish to explain or justify the proposal in more detail this should be set out in a separate supporting letter or Planning Statement.

**Ownership certificate:** the applicant must complete a certificate as part of the application form that provides details about the ownership of the application site. We frequently find that the ownership certificate is missing or the wrong one has been signed. Often confirmation of notice served on any other owners has been omitted also.

Guidance on ownership certificate requirements can be found [here](#).

**Drawings not drawn to a recognised scale:** all drawings must be to a scale recognised in our local list of validation requirements.

**Drawings not labelled clearly, correctly or at all:** all drawings should be clearly titled and numbered, for example 'Existing First Floor Plan'.

**Fees:** To determine the correct fee payable, the Planning Portal has an online [fee calculator](#). Payments can be made online, please visit the 'self-service' section of our website and the 'Pay for It' area, [Self service - Tewkesbury Borough Council](#). Planning application is one of the options, it asks for the planning application reference number, if you have not been allocated one yet or do not know it, please add the address where the proposed works are to be carried out.

**Location plan:** a site location plan needs to be submitted for every new planning application. The plan needs to be based on an up-to-date ordnance survey map (not title or registry plans due to copyright) and:

- Be at the correct scale (typically 1:1250 or 1:2500 or larger sites)
- Show the direction north
- Show the full address of the proposal
- Show at least two named roads (where possible), sufficient to locate the site
- Clearly outline in red the area relating to the proposal, this is the application site boundary, not just around a building and should include access to the public highway where relevant
- If you own any other land surrounding this, it should be outlined in blue

Please refer to our [guide](#) aimed at householder submissions which includes some examples of good and bad site location plans.

**Block plan:** or also known as a site plan is needed for all new planning applications and shows the site in more detail, including the neighbouring properties. We require a block plan showing the **existing** structures, boundary treatments, trees on the site and also a block plan showing the **proposed** development in relation to site boundaries and other buildings on the site. Frequently we find that only the proposed block plan is submitted. Please remember that the plan needs to be:

- At the correct scale (typically 1:200 or 1:500)
- Show the direction north
- Show any trees or hedges affected by the development
- Show any new boundary walls or fencing proposed as part of the development
- Clearly show the area relating to the proposal, outlining the area with a red line

Please refer to our [guide](#) aimed at householder submissions which includes some examples of good and bad block plans.

**Plan, elevation and/or section drawings which do not match each other:** for example, doors or windows are not shown on both plan and elevation drawings, or are shown in inconsistent locations.

**No design and access statement submitted:** a design and access statement is required for:

- Major applications
- Listed building consent applications
- Applications for development in a designated area consisting of
  - one or more dwellings, or
  - where the floor space created by the building or buildings is 100 square metres or more

Further guidance on what should be included within a design and access statement can be found [here](#).

**Heritage statement missing:** a heritage statement is required for when a proposal falls within a conservation area or affecting a listed building. Further details can be found on the Planning Portal [website](#).

**Listed Building Consent to change windows/doors:** often LBC applications to change windows/doors do not have any accompanying details submitted with them. The below list should help with preparing an application for this type of work:

- Application form (completed and signed on-line).
- Location Plan 1:1250 map with the house outlined in red (see above for additional requirements).
- Block Plan: 1:500 map with the house outlined in red (see above for additional requirements).
- Photo of elevations of the building with the windows to be replaced outlined or clearly indicated.
- Details (including cross section) of new windows.
- Heritage Statement: A short statement explaining that the building is listed and historic, why you want to replace the windows and why the proposal will not harm the significance of the listed building. You may wish to point out that the windows are modern and not of historic significance and that the replacement windows are a design enhancement.
- Details of the existing windows at a scale of 1:50 or 1:100. To assist there are examples of this development type online that you may find useful. Visit our application search facility at <http://publicaccess.tewkesbury.gov.uk/online-applications/> and enter reference number 22/00652/LBC, specifically look at the plan labelled as 'EXISTING SECOND FLOOR WINDOWS & FLOORPLANS' as a guide.