

## INFRASTRUCTURE, ENVIRONMENT & ECONOMY SERVICE

### Charges with effect from 1 April 2024

#### Planning application fees

The scale of fees for applications is set by the Scottish Government through The Town and Country Planning (Fees for Applications and Deemed Applications) (Scotland) Regulations 2022. Fees valid from Friday 1 April 2024. All planning and other applications that are validated from that date will incur these fees. A link to the new fee regulations can be found below:

The [Town and Country Planning \(Fees for Applications\) \(Scotland\) Regulations 2022](#) -

View the [fee scale](#) which provides additional information on the fees payable.

The fee for an application, unless otherwise noted, is not refundable once the planning application has been submitted.

If there is a requirement to advertise your application in the local newspaper, please note that you will have to pay an additional cost.

Service	Charge payable
Advert fee	£158
Planning applications accompanied by an EIA	£968

#### Pre-Application Advice, Non-Material Variations and Certificate of Compliance with Conditions

The council offers a pre-application advice service, which you can use to find out if the development you're considering is likely to obtain planning permission. To find out more go to our [Pre-Application Advice](#) webpage. The fees for this service, set out below, are set by Highland Council. Please note that this service is not for finding out whether planning permission is required for your development; if you need information on this please visit our [find out if you need planning permission](#) page. The Council also offers a [non-material variation](#), which enables small changes which are not material to be made to a planning permission which has already been granted.

Service	Charge payable
1. <a href="#">Development Enquiry</a>	£68 (inclusive of VAT)
2. <a href="#">Pre-application advice</a>	(Pre-application advice inclusive of VAT)
<a href="#">Local Small Scale</a>	35% of Planning Fee, capped at £1,750
<a href="#">Local Medium Scale</a>	35% of Planning Fee, capped at £2,500
<a href="#">Major Development Projects</a>	7.5% of planning application fee but a minimum of fee of £4,500 and maximum fee of £10,000
<a href="#">Wind Farm Design Workshop only</a>	7.5% of planning application fee but a minimum of fee of £4,500 and maximum fee of £10,000

<a href="#">Major Development Projects <b>plus</b> Wind Farm Design Workshop</a>	7.5% of planning application fee but a minimum of fee of £4,500 and maximum fee of £10,000 for Major Pre-application Plus 7.5% of planning application fee but a minimum of fee of £2,500 and maximum fee of £5,500
<a href="#">Pre-application advice on Listed Buildings</a>	No charge for changes to the interior of the building e.g., cornices, internal doors, where planning is not required.  35% of planning application fee of Householder Development for changes to the exterior of the building e.g., external doors, extensions, windows i.e., where planning permission is required.
<b>3. <a href="#">Non Material Variations</a></b>	
Householder	£56
All other Developments	£140
<b>4. <a href="#">Priority Satisfaction of Conditions Fee</a></b>	(Inclusive of VAT)
First Application	£10,000
Additional Applications	£5,000

A stand-alone tool is available from ePlanning.scot to assist you in estimating the cost of your planning application – [Fee calculator](#)

Details of the various methods of payment we accept can be found on our [Planning Payment Options](#) webpage.

Your fee can be reduced under the following circumstances:

- if the application is made by a community council, the fee will be reduced by 50%.
- no fee if the application is for works to improve access for a disabled person.
- no fee if the application is submitted within 12 months of the **date of refusal** for an application of the same description or character, if made by the same applicant; (only applies to one application following the original application); and
- no fee if the application is submitted within 12 months of the **date of submission** of an application of the same description or character, if made by the same applicant, which is withdrawn. (Only applies to one application following the original application)

## Section 50 Certificates

Service	Charge payable
Section 50 Certificates (Planning) (under the Licensing (Scotland) Act 2005	£71
Section 50 Certificates (Building Warrant) (under the Licensing (Scotland) Act 1982	£71

## Section 11

Service	Charge payable
Section 11 exemption requests under the Land Reform (Scotland) Act 2003	£189 plus re-cover the costs of any advertising involved.

### Building Standards fees

The current fees increased on 1 April 2024 and details of this change can be found in [The Building \(Miscellaneous Amendments\) \(Scotland\) Regulations 2017 \(external link\)](#) and the 3rd Edition, Version 1.5 of the [Procedural Handbook](#)

- [Building warrant fees](#)

A stand-alone tool is available from eBuildingStandards.scot to assist you in working out the estimated value of works of your building standards application – [Fee calculator \(external link\)](#)

Details of the various methods of payment we accept can be found on our [Planning Payment Options](#) webpage.

Service	Revised Charge
While the Building Warrant fees are set by Scottish Ministers, the fee payable as part of the Building Warrant submission is based on the estimated cost of operations. When checking the accuracy of estimated costs of operations, the Building Standard Surveyor refers to the Building Cost Information Surveys of Quarterly Review of Building Prices (BCIS guide published by the RICS). This provides the mean price in £/m <sup>2</sup> for works of different character.	Increase the cost per square metre indices over the range of building types as per BCIS guide to £2827/m <sup>2</sup>
Examination of Building Warrant case file whether the case is live or complete. Access to certain files may be restricted for security purposes depending on the building type. The area office will advise.	<b>No Charge</b> (A charge will be made for copies requested of decision notices, drawings and other file material, and for the cost of postage and packing.)
Retrieval Fee for providing certified copies of Building Warrant documentation e.g., copy of Building Warrant, copy of Acceptance of Completion Certificate and/or copies of approved BW drawings. As above, restrictions may apply for security purposes depending on the building type. The area office will advise.	£130 (For warrant and/or completion certificate if both requested at the same time) (Plus copying and postage costs if relevant)
For any building work carried out prior to June 2005; the following applies: -	

Letters of Comfort (where no Building Warrant was obtained)	£799 for works not exceeding £9.3k in value.
This proposal accords with statutory fee levels for Late Building Warrant applications and submissions for Completion Certificates where no BW was obtained.	Thereafter fee will be based on the national BW fee scale but with a 200% penalty added for Late BW applications. A 300% penalty will be applied for Completion Certificate Submissions where no BW was obtained.
Letters of Comfort (where Building Warrant has expired)	£470
Where work was carried out after June 2005 reference should be made to Late Applications for building warrant or completion certificates (if work is complete) under current legislation.	
Section 89 Certificates (under the Licensing (Scotland) Act 1982 - Raised Platforms	£232

<b>Corporate Address Gazetteer</b>	
<b>Addressing Services – Street and house names/numbers</b>	<b>Service Charge</b>
Naming of new street	£231
Register a new address. (No. of properties per application)	Sliding Scale
1	£118
2-5	£148
6-10	£178
11-25	£207
26-50	£296
51-100	£474
101-150	£889
151-200+	£1185
Change of House Name	£47
Change of Street Name	£231
Advert Fee (renaming)	Price on request**
Admin fee for re-numbering a new development which has already completed street naming and numbering (this is after the initial SNN has been confirmed)	£178

**\*\*Price of advert fee will vary depending on the number of streets and the size of advert required.**