

INFRASTRUCTURE & ENVIRONMENT SERVICE

OTHER SERVICES PROVIDED TO BUSINESSES AND PRIVATE INDIVIDUALS Charges from 1 April 2020

Service	Revised Charge
Development Enquiry Fees	£55 (including vat)
Pre-Application advice on Local Small Scale Development	See Schedule of Fees for Pre-Application Advice for Local Small Scale Developments below
Pre-Application advice on Local Medium Scale Development	See Schedule of Fees for Pre-Application Advice for Local Medium Scale Developments below
Pre-Application advice on Major Development Projects	5% of planning application fee but a minimum of fee of £3000 and maximum fee of £6250
Pre-application advice on Listed Buildings	Pre-application advice for changes to the interior of the building e.g. cornices, internal doors, where planning is not required – No Charge Pre-application advice for changes to the exterior of the building e.g. external doors, extensions, windows i.e. planning permission is required - 35% of Planning Application Fee of Householder Development
Request for Non-Material Variation of Previously Approved Scheme	£49 for Householder Permissions £121 for all other Permissions
Examination of planning application case file (whether case is live or determined)	No Charge (A charge will be made for copies requested of decision notices, drawings and other file material, and for the cost of postage and packing.)
Satisfaction of Conditions Fee	First Application: £5,500 plus vat @ 20% = £6,600 Additional Applications: £2,750 plus vat @ 20% = £3,300
Retrieval fee for providing certified copies of planning decision notice and/or drawings.	£104 (plus copying and postage costs if relevant)
Press Advertisements - Advertised under Schedule 3 of Development Management Regulations	£147
Neighbour Notification (Where there are no premises on neighbouring land)	£147
Site Owner Notification (Where owner(s) cannot be traced)	£147
Planning applications accompanied by an EIA	£807
Section 50 Certificates (under the Licensing (Scotland) Act 2005)	£52

Service	Revised Charge
<p>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.</p> <p>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 £/m² for works of different character.</p>	<p>Increase the cost per square metre indices over the range of building types as per BCIS guide to £2147/m²</p>
<p>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.</p>	<p>No Charge (A charge will be made for copies requested of decision notices, drawings and other file material, and for the cost of postage and packing.)</p>
<p>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.</p>	<p>£104 (for warrant and/or completion certificate if both requested at the same time) (plus copying and postage costs if relevant)</p>
<p>Letters of Comfort -</p> <p>For any building work carried out prior to June 2005; the following applies: -</p> <p>Letters of Comfort (where no Building Warrant was obtained)</p> <p>This proposal accords with statutory fee levels for Late Building Warrant applications and submissions for Completion Certificates where no BW was obtained.</p> <p>Letters of Comfort (where Building Warrant has expired)</p>	<p>£575 for works not exceeding £8.5k in value.</p> <p>Thereafter fee will be based on the national BW fee scale but with a 200% penalty added for Late BW applications and a 300% penalty for Completion Certificate Submissions where no BW was obtained.</p> <p>£337</p>
<p>Section 50 Certificates (under the Licensing (Scotland) Act 1982)</p>	<p>£52</p>
<p>Section 89 Certificates (under the Licensing (Scotland) Act 1982 - Raised Platforms)</p>	<p>£167</p>
<p>Section 11 exemption requests under the Land Reform (Scotland) Act 2003</p>	<p>£176 plus re-cover the costs of any advertising involved.</p>

Corporate Address Gazetteer	
Addressing Services – Street and house names/numbers	Service Charge
Naming of new street	£195
Register a new address (No. of properties per application)	Sliding Scale
1	£100
2-5	£125
6-10	£150
11-25	£175
26-50	£250
51-100	£400
101-150	£750
151-200+	£1000
Change of House Name	£40
Change of Street Name	£195
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)	£150

*****CAG Fees above applicable as of 8th January 2018 as agreed under Item 7 at The Highland Council's Environment, Development and Infrastructure Committee on Wednesday 8th November 2017.**

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

Service	Revised Charge
Microfilm/Microfiche extraction	£30 per hour or part thereof plus VAT @ 20%
General requests for retrieval of information *(see note 1 at end of chart)	Actual hourly rate of staff member up to a maximum of £19 per hour or part thereof plus VAT @ 20% (plus copy charges as above & postage charges at cost if relevant)
Provision of archaeological and listed buildings advice to statutory undertakers	£158 for the first hour and £104 per hour or part thereof for subsequent time involved plus VAT @ 20%
Extraction, compilation and provision of archaeological information to commercial companies.	£104 per hour or part thereof for time involved plus VAT @ 20%
Charge for site visit to advise re unauthorised work to a Listed Building which is the subject of conveyancing	£228 (plus VAT @ 20%)

*** Note 1 – Charges for environmental information under the EIRs:**

We do not charge for the time to determine whether we hold the information requested, nor for the time it takes to decide whether the information can be released. Charges are made for locating, retrieving and providing the information to you.

We will advise you of the charge and how it has been calculated. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you.

Planning Enforcement – High Hedge	
Proposal	Charge
High Hedge Notice – Pre-application	£97
High Hedge Notice – Application	£545

Schedule of Fees for Pre-Application Advice for Local Small Scale Developments	
Proposal	Charge
Houses, Flats and Self-Contained Dwellings 1-3 units	35% of Planning Application Fee , subject to a maximum of £1,400. NB. Any development proposal in between 4 to 49 units should use the Local Medium scale pre-app service and any development proposal in excess of 49 units, or where the site area exceeds 2ha., falls within the remit of the Major Development Pre-application Advice Service.
Erection of glasshouses on land used for the purpose of agriculture	35% of Planning Application Fee , subject to a maximum of £812.
Single Change of Use Proposals	35% of Planning Application Fee , subject to a maximum of £1,400. Applicable where a proposal entails a single change of use of land, a building or structure.
Mixed Change of Use Proposals	35% of Planning Application Fee , subject to a maximum of £1,400. Applicable where a proposal entails more than one change of use to land or a building or structure.
Agricultural or Forestry Development	35% of Prior Notification Application Fee for prior notifications 35% of Planning Application Fee , subject to a maximum of £1,400. Where there is no planning application fee, a 20% of prior notification fee will be levied.
Listed Buildings	Pre-application advice for changes to the interior of the building e.g. cornices, internal doors, where planning is not required – No Charge Pre-application advice for changes to the exterior of the building e.g. external doors, extensions, windows i.e. where planning permission is required - 35% of Planning Application Fee
Demolition in a Conservation Area	No Fee NB. Where planning permission is also required, a fee will be charged as per the relevant category.
Hazardous Substances Consent	No Fee NB. Where planning permission is also required, a fee will be charged as per the relevant category.
Works to Trees in a TPO/Conservation Area	No Fee
Advertisement Consent	No Fee NB. Where planning permission is also required, a fee will be charged as per the relevant category.
Miscellaneous Exemptions	No Fee will apply to the following: <ul style="list-style-type: none"> ▪ Works a alterations to improve access, safety, health or comfort for a disabled person at their home; ▪ Enquires by charities, Community Councils a constituted non-for-profit community groups a organisations; and ▪ Enquiries relating to properties where permitted development rights have been removed either by condition or an Article 4 Direction.

Schedule of Fees for Pre-Application Advice for Local Medium Scale Developments	
Proposal	Charge
Houses, Flats and Self-Contained Dwellings - 4 to 49 units	35% of Planning Application Fee , minimum £750 and maximum £2,000 NB. Any development proposal in excess of 49 units, or where the site area exceeds 2ha, falls within the remit of our Major Developments Pre-Application Advice Service.
Listed Buildings	Pre-application advice for changes to the interior of the building e.g. cornices, internal doors, where planning is not required – No Charge Pre-application advice for changes to the exterior of the building e.g. external doors, extensions, windows i.e. where planning permission is required - 35% of Planning Application Fee
Business & General Industry, Storage and Distribution	35% of Planning Application Fee , subject to a maximum of £2,000. NB. Any development proposal where the site areas is in excess of 2ha., or where the gross floor space of any building, structure or erection constructed as a result of such development is or exceeds 10,000 square metres, is classed as a major development and therefore falls within the remit of our separate Major Developments Pre-Application Advice Service.
Carry out any operations connected with the exploratory drilling for oil and natural gas	35% of Planning Application Fee , subject to a maximum of £43750.
Non-Domestic Renewable Proposals 0.1MW - 19.9MW	35% of Planning Application Fee , subject to a maximum of £2,000. N.B. Any development with a site area in excess of 2ha., or will generate more than 20MW of electricity, is classed as a major development and therefore falls within the remit of our Major Developments Pre-application Development Advice Service.
Minerals enquires	35% of Planning Application Fee , subject to a maximum of £2,000. NB. Any development proposal with a site area in excess of 2ha is classed as a major development and therefore falls within the remit of our Major Developments Pre-Application Advice Service.
Peat enquiries	35% of Planning Application Fee , subject to a maximum of £2,000. NB. Any development proposal with a site area in excess of 2ha. is classed as a major development and therefore falls within the remit of our separate Major Developments Pre-Application Advice Service.
Marine Fish Farm Development	35% of Planning Application Fee , subject to a maximum of £6,395. Surface equipment is less than 2 ha. NB. Any development proposal where the surface equipment is in excess of 2ha is classed as a major development and therefore falls within the remit of our separate Major Developments Pre-Application Advice Service.
Other Development	35% of Planning Application Fee , subject to a maximum of £2,000. NB. Any development proposal where the site areas is in excess of 2ha., or where the gross floor space of any building, structure or erection constructed as a result of such development is or exceeds 5,000 square metres, is classed as a major development and therefore falls within the remit of our separate Major Developments Pre-Application Advice Service.
Miscellaneous Exemptions	No Fee will apply to the following: <ul style="list-style-type: none"> ▪ Works a alterations to improve access, safety, health or comfort for a disabled person at their home; ▪ Enquires by charities, Community Councils a constituted non-for-profit community groups, organisations; and ▪ Enquiries relating to properties where permitted development rights have been removed either by condition or an Article 4 Direction.

APPENDIX 1 – MAJOR DEVELOPMENTS	
Description of Development	Threshold or criterion
1. Schedule of Development	All development
Development of a description mentioned in Schedule 1 to the Environmental Impact Assessment (Scotland) Regulations 1999(1) (other than exempt development within the meaning of those Regulations).	
2. Housing	(a) The development comprises 50 or more (b) The area of the site is or exceeds 2 hectares.
Construction of buildings, structures or erections dwellings; or for use as residential accommodation.	
3. Business & General Industry, Storage and Distribution	
(a) As an office; (b) for research and development of products or processes; (c) for any industrial process; or (d) for use for storage or as a distribution centre	(a) The gross floor space of the building, structure or other erection is or exceeds 10,000 square metres; or (b) The area of the site is or exceeds 2 hectares.
4. Electricity Generation	The capacity of the generating station is 20 megawatts or more
Construction of an electricity generating station	
5. Waste Management Facilities	The capacity of the facility is or exceeds 25,000 tonnes per annum. In relation to facilities for use for the purpose of sludge treatment, a capacity to treat more than 50 tonnes (wet weight) per day of residual sludge.
Construction of facilities for use for the purpose of waste management or disposal.	
6. Transport and Infrastructure Projects	The length of the road, railway, tramway, waterway, aqueduct or pipeline exceeds 8 kilometres.
Construction of new or replacement roads, railways, tramways, waterways, aqueducts or pipelines.	
7. Fish Farming	The surface area of water covered is or exceeds 2 hectares.
The placing or assembly of equipment for the purpose of fish farming within the meaning of section 26(6) of the Act.	
8. Minerals	The area of the site is or exceeds 2 hectares.
Extraction of minerals.	
9. Other Development	(a) The gross floor space of any building, structure or erection constructed as a result of such development is or exceeds 5,000 square metres; or (b) The area of the site is or exceeds 2 hectares.
Any development not falling wholly within any single class of development described in paragraphs 1 to 8 above.	