

## **Fees for Planning Applications**

Planning and Building (Jersey) Law, 2002

Applications for planning permission must be accompanied by the appropriate fee. This leaflet contains a schedule of fees that apply from 2<sup>nd</sup> May 2011.

Payment may be made by cheque payable by the Treasurer of the states or by credit card. A charge of 1% will be added to all credit card transactions to cover costs. There will be no charge for using debit cards. We are unable to accept American Express, Diners Club or JCB cards. Receipts will be issued for all payments including cheques.

Notes are provided on pages 3 and 4 of this form to help calculate the required fee. Failure to include the correct fee will mean that your application cannot be registered and will be returned.

<p><b>Category 1 – New residential units, extensions and associated miscellaneous work (including change of use of a building to form a residential unit)</b></p> <p>A. For a single dwelling or extension to a single dwelling, per square metre of floor area created</p> <p>B. For one or more dwellings that form part of a development, per square metre of floor area created</p> <p>C. Prefabricated portable dwelling unit (per unit)</p>	<p>£</p> <p>4.50</p> <p>7</p> <p>203</p>
<p><b>Category 2 – Material alterations to a residential unit</b></p> <p>A. Material alteration of a residential unit where the work is of a minor nature (per dwelling)</p> <p>B. Material alteration of a residential unit where the work is of a major nature (per dwelling)</p>	<p>102</p> <p>203</p>
<p><b>Category 3 – Other new buildings, extensions and changes of use</b></p> <p>A. Erection or extension of a glasshouse or polytunnel for agricultural purposes for every 500 sq.m of part thereof</p> <p>B. Erection or extension of any other building for agricultural purposes for every 500 sq.m or part thereof</p> <p>C. Erection or extension of a non-residential building or change of use of a building to a non-residential use (per sq.m)</p> <p>D. Change of use of land (or part) for any purpose other than those listed above</p> <p>E. Mineral extraction (per 1 acre, 2.25 verges or 0.4 hectare site area)</p> <p>F. Movable Structures (such as burger vans, ice cream kiosks and marquees)</p> <p>G. Miscellaneous development not otherwise specified. e.g. demolition, reservoirs, golf courses, outdoor recreational development, earthworks (per 1 acre, 2.25 verges or 0.4 hectare site area or part thereof)</p> <p>H. Material alteration of a building where the work is of a minor nature (per building)</p> <p>I. Material alteration of a building where the work is of a major nature (per building)</p>	<p>208</p> <p>313</p> <p>9.65</p> <p>314</p> <p>2,619</p> <p>208</p> <p>314</p> <p>104</p> <p>208</p>
<p><b>Category 4 – Miscellaneous works (not carried out as part of other work)</b></p> <p>A. Replacement windows (per application) (No charge if the windows are timber)</p> <p>B. Satellite dish</p> <p>C. Erection of sign or advertisement (per sign up to a maximum of £312)</p> <p>D. Flag pole, telephone box or other similar structure (each)</p> <p>E. Wall, fence or other similar structure (each)</p> <p>F. Swimming pool (not enclosed)</p> <p>G. Formation or alteration of a vehicular access</p> <p>H. Provision or material alteration of a tank for the storage of liquid or gaseous fuel</p> <p>I. Application to vary a permit (other than to extend the permit expiry date)</p> <p>J. An application for assessment of impact of a High Hedge in accordance with the High Hedges (Jersey) Law 2008</p>	<p>52</p> <p>52</p> <p>52</p> <p>52</p> <p>52</p> <p>208</p> <p>208</p> <p>52</p> <p>No fee</p> <p>461.20</p>
<p><b>Category 5 – Location Maps</b></p> <p>A. Site location map to a scale of 1:2500 (per copy)</p>	<p>2</p>

## Notes Referring to Specific Items included in the Fee Schedule

### Category 1

1. For the purposes of this schedule, a dwelling means a separate and self-contained set of premises that is to be developed for residential purposes and includes a house, a flat, a bedsit, self-contained accommodation forming part of a lodging house, self-catering holiday accommodation and staff accommodation. The fee will be charged on the total aggregate floor space of all proposed structures, including those which are a change of use.
2. A prefabricated portable dwelling unit is a single storey factory assembled unit intended for short-term residential use.

### Category 2

1. For the purposes of this schedule the following are regarded as extensions or new buildings: The conversion of an outbuilding, a loft or integral garage to ancillary accommodation, and the creation of a balcony, decking, hard surface, carport or pergola.
2. Applications which include more than one extension to a building will be calculated by aggregating the floor space of those extensions and applying the single relevant fee. However, where an application includes both new building work and a separate unrelated material alteration, a fee for each element is required.
3. For the purposes of this schedule, a material alteration to a building is a change or refurbishment which results in no additional floor space, but which nonetheless affects the building to an appreciable degree, e.g. a new chimney, a change in window layout or in roof/wall materials and other similar changes.
4. Material alterations of a minor nature are those which are estimated to cost less than £10,000. Those of a major nature are those which are estimated to cost more than £10,000.

### Category 3

1. For the avoidance of doubt, a moveable structure does not include portable buildings.
2. The fee for proposed mixed use buildings which include new dwellings shall be calculated by adding the dwelling component, calculated under Category 1, to the fee for the remainder of the floor area, calculated under Category 2 and/or Category 3.
3. Where it is proposed to change the use of land to construct additional development on that land, a fee is payable for both the change of use and the development.
4. Applications which include more than one extension to a building will be calculated by aggregating the floor space of those extensions and applying the single relevant fee. However, where an application includes both new building work and a separate unrelated material alteration, a fee for each element is required.
5. For the purposes of this schedule, a material alteration to a building is a change or refurbishment which results in no additional floor space, but which nonetheless affects the building to an appreciable degree, e.g. a new chimney, a change in window layout or in roof/wall materials and other similar changes.
6. Material alterations of a minor nature are those which are declared to cost less than £10,000 gross. Those of a major nature are those which are declared to cost more than £10,000.

## General Notes

- Floor area means the aggregate of the areas of all floors of the new building or extension, measured to the inside face of the external walls and includes internal walls and partitions.
- Applicants electing to apply for outline permission will be charged a planning fee. A planning fee will also be charged when permission is sought for approval of the subsequent details.
- Where an application is solely for the purpose of providing a means of access or other facilities for disabled persons, no fee is required.
- Applications which seek to revise a previously approved scheme will be charged at the full rate of the cost of the individual alteration, e.g. an increase in the height of the roof would be charged under category 2A or 2B, material alteration of a building. An increase in floor area will be charged at the relevant rate.
- A request for the Minister or Panel to reconsider a decision in respect of an application will not be charged a fee. However, the request may only be made once and must be made within 2 months of the decision. Further requests will not be entertained.
- Where an application is in respect of a development commenced prior to receipt of an application the fee payable will be twice the fee that would otherwise be payable.
- For the avoidance of doubt, applications which seek only to demolish a building(s) will be charged under category 3G. In cases where demolition forms part of a redevelopment, no separate charge is payable.
- Where it can be demonstrated that exceptional circumstances exist, the Minister reserves the right to waive all or part of any fee required.

## Checklist

In order to enable the Department to respond promptly to any application, it is vitally important that the applications received are both complete and correct in every detail. As such, when submitting your application we ask that you pay particular attention to ensure that you:

- Read all the relevant notes on the application form. This will help you to complete all the relevant sections of the application form correctly. The notes will also help to ensure that you are submitting the correct type of application, with the appropriate type and number of plans.
- Read the fee schedule carefully to find all the notes which are relevant to your application. There is also a section on the application form to complete which shows how you should calculate the fee.
- Enclose your cheque made payable to the Treasurer of the States, or credit card form coded: CCNPT.
- Sign and date all application forms, cheques and other documents.
- Retain your receipt.

Applications which are incorrect or incomplete will be returned in the post to the applicant or agent. This will inevitably cause delay and should be avoided wherever possible. If you need any help in submitting your planning application, please do not hesitate to contact the Department on 445508 or visit our website [www.gov.je.planning](http://www.gov.je.planning).