



Department for
Communities and
Local Government

Simon Gallagher
Director of Planning

Department for Communities and Local
Government

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London, SW1P 4DF

www.communities.gov.uk

Chief Executives of Local Planning
Authorities in England
[Via Email]

21 February 2017

Dear Chief Executive,

Planning application fees: the Government's offer

'*Fixing our broken housing market*' was published on 7 February 2017. It includes proposals for boosting local authority capacity and capability to deliver, improving the speed and quality with which planning cases are handled, while deterring unnecessary appeals.

As set out paragraph 2.13 of the White Paper, developers consistently tell us that the lack of capacity and capability in planning departments is restricting their ability to get on site and build. Alongside funding, local authorities also report difficulties in recruiting and retaining planners and others with specialist skills. There may also be wider capacity and skills issues for local authorities. To boost local authority capacity and capability to deliver, paragraph 2.15 explained that the Government will **increase nationally set planning fees**. Local authorities will be able to increase fees from 20% from July 2017 if they commit to invest the additional fee income in their planning department.

This letter invites you confirm your intention in relation to the fee increase. It is intended that the additional revenue should be retained by planning departments and that existing baseline and income assumptions will not be adjusted down as a result during this Parliament. This is an opportunity for all authorities to make improvements to their resourcing, leading to better services, improved performance, and greater capacity to deliver growth as set out in '*Fixing our broken housing market*'.

'*Fixing our broken housing market*' proposes a further increase of 20% for those authorities who are delivering the homes their communities need. This would also be on the understanding that the additional fee income generated will be invested exclusively in planning services. We will consult further on the detail of this proposal and the timing on it being brought forward.

For your authority to benefit from the higher planning application fees, we require your section 151 officers, under s230 of the Local Government Act 1972, to provide a commitment and submit information of the 2017/18 budget that demonstrates the additional fee income being spent on planning services. Annex A sets out details the information required.

Should your authority not wish to charge the increased fee, the existing fee structure will remain in place. Where authorities do accept, but do not comply with the assurances it has

provided, the Secretary of State will consider reducing the fee level for that authority back to the original fee level through a change in regulations.

Annex B includes a template for section 151 officers to sign and return. Replies should be sent to planningresources2@communities.gsi.gov.uk by Monday 13th March. It is important that a response is received from all local authorities; indicating whether or not the increased fee offer is to be accepted. You are also asked to confirm the correct legal name of your authority at Annex C, and return this with the template in Annex B. This will be used in the statutory instrument bringing forward the fee increase.

I would be grateful if you could forward a copy of this letter to s151 officers and the officer with lead responsibility for planning services within your authority.

Yours Sincerely,

A handwritten signature in black ink, appearing to read 'S. Gallagher', with a stylized flourish at the end.

Simon Gallagher

Annex A: Information section 151 officers should commit to providing

Alongside the condition to spend the additional income generated on planning, we are asking section 151 officers to provide DCLG with certain information to demonstrate that the additional funding is being spent on development management.

We therefore ask that authorities submit the following information, on the basis that your budget has been set, and on the assumption that regulations are in place by July 2017.

- Estimate of final income from planning application fees in 2016/17.
 - Estimate of final expenditure on planning/development management in 2016/17.
 - Estimated income from planning application fees in 2017/18.
 - Estimated additional income generated from higher fees.
 - Estimated expenditure on planning/development management in 2017/18.

The letter in Annex B includes a table in which to provide this information.

Annex B: Template letter for s151 officers to sign

Dear Simon Gallagher,

In reply to your letter of 21st February 2017 I am writing to certify that **[Insert name of authority]** has determined to:

Accept the proposed 20% increase in planning application fees.....

Reject the proposed 20% increase in planning application fees.....

If accepting:

I confirm that the amount raised through these higher fees will be spent entirely on planning functions.

I can also confirm that the full legal name for this authority to be used in regulations is

.....

Please also confirm this legal name in the table in Annex C, and return to planningresources2@communities.gsi.gov.uk with this letter.

I submit the following information, as requested.

| | 2016/17 | 2017/18 |
|---|---------|---------|
| Estimated expenditure on development management | | |
| Estimated income generated from planning application fees | | |
| Estimated additional income generated from higher planning fees | N/A | |

Yours sincerely

[S151 officer]

Annex C: Correct Legal Name of Authority

Please check the table below and confirm, in writing, the legal name for your authority. Please return this with the letter in Annex B to planningresources2@communities.gsi.gov.uk.

| Name | Official Name | Please confirm correct Legal Name of authority |
|-----------------------|---------------------------------------|--|
| Greater London | Greater London Authority | |
| City of London | City of London Corporation | |
| Worthing | Worthing Borough Council | |
| Mid Sussex | Mid Sussex District Council | |
| Horsham | Horsham District Council | |
| Crawley | Crawley Borough Council | |
| Chichester | Chichester District Council | |
| Arun | Arun District Council | |
| Adur | Adur District Council | |
| West Sussex | West Sussex County Council | |
| Wyre Forest | Wyre Forest District Council | |
| Wychavon | Wychavon District Council | |
| Worcester | Worcester City Council | |
| Redditch | Redditch Borough Council | |
| Malvern Hills | Malvern Hills District Council | |
| Bromsgrove | Bromsgrove District Council | |
| Worcestershire | Worcestershire County Council | |
| Warwick | Warwick District Council | |
| Stratford-on-Avon | Stratford-on-Avon District Council | |
| Rugby | Rugby Borough Council | |
| Nuneaton and Bedworth | Nuneaton and Bedworth Borough Council | |
| North Warwickshire | North Warwickshire Borough Council | |
| Warwickshire | Warwickshire County Council | |

| Name | Official Name | Please confirm correct Legal Name of authority |
|-------------------------|--|--|
| Tamworth | Tamworth Borough Council | |
| Staffordshire Moorlands | Staffordshire Moorlands District Council | |
| Stafford | Stafford Borough Council | |
| South Staffordshire | South Staffordshire Council | |
| Newcastle-under-Lyme | Newcastle-under-Lyme Borough Council | |
| Lichfield | Lichfield District Council | |
| East Staffordshire | East Staffordshire Borough Council | |
| Cannock Chase | Cannock Chase District Council | |
| Staffordshire | Staffordshire County Council | |
| Woking | Woking Borough Council | |
| Waverley | Waverley Borough Council | |
| Tandridge | Tandridge District Council | |
| Surrey Heath | Surrey Heath Borough Council | |
| Spelthorne | Spelthorne Borough Council | |
| Runnymede | Runnymede Borough Council | |
| Reigate and Banstead | Reigate and Banstead Borough Council | |
| Mole Valley | Mole Valley District Council | |
| Guildford | Guildford Borough Council | |
| Epsom and Ewell | Epsom and Ewell Borough Council | |
| Elmbridge | Elmbridge Borough Council | |
| Surrey | Surrey County Council | |
| West Somerset | West Somerset District Council | |
| Taunton Deane | Taunton Deane Borough Council | |
| South Somerset | South Somerset District Council | |
| Sedgemoor | Sedgemoor District Council | |
| Mendip | Mendip District Council | |
| Somerset | Somerset County Council | |
| Waveney | Waveney District Council | |

| Name | Official Name | Please confirm correct Legal Name of authority |
|---------------------|--------------------------------------|--|
| Suffolk Coastal | Suffolk Coastal District Council | |
| St Edmundsbury | St Edmundsbury Borough Council | |
| Mid Suffolk | Mid Suffolk District Council | |
| Ipswich | Ipswich Borough Council | |
| Forest Heath | Forest Heath District Council | |
| Babergh | Babergh District Council | |
| Suffolk | Suffolk County Council | |
| West Oxfordshire | West Oxfordshire District Council | |
| Vale of White Horse | Vale of White Horse District Council | |
| South Oxfordshire | South Oxfordshire District Council | |
| Oxford | Oxford City Council | |
| Cherwell | Cherwell District Council | |
| Oxfordshire | Oxfordshire County Council | |
| Selby | Selby District Council | |
| Scarborough | Scarborough Borough Council | |
| Ryedale | Ryedale District Council | |
| Richmondshire | Richmondshire District Council | |
| Harrogate | Harrogate Borough Council | |
| Hambleton | Hambleton District Council | |
| Craven | Craven District Council | |
| North Yorkshire | North Yorkshire County Council | |
| Rushcliffe | Rushcliffe Borough Council | |
| Newark and Sherwood | Newark and Sherwood District Council | |
| Mansfield | Mansfield District Council | |
| Gedling | Gedling Borough Council | |
| Broxtowe | Broxtowe Borough Council | |
| Bassetlaw | Bassetlaw District Council | |
| Ashfield | Ashfield District Council | |

| Name | Official Name | Please confirm correct Legal Name of authority |
|-----------------------------|--|--|
| Nottinghamshire | Nottinghamshire County Council | |
| Wellingborough | Wellingborough Borough Council | |
| South Northamptonshire | South Northamptonshire Council | |
| Northampton | Northampton Borough Council | |
| Kettering | Kettering Borough Council | |
| East Northamptonshire | East Northamptonshire Council | |
| Daventry | Daventry District Council | |
| Corby | Corby Borough Council | |
| Northamptonshire | Northamptonshire County Council | |
| South Norfolk | South Norfolk District Council | |
| Norwich | Norwich City Council | |
| North Norfolk | North Norfolk District Council | |
| Kings Lynn and West Norfolk | Borough Council of Kings Lynn and West Norfolk | |
| Great Yarmouth | Great Yarmouth Borough Council | |
| Broadland | Broadland District Council | |
| Breckland | Breckland District Council | |
| Norfolk | Norfolk County Council | |
| West Lindsey | West Lindsey District Council | |
| South Kesteven | South Kesteven District Council | |
| South Holland | South Holland District Council | |
| North Kesteven | North Kesteven District Council | |
| City of Lincoln | City of Lincoln Council | |
| East Lindsey | East Lindsey District Council | |
| Boston | Boston Borough Council | |
| Lincolnshire | Lincolnshire County Council | |
| Oadby and Wigston | Oadby and Wigston Borough Council | |

| Name | Official Name | Please confirm correct Legal Name of authority |
|---------------------------|--|--|
| North West Leicestershire | North West Leicestershire District Council | |
| Melton | Melton Borough Council | |
| Hinckley and Bosworth | Hinckley and Bosworth Borough Council | |
| Harborough | Harborough District Council | |
| Charnwood | Charnwood Borough Council | |
| Blaby | Blaby District Council | |
| Leicestershire | Leicestershire County Council | |
| Wyre | Wyre Borough Council | |
| West Lancashire | West Lancashire Borough Council | |
| South Ribble | South Ribble Borough Council | |
| Rossendale | Rossendale Borough Council | |
| Ribble Valley | Ribble Valley Borough Council | |
| Preston | Preston City Council | |
| Pendle | Pendle Borough Council | |
| Lancaster | Lancaster City Council | |
| Hyndburn | Hyndburn Borough Council | |
| Fylde | Fylde Borough Council | |
| Chorley | Chorley Borough Council | |
| Burnley | Burnley Borough Council | |
| Lancashire | Lancashire County Council | |
| Tunbridge Wells | Tunbridge Wells Borough Council | |
| Tonbridge and Malling | Tonbridge and Malling Borough Council | |
| Thanet | Thanet District Council | |
| Swale | Swale Borough Council | |
| Shepway | Shepway District Council | |
| Sevenoaks | Sevenoaks District Council | |
| Maidstone | Maidstone Borough Council | |

| Name | Official Name | Please confirm correct Legal Name of authority |
|-----------------------|---------------------------------------|--|
| Gravesham | Gravesham Borough Council | |
| Dover | Dover District Council | |
| Dartford | Dartford Borough Council | |
| Canterbury | Canterbury City Council | |
| Ashford | Ashford Borough Council | |
| Kent | Kent County Council | |
| Welwyn Hatfield | Welwyn Hatfield Borough Council | |
| Watford | Watford Borough Council | |
| Three Rivers | Three Rivers District Council | |
| Stevenage | Stevenage Borough Council | |
| St Albans | St Albans City and District Council | |
| North Hertfordshire | North Hertfordshire District Council | |
| Hertsmere | Hertsmere Borough Council | |
| East Hertfordshire | East Hertfordshire District Council | |
| Dacorum | Dacorum Borough Council | |
| Broxbourne | Broxbourne Borough Council | |
| Hertfordshire | Hertfordshire County Council | |
| Winchester | Winchester City Council | |
| Test Valley | Test Valley Borough Council | |
| Rushmoor | Rushmoor Borough Council | |
| New Forest | New Forest District Council | |
| Havant | Havant Borough Council | |
| Hart | Hart District Council | |
| Gosport | Gosport Borough Council | |
| Fareham | Fareham Borough Council | |
| Eastleigh | Eastleigh Borough Council | |
| East Hampshire | East Hampshire District Council | |
| Basingstoke and Deane | Basingstoke and Deane Borough Council | |

| Name | Official Name | Please confirm correct Legal Name of authority |
|------------------------|---|--|
| Hampshire | Hampshire County Council | |
| Tewkesbury | Tewkesbury Borough Council | |
| Stroud | Stroud District Council | |
| Gloucester | Gloucester City Council | |
| Forest of Dean | Forest of Dean District Council | |
| Cotswold | Cotswold District Council | |
| Cheltenham | Cheltenham Borough Council | |
| Gloucestershire | Gloucestershire County Council | |
| Westminster | City of Westminster | |
| Wandsworth | London Borough of Wandsworth | |
| Waltham Forest | London Borough of Waltham Forest | |
| Tower Hamlets | London Borough of Tower Hamlets | |
| Southwark | London Borough of Southwark | |
| Sutton | London Borough of Sutton | |
| Richmond upon Thames | London Borough of Richmond upon Thames | |
| Redbridge | London Borough of Redbridge | |
| Newham | London Borough of Newham | |
| Merton | London Borough of Merton | |
| Lewisham | London Borough of Lewisham | |
| Lambeth | London Borough of Lambeth | |
| Kingston upon Thames | Royal Borough of Kingston upon Thames | |
| Kensington and Chelsea | Royal Borough of Kensington and Chelsea | |
| Islington | London Borough of Islington | |
| Haringey | London Borough of Haringey | |
| Harrow | London Borough of Harrow | |
| Hounslow | London Borough of Hounslow | |

| Name | Official Name | Please confirm correct Legal Name of authority |
|------------------------|--|--|
| Hammersmith and Fulham | London Borough of Hammersmith & Fulham | |
| Hillingdon | London Borough of Hillingdon | |
| Hackney | London Borough of Hackney | |
| Havering | London Borough of Havering | |
| Greenwich | Royal Borough of Greenwich | |
| Enfield | London Borough of Enfield | |
| Ealing | London Borough of Ealing | |
| Croydon | London Borough of Croydon | |
| Camden | London Borough of Camden | |
| Bromley | London Borough of Bromley | |
| Barnet | London Borough of Barnet | |
| Bexley | London Borough of Bexley | |
| Brent | London Borough of Brent | |
| Barking and Dagenham | London Borough of Barking and Dagenham | |
| Wealden | Wealden District Council | |
| Rother | Rother District Council | |
| Lewes | Lewes District Council | |
| Hastings | Hastings Borough Council | |
| Eastbourne | Eastbourne Borough Council | |
| East Sussex | East Sussex County Council | |
| Uttlesford | Uttlesford District Council | |
| Tendring | Tendring District Council | |
| Rochford | Rochford District Council | |
| Maldon | Maldon District Council | |
| Harlow | Harlow District Council | |
| Epping Forest | Epping Forest District Council | |

| Name | Official Name | Please confirm correct Legal Name of authority |
|-----------------------|--|--|
| Colchester | Colchester Borough Council | |
| Chelmsford | Chelmsford City Council | |
| Castle Point | Castle Point Borough Council | |
| Brentwood | Brentwood Borough Council | |
| Braintree | Braintree District Council | |
| Basildon | Basildon Borough Council | |
| Essex | Essex County Council | |
| Weymouth and Portland | Weymouth and Portland Borough Council | |
| West Dorset | West Dorset District Council | |
| Purbeck | Purbeck District Council | |
| North Dorset | North Dorset District Council | |
| East Dorset | East Dorset District Council | |
| Christchurch | Christchurch Borough Council | |
| Dorset | Dorset County Council | |
| West Devon | West Devon Borough Council | |
| Torridge | Torridge District Council | |
| Teignbridge | Teignbridge District Council | |
| South Hams | South Hams District Council | |
| North Devon | North Devon District Council | |
| Mid Devon | Mid Devon District Council | |
| Exeter | Exeter City Council | |
| East Devon | East Devon District Council | |
| Devon | Devon County Council | |
| South Derbyshire | South Derbyshire District Council | |
| North East Derbyshire | North East Derbyshire District Council | |
| High Peak | High Peak Borough Council | |
| Erewash | Erewash Borough Council | |
| Derbyshire Dales | Derbyshire Dales District Council | |

| Name | Official Name | Please confirm correct Legal Name of authority |
|----------------------|---------------------------------------|--|
| Chesterfield | Chesterfield Borough Council | |
| Bolsover | Bolsover District Council | |
| Amber Valley | Amber Valley Borough Council | |
| Derbyshire | Derbyshire County Council | |
| Derby | Derby City Council | |
| South Lakeland | South Lakeland District Council | |
| Eden | Eden District Council | |
| Copeland | Copeland Borough Council | |
| Carlisle | Carlisle City Council | |
| Barrow-in-Furness | Barrow-in-Furness Borough Council | |
| Allerdale | Allerdale Borough Council | |
| Cumbria | Cumbria County Council | |
| South Cambridgeshire | South Cambridgeshire District Council | |
| Huntingdonshire | Huntingdonshire District Council | |
| Fenland | Fenland District Council | |
| East Cambridgeshire | East Cambridgeshire District Council | |
| Cambridge | Cambridge City Council | |
| Cambridgeshire | Cambridgeshire County Council | |
| Wycombe | Wycombe District Council | |
| South Bucks | South Bucks District Council | |
| Chiltern | Chiltern District Council | |
| Aylesbury Vale | Aylesbury Vale District Council | |
| Buckinghamshire | Buckinghamshire County Council | |
| York | City of York Council | |
| Warrington | Warrington Borough Council | |
| Wirral | Wirral Borough Council | |
| Wokingham | Wokingham Borough Council | |

| Name | Official Name | Please confirm correct Legal Name of authority |
|------------------------|---|--|
| Windsor and Maidenhead | Royal Borough of Windsor and Maidenhead | |
| Wolverhampton | City of Wolverhampton Council | |
| Walsall | Walsall Metropolitan Borough Council | |
| Wakefield | Wakefield Metropolitan District Council | |
| Wiltshire | Wiltshire Council | |
| Wigan | Wigan Metropolitan Borough Council | |
| West Berkshire | West Berkshire Council | |
| Trafford | Trafford Metropolitan Borough Council | |
| Torbay | Torbay Council | |
| Thurrock | Thurrock Council | |
| Telford and Wrekin | Telford & Wrekin Council | |
| Tameside | Tameside Metropolitan Borough Council | |
| Swindon | Swindon Borough Council | |
| South Tyneside | South Tyneside Council | |
| Stockton-on-Tees | Stockton-on-Tees Borough Council | |
| Southampton | Southampton City Council | |
| Stoke-on-Trent | Stoke-on-Trent City Council | |
| Southend-on-Sea | Southend-on-Sea Borough Council | |
| Solihull | Solihull Metropolitan Borough Council | |
| Sunderland | Sunderland City Council | |
| Slough | Slough Borough Council | |
| Salford | Salford City Council | |
| Stockport | Stockport Metropolitan Borough Council | |
| Shropshire | Shropshire Council | |
| St. Helens | St Helens Council | |
| Sheffield | Sheffield City Council | |
| South Gloucestershire | South Gloucestershire Council | |

| Name | Official Name | Please confirm correct Legal Name of authority |
|-------------------------|--|--|
| Sefton | Sefton Metropolitan Borough Council | |
| Sandwell | Sandwell Metropolitan Borough Council | |
| Rutland | Rutland County Council | |
| Rotherham | Rotherham Metropolitan Borough Council | |
| Reading | Reading Borough Council | |
| Rochdale | Rochdale Metropolitan Borough Council | |
| Redcar and Cleveland | Redcar and Cleveland Borough Council | |
| Peterborough | Peterborough City Council | |
| Portsmouth | Portsmouth City Council | |
| Poole | Borough of Poole | |
| Plymouth | Plymouth City Council | |
| Oldham | Oldham Metropolitan Borough Council | |
| North Tyneside | North Tyneside Council | |
| North Somerset | North Somerset Council | |
| North Lincolnshire | North Lincolnshire Council | |
| Nottingham | Nottingham City Council | |
| Newcastle upon Tyne | Newcastle City Council | |
| North East Lincolnshire | North East Lincolnshire Council | |
| Northumberland | Northumberland County Council | |
| Milton Keynes | Milton Keynes Council | |
| Medway | Medway Council | |
| Middlesbrough | Middlesbrough Borough Council | |
| Manchester | Manchester City Council | |
| Luton | Luton Borough Council | |
| Liverpool | Liverpool City Council | |
| Leeds | Leeds City Council | |
| Leicester | Leicester City Council | |
| Knowsley | Knowsley Metropolitan Borough Council | |

| Name | Official Name | Please confirm correct Legal Name of authority |
|---------------------------|--|--|
| Kirklees | Kirklees Council | |
| Kingston upon Hull | Hull City Council | |
| Isle of Wight | Isle of Wight Council | |
| Isles of Scilly | Council of the Isles of Scilly | |
| Hartlepool | Hartlepool Borough Council | |
| Herefordshire | Herefordshire Council | |
| Halton | Halton Borough Council | |
| Gateshead | Gateshead Metropolitan Borough Council | |
| East Riding of Yorkshire | East Riding of Yorkshire Council | |
| County Durham | Durham County Council | |
| Dudley | Dudley Metropolitan Borough Council | |
| Doncaster | Doncaster Metropolitan Borough Council | |
| Darlington | Darlington Borough Council | |
| Coventry | Coventry City Council | |
| Cornwall | Cornwall Council | |
| Calderdale | Calderdale Metropolitan Borough Council | |
| Cheshire West and Chester | Cheshire West and Chester Council | |
| Cheshire East | Cheshire East Council | |
| Central Bedfordshire | Central Bedfordshire Council | |
| Bury | Bury Metropolitan Borough Council | |
| City of Bristol | Bristol City Council | |
| Bradford | City of Bradford Metropolitan District Council | |
| Bracknell Forest | Bracknell Forest Council | |
| Blackpool | Blackpool Borough Council | |
| Bolton | Bolton Metropolitan Borough Council | |
| Barnsley | Barnsley Metropolitan Borough Council | |

| Name | Official Name | Please confirm correct Legal Name of authority |
|---------------------------------------|--|--|
| Brighton and Hove | Brighton and Hove City Council | |
| Bournemouth | Bournemouth Borough Council | |
| Birmingham | Birmingham City Council | |
| Bedford | Bedford Borough Council | |
| Blackburn with Darwen | Blackburn with Darwen Borough Council | |
| Bath and North East Somerset | Bath and North East Somerset Council | |
| The Broads | Broads Authority | |
| Dartmoor National Park | Dartmoor National Park Authority | |
| Exmoor National Park | Exmoor National Park Authority | |
| Lake District National Park | Lake District National Park Authority | |
| New Forest National Park | New Forest National Park Authority | |
| North York Moors National Park | North York Moors National Park Authority | |
| Northumberland National Park | Northumberland National Park Authority | |
| Peak District National Park | Peak District National Park Authority | |
| South Downs National Park | South Downs National Park Authority | |
| Yorkshire Dales National Park | Yorkshire Dales National Park Authority | |
| Ebbsfleet Development Corporation | Ebbsfleet Development Corporation | |
| London Legacy Development Corporation | London Legacy Development Corporation | |

| Name | Official Name | Please confirm correct Legal Name of authority |
|--|--|---|
| Old Oak and Park Royal Development Corporation | Old Oak and Park Royal Development Corporation | |