

FEE CERTIFICATE

- A fee must be paid when any application is made for planning permission, approval of reserved matters or consent to display an advertisement.
- The scale of fees is given overleaf. This scale is not comprehensive: Certain special provisions may apply.
- Fees are set by the government and not by Charnwood Borough Council.
- You should complete this form, enclose a cheque or postal order and send it with your planning application to the council. Cheques and postal orders should be crossed and made payable to “**Borough of Charnwood**”. [Please do not send cash]
- We **cannot** decide your application until the full fee has been received.

FEE EXEMPTIONS

Some applications are exempt from fees. These include applications for listed building consent, works to protected trees, extensions and alterations to a dwelling house to accommodate a registered disabled person, applications improving access for disabled persons to “public” buildings. Where permission has been granted or refused in the previous 12 months, a new application for a revised development of the same character is usually exempt. Only one exemption is allowed.

DECLARATION

Please complete and return with your application

- Location of the application site:

1. I consider that the application falls within the following
Category as set out overleaf:

Category _____

2. I think the total fee payable is:
and enclose a cheque/postal order/cash for this amount. Or

£ _____

I think the development proposed is exempt from a fee because:

3. Signed: _____

Date _____

[On behalf of] _____

[to be completed by the applicant or agent]

If you need help please contact the Planning Service on 634726 or 634771
