

Hyndburn Borough Council

Planning Fees & Charges – November 2025

Planning Application Fees

Planning fees are required for most applications. The charges are set by the Ministry of Housing, Communities and Local Government. See the [latest fees on the Planning Portal](#).

Copies of the Decision Notice for each planning application can be viewed and downloaded from the Council's website. If a hard copy is required, it can be provided for a fee of £35.

Pre-application Planning Advice

The Council offers a Pre-application Advice Service. The relevant fees are detailed separately in the document *Pre-application Planning Enquiries – Schedule of Fees*, accompanied by an Advice Note. These can be found on the Development Management section of the Council's website. Please be aware that pre-application fees are refundable only in exceptional circumstances, and the administration charges listed below will apply.

Administration Fees for Invalid Applications

If, upon submission, your planning application is deemed invalid, officers will contact you to request the additional information or correct fee required to validate it.

If the requested information is not received to the required standard by the specified date, the application will be treated as withdrawn, and an administrative charge will be levied to recover part of the cost of officer time spent processing the invalid application.

The following administration charges apply:

Application Type	Fee
Major Applications	£120.00
Minor Applications	£60.00
Householder / Other / Advertisement Applications	£36.00

Viability Assessments and Design Review

When a financial viability assessment is submitted as part of a planning application or pre-application advice, applicants are required to cover the cost of the Council's appointed qualified consultant to review and assess the financial or viability report.

Similarly, where a Design Review is required—typically for developments that play a significant role in local placemaking—the associated costs must also be met by the applicant or developer.

Application for the Diversion of a Footpath under s.257 TCPA 1990

Public rights of way are usually managed by the Local Highways Authority (Lancashire County Council). However, under Section 257 of the Town and Country Planning Act 1990, it is possible to divert or stop up public footpaths and bridleways where this is necessary to enable a development to proceed in accordance with a valid planning permission.

This type of application can only be made where the Local Planning Authority is satisfied that the diversion or stopping-up is essential to facilitate the approved development. Please note that the granting of planning permission does not automatically authorise the diversion or closure of a public right of way.

The Public Path Order process can be lengthy and typically takes between 6 and 12 months, even for unopposed applications.

A fee of £800 will be charged to cover the administrative costs of processing an application to divert a Public Right of Way.

Additional costs will apply:

- Legal costs: Please contact the Council before submitting an application for details.
- Advertising costs: At least two press notices are required (with a possible third if the new route requires certification). These must be paid in advance at the rate quoted by the newspaper (estimated cost: £200–£500 per notice, depending on size).

Confirmation of Compliance with Planning Obligations

Section 106 agreements often contain clauses relating to financial contributions and/or other obligations.

If you wish to receive written confirmation from the Council that a Section 106 planning obligation has been complied with or discharged, you must submit a research request with a fee of £298.

Please provide:

- The planning application reference number; and
- The date of the Section 106 agreement.

Planning obligations may require actions before development begins or at specific stages of the process, with details sometimes needing formal approval by the Council. It is the responsibility of the applicant or subsequent developer to ensure all obligations are fulfilled at the appropriate stage.

Adequate evidence demonstrating compliance must be submitted to and approved in writing by the Local Planning Authority.

Modification of Planning Obligations

Under Section 106A of the Town and Country Planning Act 1990, any person bound by a planning obligation may apply to the Local Planning Authority to modify that obligation.

The Council charges a fee of £298 for processing such requests. This reflects the officer time and administrative work involved.

Planning Obligation Monitoring fees

Planning obligations, usually secured through Section 106 agreements, are used to mitigate the impacts of development and make proposals acceptable in planning terms.

Monitoring these obligations imposes an administrative burden on the Council. The law allows local authorities to recover reasonable and proportionate contributions towards the monitoring and reporting of such obligations.

Monitoring fees cover the costs of:

- Monitoring and reporting;
- Maintaining data and systems; and
- Related staffing and administrative activities.

The following monitoring fees will apply to all new Section 106 agreements from 1 November 2025:

Fee Type	Description	Rate
i.	Percentage of planning or related application fee	2%
ii.	Percentage of each financial contribution instalment	2%
iii.	Per non-financial contribution	£1,000
iv.	Per clause or trigger	£350

Monitoring fees will be secured by contractual covenant within the Section 106 agreement itself and are in addition to any legal costs for drafting or checking the agreement.

Applications made under the High Hedges regulations

Part 8 of the Anti-social Behaviour Act 2003 allows local councils to deal with complaints about high hedges whose area contains the land on which the hedge is situated. The Council encourages people to try and settle any disputes with neighbours about high hedges between themselves. The relevant forms and guidance can be found on the High Hedges section of the Council's website.

The legislation also allows councils to set and charge fees for handling these complaints. The current fee is £450 to be paid by the complainant.

Planning Performance Agreements

Planning Performance Agreements (PPAs) can be negotiated for significant major applications which will be a bespoke fee and cover pre-application advice, program management/update meetings and coordination of planning applications up to determination.

Note: The above fees will be reviewed annually and are subject to indexation in line with the Retail Prices Index (RPI).