

## HOW TO PAY A PLANNING APPLICATION FEE

Some type of planning applications that are submitted to the Council require a planning fee which is payable to the Council. **With these types of applications the planning fee needs to be paid on the same day as the application is submitted.** Applications that are submitted without the planning fee (where a fee is required), or if the fee is insufficient will **not** be valid planning applications.

By using the pre-application advice service offered by the Planning Service, the response received by the Service will include confirmation of the planning fee, if a fee is required. Therefore, by using this service and provided that the development submitted in your application does not differ from that discussed prior to submission, there will be certainty that the fee you submit is the correct fee.

The following information explains the different methods you can use to pay the planning fee.

### 1. **Electronic payment through the Planning Portal**

When an application is submitted through the Planning Portal, it is also possible to pay the planning fee electronically at the same time. This is the method for submitting applications and planning fees preferred by the Planning Service, as all the information is submitted electronically and at the same time. Furthermore, the fact that the application is submitted electronically helps the Service to administer the application quickly.

### 2. **Paying electronically by debit card**

This type of payment is relevant to customers who submit their application in person in Siop Gwynedd (at Ffordd y Cob, Pwllheli, at Penarlag Office Dolgellau or at Headquarters, Caernarfon), know the planning fee and wish to pay by debit card. For payments of this type, the payment has to be made on the **same day** that the application is submitted and can be made by phoning 01766 711000 and you will need to confirm details including:

**Your name and contact details**  
**Your agent (if relevant)**  
**Location of the development**  
**Description of the development**  
**The planning fee**

### 3. **Paying by cheque**

The planning fee can be paid by a cheque enclosed and submitted with the application. This type of payment is relevant to applications submitted by post and addressed to **Planning Service, Council Office, Ffordd y Cob, Pwllheli, Gwynedd, LL53 5AA**, or customers can submit applications (with cheque) at

Siop Gwynedd (at Ffordd y Cob, Pwllheli, at Penarlag Office Dolgellau or at Headquarters, Caernarfon).

#### **4. Paying with cash**

The Planning Service does not recommend cash payments for planning fees. However, if customers want to pay the planning fee with cash, they **must** visit Siop Gwynedd (at Ffordd y Cob, Pwllheli), and ask for an Officer of the Planning Service to deal with the payment.