



**Lichfield**  
District Council

# **Planning Fees and Charges**

**Planning and Development  
Business and Resident Services  
Effective from February 2026**

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## Finding out if you need planning permission

The General Permitted Development Order (GPDO) allows certain types of development to be carried out without the need for full planning permission allowing homeowners to make certain improvements and extensions to their home without needing to apply for planning permission. Permitted development rights can also apply to commercial, business premises and land and are usually subject to conditions and limitations which control development impacts. These conditions and limitations must be met in bringing forward any development for it to be lawful in planning terms. If development proposed does not meet with the conditions and limitations of permitted development (and set out in the GPDO), then it is necessary to apply to the Council (Local Planning Authority) for planning permission.

## Planning Application Fees

The fee payable with a planning application depends on the type and scale of the development. Application fees are set by Central Government. Current fee information and a fee calculator are available from the [Planning Portal](#)

## Planning Obligations

Advice will be given about any Section 106 Agreement as necessary and the Community Infrastructure Levy if relevant. Please note that legal fees for drawing up a Section 106 Agreement, or to check a submitted Section 106 Agreement / Unilateral Undertaking, will be charged separately at the application stage.

## Discretionary charges

Many documents can be accessed free of charge on our website. However, on occasion we may need to charge for our documents and discretionary services on a cost-recovery basis to enable them to continue to be provided. Legislation assumes that when

a planning application is submitted to the Local Planning Authority the application will contain everything it needs for the application to be found valid and to be processed through to determination without additional information. Councils do have the opportunity to charge for additional work undertaken by Officers under [Section 93 of the Local Government Act 2003](#).

We recognise discretionary advice on some applications will take less time and others will take more, however the discretionary flat fees we charge help us to recover costs to ensure we have the right resources in place to provide support to all our customers.

Whilst we recognise other councils charge different fees, and we are also very aware that in many councils the planning service requires a significant subsidy from local council tax payers who may not be direct users of the service. Many councils also have significant backlogs of applications, resulting in slow decision making which impacts the wellbeing of applicants and the economy.

**Our aim through our discretionary charges is to ensure we have a planning service that is sufficiently funded by the people that use it, and that we support the local community by processing applications in a timely manner.**

**Current discretionary charges in place are:**

- Invalid applications- service charge for unvalidated or withdrawn applications
- Live application amendment policy and fees
- Fasttrack Lawful Development Certificate Decisions
- Planning History Checks
- Pre application Enquiry and Advice Service
- Discharge of condition compliance check
- Copies of signed decision notices

## Invalid applications- service charge for invalidated or withdrawn applications

Since April 2024 the Council has applied a discretionary service charge to support the validation of planning applications. This is because we were continuously finding over half of all planning applications submitted to us were invalid for various reasons. The Council publish clear guidance on the website to confirm what information is required to validate an application. The significant additional work by Officers in processing applications to ensure they achieve the validation requirements is chargeable under Section 93 of the Local Government Act 2003.

The invalid service charge aims to improve the quality of applications submitted to the Council and increase the number of valid applications at first submission. This will help to focus resources on the processing of submissions rather than the management of invalid applications.

If your application is submitted without the required information, it will be found invalid, and the Council will write to you outlining the necessary additional information required to make the application valid. The letter will confirm that you will have 21 days to provide the required information and pay the invalid service charge, otherwise your application will be returned to you.

The invalid service charge for handling invalid applications depends on the type of application:

- Householder/Advert Applications: **£60 including VAT**
- Minor Applications (upto 9 dwellings or less than 999 square metres of floor area): **£180 including VAT**
- Small Major Applications (between 1000 and 9999 square metres of floor area): **£200 including VAT**
- Major Applications (200+ dwellings or over 10,000 square metres of floor area): **£300 including VAT**

## Live application amendment policy and fees

Once you have submitted your planning application, the Council must assess and decide on it based on the information provided at the time of submission. The Council is not legally required to accept any changes or amendments to your proposal after it has been submitted.

Amending a scheme requires Officers to carry out additional work such as negotiating the changes and reconsulting with neighbours and relevant stakeholders. The Council have a clear negotiation and amendment protocol (which can be viewed on the [Councils website](#) and is appended to this document) in place which is designed to allow officers to focus on processing the live applications promptly within appropriate timescales.

We have a strict no amendment policy on householder applications and we are sorry but if you want to amend the plans or documents you have submitted, you will need to reapply. We will determine your original submitted plans as submitted and you will have to pay to apply again through the Planning Portal.

Where we do accept amendments to live applications the following charges apply.

Live Application Amendment Charges:

Minor Applications (upto 9 dwellings and less than 999 square metres of floor area): **£180 including VAT**. Only 1 attempt to amend the application will be accepted if agreed with the case officer and prior to week 5 of the application).

Small Major Applications (between 1000 and 9,999 square metres of floor area): **£200 including VAT**. A maximum of three attempts will be accepted subject to agreement with the Case Officer).

Major Applications (200+ dwellings or over 10,000 square metres of floor area): **£350 including VAT**. A maximum of three attempts will be accepted subject to agreement with the Case Officer).

## Lawful Development Certificates

You can request formal confirmation that your proposal does not need planning permission by applying for a lawful development certificate for proposed development. If the Council is satisfied that the proposal meets the criteria of permitted development and any appropriate legal tests, it will grant a lawful development certificate. If your lawful development certificate is refused, you have the right to appeal against the decision.

Find out more about applying for a lawful development certificate and what it will cost at the [Planning Portal](#). A decision is normally issued on a lawful development certificate application within 8 weeks.

If you are applying for a lawful development certificate you can choose to fast track your application within 3 calendar days of submitting your application through the planning portal.

If you fast track your application:

**Lawful development certificate (Existing uses/ development) applications** – these will be determined within five working days following the end of the consultation period (usually within 28 days).

**Lawful development certificate (Proposed uses/ development) applications** – these will be determined within five working days following the receipt of a fast-track fee.

Before you apply, please note:

- Fast-track applications must be received within three calendar days of submitting your application on the planning portal.
- We are still required to get local views on existing uses/ development, so the statutory consultation timeframes still apply.

- Fast tracking your application does not impact the council's recommendation or decision and does not guarantee approval of your application.
- The fast-track fee is non-refundable in all circumstances.

The cost of applying to fast track your Lawful Development Certificate is **£85**. You can apply and pay via credit/ debit card via the form on our [website](#)

## Planning history checks

You can view the Councils Planning Register, which contains details of planning applications on the [Councils website](#)

If you are unable to find the application that you are searching for using the link above, you can contact us with details of the site or application, and we will search for it for you.

If the site is not postal addressable or includes parcels of land you will need to provide a location plan with identifiable landmarks/roads.

With all planning history searches the following will be provided as part of the enquiry:

- A list of planning reference numbers relevant to the site from 1<sup>st</sup> April 1974 onwards
- A description of the development.
- Decision (Approved/Refused/Withdrawn)
- Date decision issued

Please also note that on some sites it may not be possible to provide a definitive list of applications and where this is the case, we will state this in our response to you. We will respond within 10 working days.

The cost of applying for a planning history check is **£50**. You can apply and pay by credit/ debit card via the form on our [website](#)

## Pre Application Advice Service

Open and constructive discussions are an opportunity for Lichfield District Council as the Local Planning Authority) and applicants and their agents to work together to achieve developments that deliver benefits to the wider community, the local economy, and the environment.

We welcome and encourage discussions before you submit your application. Spending time and effort in preparing your proposals is more likely to result in a good quality and acceptable development. The pre-application process allows potential issues to be identified at an early stage, and by doing so, provides applicants and agents the opportunity to address matters raised ahead of submitting an application. It can lead to a better-quality application; can save time and money; and can help us process your application quickly.

Pre-application advice will give you more certainty as to how your proposal is likely to be received by giving you a better understanding of the way a planning application will be considered against the national, regional, and local planning policies and other relevant issues (known as 'material considerations'). We can also give you advice about potential issues you may need to overcome and what specialist input might be necessary; financial contributions (e.g., affordable housing contributions, community infrastructure levy); and what information you need to support your application. Experience has shown that pre-application advice can optimise the potential of a proposal and the development of a site.

The Council offers a range of pre-application advice categories depending on the nature and scale of your proposals.

We offer answers to general planning enquiries (such as whether permission is required to change the use of a building or land) or an informal view on whether planning permission is required. The enquiry service is unsuitable for site specific detailed enquiries, please see the Pre application advice service section for more information.

The cost of a general planning enquiry is **£90**. The online form and payment details can be found via our [General Planning Enquiry Form](#) on the Councils website.

For information about protected Trees within our District, including interactive mapping, please see the Councils [Ezytree Portal](#)

## Costs for Pre Application Advice Service

The Pre application Advice Service should be used for site specific proposals. On the basis of the information submitted advice will be provided in the form of a report which will constitute an informal indication of the likely outcome of any submitted planning application including, where relevant, advice as to how the proposal could be improved to increase the chances of a successful outcome. We aim to complete responses within 21 days.

### Confidentiality

We are subject to requirements under the Freedom of Information Act 2000 (FOI) and Environmental Information Regulations 2004 (EIR). If we receive a request to disclose any information in relation to a pre-application discussion prior to the submission of a related application, we will make reasonable efforts to notify and consult with you concerning its possible release. However, the final decision on whether the information should be withheld rests with the council. The council maintains compliance to the Data Protection Act. We will not release any personal information to third parties.

The costs and options under the Pre Application Advice Service are set out below and the relevant online form and payment details can be found via the [Councils website](#) :

Development Type	Written Response	Written Response and teams meeting	Written response, meeting and site visit
Householder	£100	£200	£250
Advertisement	£100	£200	£250
Commercial Development (No floorspace created e.g Shopfront design)	£100	£200	£250
Change of Use	£400	£500	£550
Housing 1-4 dwellings	£600	£700	£750
Housing 5-9 dwellings	£850	£1000	£1150
Housing 10 plus dwellings	LWM Bespoke Fees- see LWM Services section		
Commercial (above 1000m <sup>2</sup> non-residential)	LWM Bespoke Fees- see LWM Services section		
Minor Commercial less than 540 m <sup>2</sup> non-residential	£600	£700	£750
Minor Commercial 540–1,000 m <sup>2</sup> non-residential	£850	£1000	£1150

Disabled adaptations and life saving equipment	Free- email <a href="mailto:devcontrol@lichfielddc.gov.uk">devcontrol@lichfielddc.gov.uk</a>		
Listed Buildings- minor repairs and maintenance advice	£90. This includes a concise bullet point response and does not include a site visit, unless considered necessary by the Officer.		
Listed Buildings- Householder	£100	£150	£250
Listed Buildings- General	£200	£300	£500

Other sources of planning advice and information is available online from these links:  
[Lichfield District Council Free Planning Enquiry Tool](#)

[National Planning Policy Framework](#)  
[National Planning Practice Guidance](#)  
[The Planning portal](#)

## Requests for discharge of condition compliance

To seek approval of information required by a condition(s) on your planning decision notice please submit a discharge of condition application using the [Planning Portal](#) online application. Alternatively you can email your submission to [devcontrol@lichfielddc.gov.uk](mailto:devcontrol@lichfielddc.gov.uk) and pay via the Website.

A fee will apply per submission. The fee is set by Central Government. Currently, the fee is **£86** for householder permissions, in any other case **£298**. No charge is made for requests relating to Listed Building Consent.

## Request for copies of decision notices

You can request copies of signed decision notices from the Council. You can request up to five copies at a time, we can only provide decision notices for applications determined after 1 April 1974. We will email you the planning permission decision notices within 5 days unless you specifically ask for us to post it to you.

The cost of a decision notice request is **£10** per decision notice. The online form and payment details can be found via our [Decision Notice Form](#) on the Councils website. We do offer a fast track service if you require a copy of a decision notice within 1 working day at a cost of **£20**.

## Making Payments

All fees must be paid on submission of your request. The payment forms are available on the Councils website, but should you encounter any issues please email [dev.control@lichfielddc.gov.uk](mailto:dev.control@lichfielddc.gov.uk) and one of the planning team will get back to you.

## Refunds

All refunds will be by the same method of payment as the original transaction e.g., if paying by card the refund will be direct to the original payment card. Please allow up to 3 weeks for refunds to be processed. If the payment was made to the Planning Portal for a planning application, the refund will be processed by the Planning Portal and the refund will not include the planning portal service charge originally applied when the application was submitted.

## LWM Services

We work with our trading company, Lichfield West Midlands Traded Service (LWMTS) to provide pre-application support to developers bringing major and strategic applications to the district through LWM Planning.

The team at LWM Planning also process major and strategic planning applications up to the point of decision including:

- Residential developments of 10 (or capacity for) or more dwellings.
- Any development on major site areas where number of units is unknown.

- Development of floorspace of 1,000 sq m or more.
- Development on sites over 0.5 ha or more.
- Any proposed schemes that are of a more complex nature by virtue of scale or potential significant impact, and/or present matters of strategic planning concern. Z

We are very keen to enter into [planning performance agreements \(PPA\)](#) with developers to foster positive joint working between your team and our team and other statutory consultees.

If you choose not to enter into a PPA, we always encourage developers of strategic or major developments to engage our [planning advice service](#) at the earliest possible stage.

**If you are considering delivering a strategic or major development please contact The LWM Planning Team through [LWMPlanning@lwmts.co.uk](mailto:LWMPlanning@lwmts.co.uk)**

## Planning Performance Agreements

A Planning Performance Agreement (PPA) is a project management tool that the Council (Local Planning Authority) and applicant can use to agree timescales, actions, and resources for handling particular applications.

We offer bespoke PPA's for more significant or complex proposals, or those which are likely to involve multiple applications over time. Our PPAs provide clarity over anticipated timescales for determination and include a commitment to dedicated planning officer time each month, as well as specialist input from relevant internal teams at the Council. For further information, please contact the LWM Planning team through [LWMPlanning@lwmts.co.uk](mailto:LWMPlanning@lwmts.co.uk).

## Community Infrastructure Levy

The Community Infrastructure Levy (CIL) is a charge on development in Lichfield District, calculated per square metre of new floor space, to help fund local infrastructure. The CIL Charging Schedule took effect on 13th June 2016.

The amount payable depends on the location, type of use, and floor area of the development. The table below sets out the schedule of rates.

Use	CIL Charge (per sq m)
Market houses within Strategic Development Allocations (SDAs) and the Broad Development Location (BDL) defined in the Local Plan Strategy 2008-2029 adopted 17 February 2015	<b>£14</b>
Market houses in lower value zone (See CIL Pages for zones)	<b>£25</b>
Market houses in lower value zone (See CIL Pages for zones)	<b>£55</b>
Supermarket	<b>£160</b>
Retail Warehouse	<b>£70</b>
Neighbourhood Convenience Retail	<b>£20</b>
All other development including residential apartments	<b>£0</b>

Payment can be made by telephone, cheque, or online. Further information can be found on the [CIL Pages](#) on the Councils website. Detailed guides are also available on the [CIL Pages](#) for parish councils, planning applicants, and developers to understand the rules, rates, and application process.

## Building Regulations

In addition to planning permission for your building work you may also need Building Control approval under the building regulations.

The building regulations are minimum standards for the design and construction of, or alterations to, virtually every building. They contain a list of requirements providing standards for construction and energy efficiency whilst taking into account the health and safety and needs of building occupants.

They cover all aspects of the build process, including foundations, damp proofing, stability, insulation, ventilation, heating, sanitation, fire protection and means of escape. They also make sure there are adequate facilities in certain types of buildings for people with disabilities.

We deliver local building control services through Central Building Control which is a partnership of six building control teams from Lichfield District, South Staffordshire, Tamworth, South Derbyshire, Nuneaton & Bedworth, and North Warwickshire councils.

For further information and an initial discussion on all the services that we provide please visit the [Central Building Control website](#).

# Appendix A



**Lichfield**  
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## **Development Management Negotiation and Amendments Protocol**

### **Introduction**

Consistent with national policy and guidance, Lichfield District Council has the following objectives for decision-making on planning applications:

- approaching development proposals in a positive and creative way
- making timely decisions on planning applications
- maximising pre-application engagement and the front-loading of negotiations and discussions prior to the submission of planning applications

This protocol sets out how we will engage in giving advice on planning proposals before the submission of an application. It also explains the extent to which we will negotiate and consider amendments during the consideration of applications. The overall aim of this protocol is to improve the quality of development within the District, improve overall customer experience, make our service more efficient and importantly ensure timely decision-making.

### **The value of pre-application advice**

The National Planning Policy Framework says that local planning authorities should approach decisions on proposed development in a positive and creative way, and that decision-makers at every level should seek to approve applications for sustainable development where possible. It clearly emphasises the importance of pre-application engagement and front loading development schemes to achieve this objective.

Pre-application engagement goes beyond simply establishing the principle of development—it plays a key role in shaping the design and technical aspects of a proposal. Addressing these elements early in the process is far more efficient than making revisions at a later stage.

The Council, along with our sister company LWM (Wholly owned by the Council) offers a pre-application advice service, full details of which are available on the Councils website.

All prospective applicants are strongly encouraged to use this service before making a planning application.

### **Negotiations and amendments during an application**

While negotiations during the consideration of a planning application can play a constructive role in the planning process, they are not a replacement for a well-prepared, comprehensive, and clearly presented submission. Therefore, the application stage will not be used to resolve issues that should have been addressed beforehand, nor will it serve as a platform for extended discussions on whether an unacceptable proposal can be made acceptable. Timely decisions provide certainty and transparency in decision-making for everybody, including consultees and the public. Once a planning application has been validated, Government policy expects the local planning authority to make a decision on the proposal as quickly as possible. Given the volume and complexity of planning work that the Development Management team deals with on a regular basis it is also important that decisions are made in a timely manner to enable acceptable developments to go ahead without delay.

Accordingly, the Council is seeking to determine applications within the statutory timescales, unless an extension of time is genuinely required in accordance with this protocol. The statutory timescales are typically 16 weeks for applications subject to Environmental Impact Assessment, 13 weeks for major applications, and eight weeks for other applications.

Where it is clear at the outset that an extended period will be necessary to process an application, the local planning authority and the applicant should consider entering into a planning performance agreement (PPA) before the application is submitted. These need to be agreed prior to submission, so prospective applicants are encouraged to make early enquiries if it is considered that a PPA would be helpful, particularly on major or complex proposals. For further information please email [LWMPlanning@lwmts.co.uk](mailto:LWMPlanning@lwmts.co.uk).

### **Our approach**

Government guidance is clear that it is at the discretion of the local planning authority whether to accept changes or additional information to submitted applications. The local planning authority also has discretion to determine if the changes need to be re-consulted on, or if the proposed changes are so significant as to materially alter the proposal such that a new application should be submitted.

The Council will exercise its discretion whether to request or accept amendments or additional information to a planning application under consideration. Upon receipt of an application the Council will expect it to be:

- supported by relevant information, with reference to the Council's local validation list; and
- capable of being fully assessed against relevant planning policies and determined as submitted

On that basis, the Council's normal position is not to seek or accept amendments after validation. We emphasise this approach by encouraging all to engage in the pre-application service.

We will not accept unsolicited amendments. Please do not submit amendments in response to an objection or consultation responses unless specifically requested by your planning case officer. Amendments will only be accepted in accordance with this protocol, and where there is sufficient time to consider them.

When assessing applications, the case officer will apply the following rules to decide whether it is appropriate to negotiate and accept amendments, or to proceed with a timely decision.

### **When we will negotiate**

Where an application is capable of being approved as submitted, we will seek to determine the application within the timescales set out by the Government.

Where an application requires a small amendment or a limited amount of additional information to be capable of being approved, the case officer will consider the following to decide whether it is appropriate to offer to negotiate with the applicant:

- a. whether pre-application advice has previously been sought; if it hasn't, we will normally ask the applicant to use this service rather than agreeing to negotiate
- b. where pre-application advice has been given, whether the advice was followed; if not, we will normally proceed to determine the application as submitted
- c. whether or not these matters could have been reasonably addressed prior to submission using pre-application advice
- d. the scale and amount of changes needed to make the development acceptable in planning terms
- e. whether the changes needed to make the development acceptable in one respect would raise issues with other planning considerations
- f. whether it would be necessary to re-consult on, and/or re-publicise, the application
- g. the time it would take to prepare and submit the amendments or additional information

When we negotiate amendments:

- normally only one opportunity will be given to address the issues raised
- where additional information is required, a timescale will be given for its submission; if the timescale is not agreed or met the application will be refused.
- All amendment submissions to support minor planning applications would need to be submitted prior to week 5 of the application process

- Charges apply for Officers to process additional information submitted as amendments. Once agreed with the Case Officer, these charges should be paid prior to the submission of any amendments.
- We will not normally accept amendments to a householder application once a valid application has been received.

### **When we won't negotiate**

Where an application requires significant amendment or additional information to be capable of being approved, these applications will be refused.

Where we are minded to refuse a planning application, we will communicate this with you as appropriate and, where possible, give you an opportunity to withdraw the application. This is not an opportunity to enter into negotiations or submit further information. We would encourage you to engage with our pre-application advice service to prepare a suitable resubmission.

Where there are fundamental reasons to refuse planning permission, we will not seek to negotiate small amendments on technical points that will not affect the overall decision. We encourage the use of the pre-application advice service to address such technical issues.

### **Householder applications**

Residents seeking planning permission for domestic extensions and other householder development are encouraged to seek specific pre-application advice that can be sought before making an application.

We aim to determine householder applications within the statutory timescales, usually as soon as the necessary consultation has been completed. As such, we will not normally accept amendments once a valid application has been received.

Whilst not a mandatory validation requirement, if an applicant and their agent considers a proposal to be "borderline" in terms of its acceptability, they may wish to include a supporting justification statement as part of their application at validation stage, making specific reference to relevant adopted planning policies.

### **Prior approval and time sensitive applications**

Some applications we deal with are time sensitive with consent being deemed to have been granted automatically if a decision is not made within the original timeframe. These include a number of prior approval applications for permitted developments. We will not normally negotiate or accept amendments or additional information on these applications. Exceptions will only be made at the officer's discretion where timescales will not be affected.

### **Discharge of conditions applications**

The Government expects such applications to be determined within eight weeks. Such applications will be determined on their merits as submitted with no negotiation or amendments permitted. If applicants and their agents are concerned about the likely outcome of their discharge of condition applications, it may be advisable to make separate applications for individual conditions. That way conditions can be discharged as soon as it is confirmed the details are acceptable. However, you should consider the interrelationship between conditions.

### **Applications affected by Cannock Chase SAC or the River mease SAC**

Where application sites sit within the Zone of Influence for Cannock Chase SAC or the water catchment area for the River Mease, it is the responsibility of the applicant to provide a mitigation strategy where necessary with appropriate professional expertise. Such a strategy, together with all supporting information should be submitted with the application at the validation stage. Due to the complexities of this issue, prospective applicants for proposals within the 15km Zone of Influence for Cannock Chase SAC or the Catchment area for the River Mease are advised to seek pre application advice.

The Council is responsible for undertaking the Habitat Regulations Assessment for development within these areas.

If a net new dwelling is proposed within the 15km zone of influence for Cannock Chase SAC, you are advised to read the frequently asked questions document and supply a draft Unilateral agreement with your planning application. Further information can be found from:

<https://www.lichfielddc.gov.uk/downloads/download/73/other-obligations-and-mitigation>

Where it is determined during the consideration of an application within the River Mease Water Catchment Area that a proposal is required to mitigate its nutrient impact, and this has not been adequately addressed, it will normally be necessary to reapply at a later date once a proposed mitigation strategy has been prepared. This is because such mitigation schemes can take a considerable period of time. Where this arises, applicants will normally be invited to withdraw the application. Otherwise the application may be refused due to insufficient information.

### **Extension of time requests from the Council**

It is recognised that sometimes it will be necessary for the Council to request an extension of time to determine the application. We will seek to limit these to the following situations:

- a committee decision is required, in which case the application will be scheduled for the first available committee date
- a legal agreement is required

- where there is a delay in a consultation response, and that consultation is essential; for example, Natural England advice on nutrient neutrality
- where we have agreed to one opportunity to negotiate on a small amendment or additional information as set out above

While we are committed to procedural fairness, we must also strive to make timely decisions wherever possible. Requests for extensions or further negotiations that fall outside this protocol will not be accepted, as doing so would impact the Service's overall ability to determine applications within a reasonable timeframe.