

AGENDA ITEM: 6 Pages 14 – 29

Meeting	Cabinet Resources Committee
Date	13 January 2011
Subject	Fees and Charges for the Planning, Housing and Regeneration Directorate
Report of	Cabinet Member for Housing, Planning and Regeneration Cabinet Member for Governance and Civic Affairs
Summary	To approve fees and charges for the Planning, Housing and Regeneration Directorate.

Officer Contributors	Stewart Murray, Director of Planning, Housing and Regeneration
Status (public or exempt)	Public
Wards affected	Not applicable
Enclosures	Appendices A-J – Proposed fees and charges for: Planning; Residential Environmental Health (EH); Commercial EH; Cemetery and Crematorium; Street Naming and Numbering; Building Control; Housing, Regeneration; Land Charges and Explanation of changes to Environmental Health Charges.
For decision by	Cabinet Resources Committee
Function of	Executive
Reason for urgency / exemption from call-in (if appropriate)	Not applicable
Contact for further information:	Paula O'Dumody, Business Performance & Development Manager (020) 8359 4368.

1. RECOMMENDATIONS

- 1.1 That the fees and charges for the Planning, Housing and Regeneration Directorate as detailed in Appendices A – J of the report be approved to take effect from 1 February or 1 April 2011 as indicated.**
- 1.2 That the new schedule of fees and charges be published on the Council’s website and within the Planning Customer Reception.**

2. RELEVANT PREVIOUS DECISIONS

- 2.1 Cabinet Resources Committee, 23 September 2004 (Decision item 6) – agreed that increases in fees and charges above the rate assumed in the Financial Forward Plan be approved by the Cabinet Resources Committee.
- 2.2 Cabinet Resources Committee 8 December 2009 (Decision item 8) – approved fees and charges for 2010.
- 2.3 Cabinet Resources Committee, 2 September 2010 (Decision item 8) – approved fees and charges for Building Control, to take effect from 1 October 2010, to comply with The Building (Local Authority Charges) Regulations 2010 which came into force on 1 April 2010.

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

- 3.1 Monitoring the fees and charges enables the Council to better meet the needs of customers and provide value-for-money services so complying with the 2011/13 Corporate Plan cross-cutting priority of More Choice Better Value.

4. RISK MANAGEMENT ISSUES

- 4.1 Without the appropriate levels of fees and charges the Council would not achieve income targets, thereby undermining the ability to ensure a robust budget and value for money.
- 4.2 The increases in fees and charges are necessary to deliver essential budget savings.
- 4.3 The global recession is affecting the number of Land Charge searches and Planning and Building Regulation applications making it more essential to increase non-statutory fees to maximise income potential and allow for cost recovery.
- 4.4 There is a possibility of legal challenge for the charge for Planning Decision Notices (see Appendix A below) as the Information Tribunal has determined that the price charged should be the cost of photocopying only and has given a guide price of ten pence. A higher charge is more likely to be challenged and could result in the refund of past charges.
- 4.5 There is a risk of refunds being requested for Environmental Information following guidance issued by the Information Commissioner. This states that ‘the majority of property search data is environmental information and that local authorities are required to allow inspection of this data at no charge.’ Access to view the information is given free of charge but the Council continues to charge for compiled information. The decision has been made not to change the search fee until further guidance is issued by Central Government.

5. EQUALITIES AND DIVERSITY ISSUES

- 5.1 The increases in fees and charges alongside the introduction of new charges will enable the Council to continue to provide a high quality service to all users. This will also enable resourcing to be made available to ensure that services and information on how to receive assistance is easily accessible and promoted through different channels to all sections of the Borough's diverse communities.
- 5.2 The different outcomes of these changes and the impact that they will have on customers of Planning, Housing and Regeneration and the Borough's diverse population will be monitored and measured against current information and against those of different Boroughs.

6. USE OF RESOURCES IMPLICATIONS (Finance, Procurement, Performance & Value for Money, Staffing, IT, Property, Sustainability)

- 6.1 The increased fees and charges will assist the Directorate to meet the income targets set out in the 2011/12 budget and forward plan.
- 6.2 The new charging schedule will achieve retail price index increases to assist in the continued delivery of high quality services.
- 6.3 Prices are inclusive of VAT unless otherwise highlighted on the attached schedule.

7. LEGAL ISSUES

- 7.1 None, except as mentioned in the body of this report.

8. CONSTITUTIONAL POWERS

- 8.1 The Council's Constitution in Part 3, Responsibility for Functions, paragraph 3.6 states the functions of the Cabinet Resources Committee including approving income sources and charging policies.
- 8.2 Paragraph 3.8 of the Council's Financial Regulations requires that the Cabinet Resources Committee (CRC) approves changes to fees and charges that are significantly different from inflation.

9. BACKGROUND INFORMATION

- 9.1 Fees and charges are normally increased annually as appropriate. The level of increase is a decision delegated to Service Directors in consultation with the Cabinet Member for Resources. Increases exceeding the rate of inflation assumed in the Financial Forward Plan need to be reported to Cabinet Resources Committee.
- 9.2 In Appendix A-J, the proposed increases are detailed for:
- A – Planning;
 - B – Residential Environmental Health;
 - C – Commercial Environmental Health;
 - D – Cemetery and Crematorium;
 - E – Street Naming and Numbering;
 - F – Building Control;
 - G – Housing;
 - H – Regeneration;

I – Land Charges; and
J – Explanation of changes to Environmental Health Charges.

- 9.3 Appendix J has a detailed explanation of the changes in Environmental Health Charges.
- 9.4 Many Planning, Housing and Regeneration Services are income generating including Planning, Building Control, Land Charges and some Environmental Health services. Fees and Charges have been amended after close examination of the individual service because of the business need to remain competitive.
- 9.4 Whilst a range of fees and charges are locally set and discretionary, some are set nationally by Government and are therefore not included in this report such as planning application fees.

10 LIST OF BACKGROUND PAPERS

- 10.1 None.

Legal – JMck
CFO – AA

**Appendix A
Planning Services**

Service	2010 charge	2011 Charge	% Increase
Policy Publications			
Adopted Unitary Development Plan 2006	£97.00	£97.00	0.00
(for residents only)	£50.00	£50.00	0.00
CD of Adopted Unitary Development Plan 2006	£75.00	£75.00	0.00
(for residents only)	£40.50	£40.50	0.00
UDP Inspector's Report	£75.50	£80.00	5.96
(for residents only)	£22.00	£25.00	13.64
Planning Briefs & Supplementary Planning Guidance	£33.00	£35.00	6.06
(for residents only)	£14.00	£15.00	7.14
Conservation Publications			
Conservation Area Character Appraisals*	£25.00	£30.00	20.00
(for residents only)	£11.00	£15.00	36.36
Statutory List of Buildings of special architectural or historic interest	£37.00	£40.00	8.11
(for residents only)	£16.00	£20.00	25.00
Schedule of Building of local or historic interest	£27.00	£30.00	11.11
(for residents only)	£12.00	£15.00	25.00
Statutory List extracts	£16.00	£20.00	25.00
One building per extra copy	£12.00	£15.00	25.00
Article 4 Directions per area	£5.00	£30.00	500.00
Conservation Area Maps	£30.00	£35.00	16.67
(for residents only)	£15.00	£20.00	33.33
Development Control Publications			
Copies of Planning Decisions	£20.00	£25.00	25.00
Copies of Enforcement Notices	£20.00	£25.00	25.00
Tree Preservation Order Full Document	£40.00	£45.00	12.50
Tree Preservation Order Extract	£20.00	£25.00	25.00
Weekly list of Planning applications per area by email		No Charge	
All Planning Services			
Photocopying per copy			
A3	£0.45	£1.00	122.22
A4	£0.25	£0.50	100.00
Reproduction of maps/drawings (Historic Applications)			
A1-A0	£16.00	£20.00	25.00
A2	£11.00	£15.00	36.36
A3	£0.45	£1.00	122.22
A4	£0.25	£0.50	100.00
Reproduction of maps/drawings (Live Applications)			
A1-A0	£16.00	£20.00	25.00
A2	£11.00	£15.00	36.36
A3	£0.45	£1.00	122.22
A4	£0.25	£0.50	100.00
Dyeline paper copies (per copy)			
A1-A0	£16.00	£20.00	25.00
A2	£11.00	£15.00	36.36
A3	£8.50	£10.00	17.65
A4	£7.50	£10.00	33.33
CD copy of applications			
Per CD	£25.00	£30.00	20.00
(for residents only)	£12.50	£15.00	20.00
Postage			
A4 package	£5.00	£5.50	10.00
A4	£3.00	£3.50	16.67
A5	£1.00	£1.50	50.00
Faxed Information - per A4 page in addition to relevant charge	£3.00	£5.00	66.67
Ordnance Survey Extracts			
Price for 4 extracts	£64.00	£70.00	9.38
Additional extracts (requested at the same time)	£10.00	£15.00	50.00
Historic Planning Information			
Price per file	£11.00	£15.00	36.36
(for residents only for applications decided before 1 Jan 2005) (excluding Part I and II of Register for which no charge) for files may take a month to process as the files are archived off site.	Requests £5.50	£10.00	81.82
Correspondence requiring research to answer			
per question per address	£60.00	£65.00	8.33
Enforcement Enquiry per question per address	£60.00	£65.00	8.33
(Minimum charge for this service is £120)			
High Hedge Complaints			
Complaint Investigation (Fee agreed at Cabinet Resources July 2005)	£500.00	£525.00	5.00
(50% discount for specified benefits)	£250.00	£260.00	4.00

Other Planning Costs			
Planning Advice Charges (Pre-Application Advice) (including VAT)			
Category A (Complex - 100+ residential units or 4000m ² + of commercial floor space)		£5,000.00	New Charge
Category B (Complex - 25+ residential units or 2000m ² + of commercial floor space)	£3,500.00	£4,000.00	14.29
Category C (Major - 10-24 residential units or 1000m ² -2000m ² commercial floor space)	£1,750.00	£1,875.00	7.14
Category D (Minor - 2-9 residential units, 100m ² -999m ² commercial floor space or creation of one residential unit where there are complex heritage issues)	£700.00	£750.00	7.14
Category E (Creation of one residential unit: creation of one additional residential house or flat; The replacement of an existing residential unit; The conversion of 1 property into 2 residential units (Please note, where there are complex heritage listed building or conservation issues, a replacement or additional dwelling may still fall within category D)		£250.00	New Charge
Category F (Small scale development: Small extensions/ alterations (including advertisements) to commercial or similar premises below the threshold of category D; Small changes of use to such premises below the threshold of category D; Other small scale developments below the threshold of category D		£200.00	New Charge
Category G (Householder development: Extensions or alterations to a single residential unit)	£100.00	£110.00	
Hourly Rates For Officers Giving Specialist Advice & Charges for Subsequent Meetings (Including VAT).			
Case Officer (up to Principal Planner/Deputy Team Leader/Manager)	£140.00	£200.00	42.86
Team Leader/Manager	£170.00	£250.00	47.06
Service Heads and Directors	£250.00	£300.00	20.00
Specialist Advice (Conservation & Design, Highways)	£150.00	£160.00	6.67
Business relationship manager (annual charge)	£1,850.00	£2,000.00	8.11
Section 106 Agreements Recovery of Professional Planning Services Costs			
Category A (Complex for first 10 hours)	£1,600.00	£1,720.00	7.50
Category A per hour after initial 10 hours	£150.00	£160.00	6.67
Category B (Major)	£1,350.00	£1,450.00	7.41
Category C (Minor)	£810.00	£860.00	6.17
*Each sub area within the Hampstead Garden Suburb Conservation Area will be charged as a single Appraisal document.			

Appendix B
Residential Environmental Health

Service and Category	2010 Charge	2011 Charge	% Increase
Works in Default - Admin Fee			
30% on building costs plus surveyors/architects fees or 45% on building costs where work supervised by Barnet Council - Minimum charge	£110.00	£114.00	3.64
Noise Act 1996			
Charges made for the seizure, removal and detention of equipment.			
Storage fee (total)	£135.00	£140.00	3.70
Housing Reports			
Inspection of dwellings to meet visa requirements	£140.00	£145.00	3.57
Housing Act 2004			
Service of an Improvement Notice	322.88	£425.00	31.63
Service of a Suspended Improvement Notice	322.88	£471.00	45.87
Service of a Prohibition Order	322.88	£356.00	10.26
Service of a Suspended Prohibition Order	322.88	£402.00	24.50
Service of an Emergency Prohibition Order	322.88	£356.00	10.26
Service of a Demolition Order	322.88	Hourly rate	
Taking Emergency Remedial Action	322.88	£356.00	10.26
Copying grant files and postage		£35.00	In line with Land Charges
Copying enforcement files and postage		£35.00	
HMO Licensing			
New Licence fee (cost per dwelling)	£200	£209.00	4.50
Assisted Licence fee (cost per dwelling)	£250	£262.00	4.80
Minor Amendments to Licence e.g. change of owners address		£20.00	New Charge
Discount for accredited landlords	10%	10%	
Renewal Fee cost per dwelling (where no change in conditions or licence holder or manager, otherwise fee charged as for new application)		£188.00	New Charge
Revocation of licence / no longer licensable / refuse to licence / numbers of occupants reduced by conditions on licence. Once application submitted for specified number of lettings, costs have been incurred in processing application, draft and/or full licence		No refund	
Licence holder changing nominated manager (manager has to complete a Fit & Proper Person declaration)		£60.00	New Charge
Variation of licence. Material change to the licence such as new facilities installed and licence can be varied for a greater number of occupiers		£75	New Charge
Change in Licence holder is treated as a new application	(see above)	(see above)	
Pest Control			
Rats	£120.00	£125.00	4.17
Mice	£120.00	£125.00	4.17
Cockroaches	£110.00	£115.00	4.55
Bed Bugs for a 2 bedroom property	£108.00	£112.00	3.70
Bed Bugs (per additional bedroom)	£27.00	£28.00	3.70
Fleas	£110.00	£115.00	4.55
Exotic Ants *	£120.00	£140.00	16.67
Wasps	£57.00	£60.00	5.26
Call out fee for advice (refundable against the full cost of treatment)	£20.00	£21.00	5.00
Means Tested Benefits	£20.50	35% of relevant treatment fee	
* Increase in cost of bait requires above RPI rise in fee			

Appendix C			
Commercial Environmental Health			
Service and Category	2010 charge	2011 Charge	% Increase
Foundation Certificate in Food Hygiene Courses			
Per person	£75.50	£79.00	4.64
Registered Charities	£64.50	£67.50	4.65
Council Services	£54.00	£56.50	4.63
Health and Safety at Work Courses			
Per person	£75.50	£79.00	4.64
Registered Charities	£64.50	£67.50	4.65
Council Services	£54.00	£56.50	4.63
Foundation Certificate in Food Hygiene Courses examination resit	£30.00	£31.50	5.00
Foundation Certificate in Food Hygiene Course - Update	£48.50	£50.50	4.12
Foundation Certificate in Food Hygiene Group Courses (14 - 20 candidates)	£1,050.00	£1,098.00	4.57
Copy of entry/entries in Register of Food Premises			
Single entry	£5.50	£5.75	4.55
Per category of premises	£280.00	£293.00	4.64
Full copy of register	£705.00	£737.00	4.54
Unsound Food (Business and Commercial premises) - collection and disposal	Actual cost	Actual cost + 30% admin fee	
Food Export Certificates	£60.00	£63.00	5.00
Fresh Fish Inspection	1 ECU Equivalent	1 ECU Equivalent	
Sampling of Private Water Supplies (Private Water Supplies Regulations 1991)	Full analysis costs plus £46.50 per sampling visit	Full analysis plus £78 per sampling visit	67.7 (visit cost only)
Pollution Prevention and Control Act 1999			
Adopt a tube scheme p/a	£120.00	£120.00	0.00
Contaminated Land Enquiries			
Basic enquiry	£40.00	£42.00	5.00
Inquiry including historical land use data	£90.00	£94.00	4.44
General Licensing Fees			
Animal Boarding Establishments			
New	£296.00	£449.00	51.69
Renewal	£269.50	£371.00	37.66
Animal Boarding Establishments -			
New	£123.00	£162.00	31.71
Renewal	£37.00	£45.00	21.62
Renewal (where inspection required)	£113.00	£116.00	2.65
Breeding establishments for dogs (Breeding of Dogs Act 1973)			
New	£306.50	£401.00	30.83
Renewal	£275.00	£345.00	25.45
Dangerous wild animals			
New	£441.00	£483.00	9.52
Renewal	£397.00	£371.00	-6.55
Performing Animals (Performing Animals (Regulations) Act 1925)			
Registration	£113.00	£128.00	13.27
Certificate	£15.50	£16.00	3.23
Pet Shops (Pet Animals Act 1951)			
New	£420.00	£462.00	10.00
Renewal	£380.00	£413.00	8.68
Reduced fee pet shop licence limiting trading to no more than 2 weeks per year (New)	£30.00	£44.00	46.67
Reduced fee pet shop licence limiting trading to no more than 2 weeks per year (Renewal)	£25.00	£29.00	16.00
Zoo (Zoo Licensing Act 1981)	Costs incurred plus administrative on-cost of 30%	Costs incurred plus administrative on-cost of 30%	
Riding Establishments (Riding Establishments Acts 1964-70)			
New	£585.00	£673.00	15.04
Renewal	£525.00	£547.00	4.19
Licence for Massage and Special Treatments (including cosmetic skin piercing)			
Band A - Low risk and non-invasive treatments, including manicure, pedicure, ear and nose piercing using a			
New	£165.00	£208.00	26.06
Renewal	£150.00	£172.00	14.67
Band B - medium risk non-invasive treatments including some beauty treatments and therapeutic treatments,			
New	£315.00	£281.00	-10.79
Renewal	£280.00	£253.00	-9.64
Band C - Higher risk or invasive treatments, including body massage (other than described in Band B),			
New	£398.00	£430.00	8.04
Renewal	£359.00	£359.00	0.00
Transfer and Variation Fee (where a variation takes the licence into a higher band then the full fee pro-rata will			
Band A	£43.50	£45.50	4.60
Band B	£75.50	£79.00	4.64
Band C	£113.00	£118.00	4.42
Additional licensing fee for Laser Removal of hair and intense pulsed light treatments	£574.00	£61.00	-89.37
Environmental Health Officer hourly rate for advice, including site visit if required	£170.00	£178.00	4.71
10% Administration fee on all aborted licence applications			

Appendix D			
Cemetery and Crematorium			
Service and Category	2010 charge	2011 Charge	% Increase
A. Burials for LBB Residents:			
Class 'A' 7'6" x 3' 6"	£3,867.00	£4,099.00	6.00
Class 'B' 6'6" x 2' 6"	£1,792.00	£1,998.00	11.50
Additional charge for Mausoleum spaces	£563.00	£589.00	4.62
Half size grave for burial of children under 3 years of age.			
Class 'A'	£1,742.50	£1,878.00	7.78
Class 'B'	£768.75	£857.00	11.48
Grave digging only charge			
Single depth	£471.50	£494.00	4.77
Double depth	£615.00	£645.00	4.88
Additional charge per Weekend Burial.	£180.00	£189.00	5.00
Excavation and Interment Fees (all classes of private interments)			
Persons over 10 years of age	£471.50	£494.00	4.77
Children under 10 years of age including those still born	£282.00	£295.00	4.61
Additional charge for any depth in excess of 6 feet	£138.50	£146.00	5.42
Interment of cremated remains	£250.00	£262.00	4.80
Common Interments:- Persons over 10 years of age	£215.00	£225.00	4.65
Children under 10 years of age	£77.00	£81.00	5.19
Stillborn children	£56.50	£59.50	5.31
B. Burials for Non-LBB Residents:			
Class 'A' 7'6" x 3'6"	£7,265.00	£7,846.00	8.00
Class 'B' 6'6" x 2' 6"	£3,710.00	£4,137.00	11.51
Half size grave for burial of children under 3 years of age.			
Class 'A'	£3,296.00	£3,560.00	8.01
Class 'B'	£1,533.00	£1,710.00	11.55
Excavation and Interment Fees (all classes of private interments)			
Persons over 10 years of age	£974.00	£1,019.00	4.62
Children under 10 years of age including those still born	£580.00	£607.00	4.66
Additional charge for any depth in excess of 6 feet	£293.00	£307.00	4.78
Interment of cremated remains	£477.00	£499.00	4.61
Common Interments :			
Persons over 10 years of age	£410.00	£429.00	4.63
Children under 10 years of age	£143.50	£151.00	5.23
Stillborn children	£87.50	£92.00	5.14
C. General Fees			
Interment of Casket	£235.50	£247.00	4.88
Removing and replacing Memorials for the purpose of enabling further interment	£225.50	£236.00	4.66
D. Erecting new monuments, grave stones and tablets for the right to erect or place on			
a. Headstone with kerbs	£251.50	£263.50	4.77
b. Headstone only	£195.00	£204.00	4.62
c. Conversion of existing Headstone to include kerbs	£82.00	£86.00	4.88
d. In the form of a Vase, Tablet or Wooden Cross	£67.00	£70.50	5.22
e. Renovation or additional inscription	£82.00	£86.00	4.88
For the right to erect, or place a memorial on a common grave	£108.00	£113.00	4.63
Fee for Organ Music and Services of Organist	£45.00	£51.50	14.44
E. Cremation Fee			
Persons over 10 years weekday	£462.00	£502.50	8.77
Persons over 10 years weekend	£518.00	£602.50	16.31
Adult Cremations weekday between 09:00-09:30 and 09:30-10:00	£236.00	£289.00	22.46
Environmental Surcharge	£54	£56.50	4.63
Public Health Cremations	£118.00	£123.50	4.66
Children over 1 month - 10 years	£50.00	£53.00	6.00
Children still born - 1 month	No Charge	No Charge	
Use of Chapel for additional ½ hour Service	£72.00	£100.00	38.89
Use of Chapel plus Organist for additional ½ hour Service	£117.00	£151.00	29.06
F. Memorials			
Columbarium Niche (35 year lease)	£938.00	£981.50	4.64
Placing additional urn in same niche	£108.00	£113.00	4.63
Lily Pond tablet with inscription (35 year lease)	£779.00	£815.00	4.62
Leather Panel Scheme (10 year lease) (Max 60 letters)	£118.00	£123.50	4.66
Large commemorative tablet with inscription	£2,153.00	£2,252.00	4.60
Cloister tablet with inscription	£1,584.00	£1,657.00	4.61
Wall tablet in Book of Remembrance Hall with inscription	£682.00	£714.00	4.69
Entry in Book of Remembrance consisting of -			
Two lines	£108.00	£113.00	4.63
Five lines	£154.00	£161.50	4.87
Book of Remembrance copy 2 lines	£51.50	£54.00	4.85
Book of Remembrance copy 5 lines	£82.00	£86.00	4.88
Armorial bearing or badges (these may be engrossed in the Book of Remembrance only if accompanied by an inscription of at least 5 lines)	£215.50	£225.50	4.64
G. Annual Planting and General Attention of Private Graves (Large Graves on Application)			
Evergreen shrubs only	£164.00	£172.00	4.88
Turf only	£118.00	£123.50	4.66
Seasonal Bedding	£251.50	£263.00	4.57
Turfing or Moulding (No maintenance)	£67.00	£70.50	5.22
Wooden cross including brass plaque	£128.50	£134.50	4.67
Main drive flower bed	£656.00	£687.00	4.73
Memorial Seat, 6ft, inclusive of plaque up to 60 letters maximum inscription, (no ongoing care)	£769.00	£805.00	4.68
H. Additional Charges			
Transfer of Grave Ownership			
By Probate, Letters of Administration, or Private Statutory Declaration	£0.00	£60.00	New Charge
By Assignment, Assent, Hendon Statutory Declaration or Renunciation	£0.00	£100.00	New Charge
Combination of the above	£0.00	£150.00	New Charge

Appendix E

Street Naming and Numbering

Service	2010 charge	2011 Charge	% Increase
Application for street naming and numbering	£60.00	£65.00	8.33
Enforcement of street naming and numbering (where an application hasn't been made)		£80	New Charge

**Appendix F
Building Control**

Service	2010 charge	2011 Charge	% Increase
<u>Building Control Publications</u>			
Building Regulations - Additional copies of decision notices/completion certificates on full plans applications, building notices and regularisations	£82.00	£85.00	3.66
<u>Dangerous Structures</u>			
Cost recovery, in accordance with The London Building Acts 1939 . Dangerous Structure	Cost recovery	Cost recovery	
<u>Correspondence requiring research to answer</u>			
per question per address (Minimum charge for this service is £120)	£60.00	£85.00	41.67
<u>Reproduction of maps/drawings</u>			
A1-A0	£16.00	£17.00	6.25
A2	£11.00	£12.00	9.09
A3	£7.50	£7.50	0.00
A4	£6.00	£6.00	0.00
<u>Photocopying</u>			
A3	£2.70	£2.85	5.56
A4	£1.34	£1.40	4.48
<u>Postage</u>			
A4 package	£5.00	£5.50	10.00
A4	£3.00	£3.50	16.67
A5	£1.00	£1.25	25.00
Faxed Information - per A4 page in addition to relevant charge	£3.00	£4.00	33.33
<u>Building Notice Applications</u>			
Completion Certificates for Building Notice Application	£30.00	£30.00	0.00

Appendix G						
Housing Services						
Service	2010 Charge		2011 Charge		% increase	
<u>Leasehold management charges</u>						
Pre-assignment enquiries from leaseholders	£226.00		£235.00		3.98	
Pre-assignment express enquiries (within 5 days)	£280.00		£290.00		3.57	
Admin charge for Deeds of Variation	£100.00		£105.00		5.00	
Admin charge for enfranchisement/lease extensions	£225.00		£235.00		4.44	
Licences for alteration approvals (where allowed by lease)	£120.00		£125.00		4.17	
Investigation into leasehold accounts and production of statements going back more than one financial year (outside statutory period), per hour.	£30.00		£35.00		16.67	
Legal Costs for Debt Recovery - Costs on Service of S146	£150.00		£155.00		3.33	
<u>Rechargeable works</u>						
Reglazing, carpentry and plumbing, etc, due to tenant damage or neglect, etc. Unblocking wastes, resetting electrical trips/mending main fuses where due to faulty tenant appliance	Actual cost plus £25 Admin fee for repeat calls only		Actual cost plus £26 Admin fee for repeat calls only		4.00	
Removal of furniture, rubbish, etc, from void properties	Actual costs plus £21 admin fee		Actual costs plus £22 admin fee		4.76	
<u>Community Centres</u>						
£ per hour	Current Charges			Proposed from 1 Feb 2011		
Rooms Accommodating	Weekdays	Weekends	Weekdays	% increase	Weekends	% increase
Up to 25 people	18.00	£27.00	19.00	5.56	£28.00	3.70
26-50 people	28.00	£34.00	29.00	3.57	£35.00	2.94
51-100 people	29.00	£38.00	30.00	3.45	£40.00	5.26
101-150 people	30.00	£39.00	31.00	3.33	£41.00	5.13
151 –200 people	33.00	£47.00	34.00	3.03	£49.00	4.26
All hirers of letting rooms must maintain adequate public liability insurance. Proof of such insurance cover must be provided to the						
The following discounts apply:						
Scale 1	No Discount					
Scale 2	25% Discount for Recreational users including religious meetings, art, drama,					
Scale 3	50% Discount for Education and Health users and councillors surgeries					
Scale 4	70% Discount for Tenant & Leaseholder meetings and youth organisations					

**Appendix H
Regeneration**

Service	2010 Charge	2011 Charge	% Increase
Hourly Rates For Officers			
Head of Service	-	£80.00	New Charge
Principal Project Manager	£60.25	£63.00	4.56
Senior Project Manager	£54.45	£56.90	4.50
Assistant Project Manager	£39.80	£41.60	4.52
Programme & Skills Manager	£47.50	£49.65	4.53
Skills Development Coordinator	£38.85	£40.60	4.50
Project Support Officer	£24.05	£25.15	4.57

APPENDIX I			
Land Charges			
Service	2010 Charge	2011 Charge	% Increase
Full Search	£170.00	£200.00	17.65
Expedited 24 hr Full Search	£200.00	£235.00	17.50
Certificate of Search (LLC1)	£51.50	£67.50	31.07
Additional Enquiries (each)	£41.00	£45.00	9.76
Extra Parcels of Land (each)	£41.00	£45.00	9.76
CON29 ONLY	£117.50	£132.50	12.77
Search refresh - within 93 days of original search	£77.00	£85.00	10.39
Online Search - via NLIS			
NLIS full search	£160.00	£195.00	21.88
NLIS LLC1	£46.50	£65.00	39.78
NLIS CON 29	£102.50	£130.00	26.83
Any one requesting 9 Searches or more at the same time will be entitled to a 10% discount.			
Personal Searches			
One Parcel of Land (view only)		Free	
One Parcel of Land (copy of documentation provided)	£22.00	£25.00	13.64
Extra Parcels of Land (each)	£1.00	£1.50	50.00
Common Land Searches			
One Parcel	£14.50	£25.50	75.86
Extra Parcels (each)	£1.25	£1.50	20.00
Copy of Official Documentation			
Planning Decisions	£17.50	£25.00	42.86
Tree Preservation Orders	£35.00	£45.00	28.57
Listed Buildings	£37.50	£40.00	6.67
Light Obstruction Notices	£35.00	£37.00	5.71
Enforcement Notices	£20.00	£25.00	25.00
Repair Notices	£33.00	£35.00	6.06
Improvement Grants	£33.00	£35.00	6.06
Covenants	£33.00	£35.00	6.06
Agreements	£45.00	£47.50	5.56
Article 4 Directions	£27.00	£30.00	11.11
Duplicate Searches	£40.00	£45.00	12.50
CON29R Enquires of local authority (2007)			
Planning and Building Regulations			
1.1. Planning and building decisions and pending applications			
Which of the following relating to the property have been granted, issued or refused or (were applicable) are the subject of pending applications?			
(a) a planning permission *	£10.25	£11.00	7.32
(b) a listed building consent *			
(c) a conservation area consent *			
(d) a certificate of lawfulness of existing use or development *			
(e) a certificate of lawfulness of proposed use or development *			
(f) building regulations approval			
(g) a building regulation completion certification	£10.25	£11.00	7.32
(h) any building regulations certificate or notice issued in respect of work carried out under a competent person self-certification scheme			
1.2. Planning designations and proposals			
What designations of land use for the property or the area, and what specific proposals of the property, are contained in any existing or proposed development plan?	£10.25	£11.00	7.32
Roads			
2. Roadways, footways and footpaths			
Which of the roads, footways and footpaths named in the application for this search (via boxes B and C) are	£10.25	£11.00	7.32
(a) highways maintainable at public expense *			
(b) subject to adoption and, supported by a bond and bond waver			
(c) to be made up by a local authority who will reclaim the cost from the frontagers			
(d) to be adopted by a local authority without reclaiming the cost from the frontagers			
Other Matters			
3.1 Land required for public purposes			
Is the property included in the land required for public purposes?	£10.25	£11.00	7.32
3.2 Land to be acquired for road works			
Is the property included in land to be acquired for road works?	£10.25	£11.00	7.32
3.3 Drainage agreements and consents			
Do either of the following exist in relation to the property?			
(a) an agreement to drain buildings in combination into an existing sewer by means of a private sewer **			
(b) an agreement or consent for (i) a building, or (ii) extension to a building on the property, to be built over, or in the vicinity of a drain, sewer or disposal main? **			
3.4 Nearby road schemes			
Is the property (or will it be) within 200 metres of any of the following?	£15.50	£17.00	9.68
(a) the centre line of a new trunk road or special road specified in any order, draft order or scheme			
(b) the centre line of a proposed alteration or improvement to an existing road involving construction of a subway, underpass flyover, footbridge, elevated road or dual carriageway			
(c) the outer limits of construction works for a proposed alteration or improvement to an existing road involving (i) construction of a roundabout (other than a mini roundabout) or (ii) widening by construction of one additional traffic lanes			
(d) the outer limits of (i) construction of a new road to be built by a local authority (ii) an approved alteration or improvement to an existing road involving construction of a subway, underpass, flyover, footbridge, elevated road or dual carriageway (iii) construction of a roundabout (other than a mini roundabout) or widening by construction of one or more additional traffic lanes.			
(e) the centre line of the line proposed route of the new road under proposals published for public consultation			
(f) the outer limits of (i) construction of a proposed alteration or improvement to an existing road involving construction of a subway, underpass, flyover, footbridge, elevated road or dual carriageway (ii) construction of a roundabout (other than a mini roundabout) (iii) widening by construction of one or more additional traffic lanes, under proposals published for public consultation			

3.5. Nearby railway schemes			
Is the property (or will it be) within 200 metres of the centre line of a proposed railway, tram, light railway or monorail?	£10.25	£11.00	7.32
3.6. Traffic schemes			
Has a local authority approved but not yet implemented any of the following for the roads, footways and footpaths (named in box B) which abut the boundaries of the property?			
(a) permanent stopping up or diversion			
(b) waiting or loading restrictions			
(c) one way driving			
(d) prohibition of driving			
(e) pedestrianisation			
(f) vehicle width or weight restriction			
(g) traffic calming works including road humps	£10.25	£11.00	7.32
(h) residents parking controls			
(i) minor road widening of improvement			
(j) pedestrian crossings			
(k) cycle tracks			
(l) bridge building			
3.7. Outstanding notices			
Do any statutory notices which relate to the following matters subsist in relation to the property other than those revealed in a response to any other enquiry in this form?			
(a) building works			
(b) environment			
(c) health and safety			
(d) housing	£10.25	£11.00	7.32
(e) highways			
(f) public health			
3.8. Contravention of building regulations			
Has a local authority authorised in relation to the property any proceedings for the contravention of any provision contained in Building Regulations?	£10.25	£11.00	7.32
3.9 Notices, orders, directions and proceedings under Planning Acts			
Do any of the following subsist in relation to the property, or has a local authority decided to issue, serve, make or commence any of the following?			
(a) an enforcement notice			
(b) a stop notice			
(c) a listed building enforcement notice			
(d) a breach of condition notice			
(e) a planning contravention notice			
(f) another notice relation to a breach of planning control			
(g) a listed building repairs notice			
(h) in the case of a listed building deliberately allowed to fall into disrepair, a compulsory purchase order with a direction for minimum compensation	£10.00	£11.00	10.00
(i) a building preservation notice			
(j) a direction restricting permitted development			
(k) an order revoking or modifying planning permission			
(l) an order requiring discontinuance of use or alteration or removal of building works			
(m) a tree preservation order			
(n) proceedings to enforce a planning agreement or planning contribution			
3.10 Conservation area			
Do the following apply in relation to the property?			
(a) the making of the area a conservation area before 31 August 1974	£10.25	£11.00	7.32
(b) an unimplemented resolution to designate the area a conservation area			
3.11 Compulsory purchase			
Has any enforceable order or decision been made to compulsorily purchase or acquire the property?	£10.25	£11.00	7.32
3.12 Contaminated land			
Do any of the following apply (including any relating land adjacent to or adjoining the property which has been identified as contaminated land because it is in such a condition that harm or pollution of controlled waters might be caused on the property)?			
(a) a contaminated land notice			
(b) in relation to a register maintained under section 78R of the Environmental Protection Act 1990			
(i) a decision to make an entry	£10.25	£11.00	7.32
(ii) an entry			
(c) consultation with the owner or occupier of the property conducted under section 78G(3) of the Environmental Protection Act 1990 before the service of a remediation notice			
3.13 Radon gas			
Do records indicate that the property is in a 'Radon Affected Area' as identified by the Health Protection Agency?		www.ukradon.org	
* Information available free of charge online			
** Contact the local water company; Thames Water: 0118 925 1504; Veolia Water: 0845 782 3333			
CON 290 Optional enquiries of the Local Authority (2007)			
4. Road proposals by private bodies	£22.00	£23.00	4.55
5. Public paths or byways	£22.00	£23.00	4.55
6. Advertisements	£22.00	£23.00	4.55
7. Completion notices	£22.00	£23.00	4.55
8. Parks and Countryside	£22.00	£23.00	4.55
9. Pipelines	£22.00	£23.00	4.55
10. Houses in multiple occupation	£22.00	£23.00	4.55
11. Noise abatement	£22.00	£23.00	4.55
12. Urban development areas	£22.00	£23.00	4.55
13. Enterprise zones	£22.00	£23.00	4.55
14. Inner urban improvement areas	£22.00	£23.00	4.55
15. Implied planning zones	£22.00	£23.00	4.55
16. Land maintenance notices	£22.00	£23.00	4.55
17. Mineral consultation areas	£22.00	£23.00	4.55
18. Hazardous substance consents	£22.00	£23.00	4.55
19. Environmental and pollution notices	£22.00	£23.00	4.55
20. Food safety notices	£22.00	£23.00	4.55
21. Hedgerow notices	£22.00	£23.00	4.55
22. Common land, town and village greens	£22.00	£23.00	4.55

Appendix J

Changes to Environmental Health Charges

An in depth assessment of Environmental Health licence fees has recently been completed. The aim was to ensure that all fees are in line with cost recovery for the licensing process and do not generate income beyond this cost. This is a requirement of the EC Services Directive 123/2006. In reviewing the current costs and setting fees for 2011/12 we have followed compliance guidance issued by the Regulation arm of the Local Government Group (LGG) in consultation with the Department for Business, Innovation and Skills (BIS)

In determining the licence fees we have included the cost of office administration, inspection of each business and verification of application material, inspection follow up, the provision of advice to prospective new applicants, in year checks on a sample of premises, and the management of this process. Animal welfare licence fees also include veterinary inspection costs. As a result of the analysis some of our fees will be raised and others lowered. Where recalculated licence renewal fees for 2011/12 will exceed inflation we have not added an inflation increase in order to reduce the impact on local businesses in 2011.

One particular fee, the additional fee for laser removal of hair and intense pulsed light treatments, will reduce from £574 to £62. This item was introduced with a fee derived simply from benchmarking other authority fees but now does not pass the test set by the Services Directive. When the fee was introduced it was intended to cover premises such as clinics which only offered this licensable treatment. More recently many high street beauty therapy establishments are offering this service and it is not equitable to charge such a large fee on top of the regular £430 licence fee for such premises. We expect there to be growing demand for this particular licence type in future which will go some way to offsetting the reduction in fee income.

The net financial impact of the animal welfare and special treatment licence fee changes is estimated to be a renewal fee income reduction of £7700 in 2011 compared to 2010, assuming all current licensees renew next year. This deficiency is expected to be substantially reduced as we are seeing greater numbers of new entrants recently and the reduction in certain fees should encourage smaller businesses. The final 2009/10 licence fee budget was in surplus due to the unpredicted number of new entrants, and we expect the calculated reduction in renewal fee income next year will not impact on the service and will be absorbed within the current budget.