

**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

Planning Services			
Service Figuring Services	2010 charge	2011 Charge	% Increase
Policy Publications			70
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
JDP Inspector's Report	£75.50 £22.00	£80.00 £25.00	5.96
for residents only) Planning Briefs & Supplementary Planning Guidance	£22.00 £33.00	£25.00 £35.00	13.64 6.06
for residents only)	£14.00	£15.00	7.14
Conservation Publications	214.00	213.00	7.14
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
or residents only)	£12.00	£15.00	25.00
tatutory List extracts	£16.00	£20.00	25.00
One building per extra copy	£12.00	£15.00	25.00
rticle 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	000.00	605.00	05.00
Copies of Planning Decisions	£20.00 £20.00	£25.00 £25.00	25.00
Copies of Enforcement Notices  Tree Preservation Order Full Document	£20.00 £40.00	£25.00 £45.00	25.00
Tree Preservation Order Full Document  Tree Preservation Order Extract	£40.00 £20.00	£45.00	12.50 25.00
Veekly list of Planning applications per area by email	£20.00	No Charge	25.00
All Planning Services		140 Onlarge	
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
Oyeline paper copies (per copy)  A1-A0	£16.00	£20.00	25.00
A1-A0	£10.00	£15.00	36.36
A3	£8.50	£10.00	17.65
A4	£7.50	£10.00	33.33
CD copy of applications		2.000	
Per CD	£25.00	£30.00	20.00
(for residents only)	£12.50	£15.00	20.00
Postage Postage			
A4 package	£5.00	£5.50	10.00
A4	£3.00	£3.50	16.67
A5	£1.00	£1.50	50.00
axed 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
dditional extracts (requested at the same time)	£10.00	£15.00	50.00
listoric Planning Information	~10.00	~10.00	00.00
rice 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)  Requests	£5.50	£10.00	81.82
or files may take a month to process as the files are archived off site.			
Forrespondence 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)			
ligh Hedge Complaints	CEOO 00	CEDE CO	F 00
Complaint Investigation (Fee agreed at Cabinet Resources July 2005)  (50% discount for specified benefits)	£500.00	£525.00	5.00
COUNT DISCOUNT FOR SDECTHER DENETITS)	£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 <sup>2</sup> + of commercial floor space)		£5,000.00	New Charge
Category B (Complex - 25+ residential units or 2000m <sup>2</sup> + of commercial floor space)	£3,500.00	£4,000.00	14.29
Category C (Major - 10-24 residential units or 1000m²-2000m² commercial floor space)	£1,750.00	£1,875.00	7.14
Category D (Minor - 2-9 residential units, 100m <sup>2</sup> -999m <sup>2</sup> 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).			10.00
Case Officer (up to Principal Planner/Deputy Team Leader/Manager)	£140.00	£200.00	42.86
Team Leader/Manager	£170.00	£250.00 £300.00	47.06
Service Heads and Directors Specialist Advice (Conservation & Design, Highways)	£250.00 £150.00	£300.00 £160.00	20.00
Business relationship manager (annual charge)	£1,850.00	£2,000.00	8.11
Section 106 Agreements Recovery of Professional Planning Services Costs	21,000.00	22,000.00	0.11
Category A (Complex for first 10 hours)	£1,600.00	£1,720.00	7.50
Category A (complex for final 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	2442.22	2444.00	0.04	
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	2140.00	2145.00	0.01	
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 Suspended Improvement Notice Service of a Prohibition Order	322.88	£356.00	10.26	
Service of a Prohibition Order Service of a Suspended Prohibition Order	322.88	£402.00	24.50	
Service of a Suspended Fronibition Order  Service of an Emergency Prohibition Order	322.88	£356.00	10.26	
Service of an Emergency Promistion Order	322.88	Hourly rate	10.20	
Taking Emergency Remedial Action	322.88	£356.00	10.26	
Copying grant files and postage	322.00	£35.00	In line with Land	
Copying enforcement files and postage		£35.00	Charges	
HMO Licensing		233.00	Onargos	
New Licence fee (cost per dwelling)	£200	C200 00	4.50	
	£250	£209.00 £262.00	4.80	
Assisted Licence fee (cost per dwelling)  Minor Amendments to Licence e.g. change of owners address	£250	£202.00	New Charge	
Discount for accredited landlords	10%	10%	New Charge	
Renewal Fee cost per dwelling (where no change in conditions or licence holder or manager,	10%	10%		
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		No refund		
lettings, costs have been incurred in processing application, draft and/or full licence		ito rorana		
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		075	Name Observe	
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	l4h		
Commercial Environmental Heal	_	2011 Charge	0/ Increses
Service and Category Foundation Certificate in Food Hygiene Courses	2010 charge	2011 Charge	% Increase
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 Foundation Certificate in Food Hygiene Courses examination resit	£54.00 £30.00	£56.50 £31.50	4.63 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	F 00
Food Export Certificates	£60.00	£63.00 1 ECU	5.00
Fresh Fish Inspection	1 ECU Equivalent	Equivalent	
		•	
Sampling of Private Water Supplies (Private Water Supplies Regulations 1991)	Full analysis costs plus £46.50	Full analysis plus £78 per	67.7 (visit cost
Sampling of Private water Supplies (Private water Supplies Regulations 1991)	per sampling visit	sampling visit	only)
	per sampling viole	Sampling visit	
Pollution Prevention and Control Act 1999	T		
Adopt a tube scheme p/a	£120.00	£120.00	0.00
Contaminated Land Enquiries	040.00	040.00	F 00
Basic enquiry Inquiry including historical land use data	£40.00 £90.00	£42.00 £94.00	5.00 4.44
General Licensing Fees	£90.00	234.00	4.44
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)  Breeding establishments for dogs (Breeding of Dogs Act 1973)	£113.00	£116.00	2.65
New	£306.50	£401.00	30.83
Renewal	£275.00	£345.00	25.45
Dangerous wild animals	2210.00	2010100	20.10
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	£402.00 £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
	Costs incurred	Costs incurred	
Zoo (Zoo Licensing Act 1981)	plus	plus	
	administrative on-	administrative	
Different Factor Park and a CPC Park Factor Park and Auto 4004 70)	cost of 30%	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)	2020.00	~U-11.UU	7.10
Band A - Low risk and non-invasive treatments, including manicure, pedicure, ear and nose pi	iercing 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 therape			
New	£315.00	£281.00	-10.79
Renewal	£280.00	£253.00	-9.64
	Dallu D),		8.04
Band C - Higher risk or invasive treatments, including body massage (other than described in		ቲላሪሀ ሀሀ	0.04
Band C - Higher risk or invasive treatments, including body massage (other than described in New	£398.00	£430.00 £359.00	0 00
Band C - Higher risk or invasive treatments, including body massage (other than described in New Renewal	£398.00 £359.00	£430.00 £359.00	0.00
Band C - Higher risk or invasive treatments, including body massage (other than described in New	£398.00 £359.00		0.00 4.60
Band C - Higher risk or invasive treatments, including body massage (other than described in New Renewal Transfer and Variation Fee (where a variation takes the licence into a higher band then the fu	£398.00 £359.00 ull fee pro-rata will	£359.00	
Band C - Higher risk or invasive treatments, including body massage (other than described in New Renewal Transfer and Variation Fee (where a variation takes the licence into a higher band then the fu Band A Band B Band C	£398.00 £359.00 Ill fee pro-rata will £43.50 £75.50 £113.00	£359.00 £45.50	4.60
Band C - Higher risk or invasive treatments, including body massage (other than described in New Renewal Transfer and Variation Fee (where a variation takes the licence into a higher band then the fu Band A Band B	£398.00 £359.00 Ill fee pro-rata will £43.50 £75.50	£359.00 £45.50 £79.00	4.60 4.64

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 Half size grave for burial of children under 3 years of age.	£563.00	£589.00	4.62
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)	C474 F0	£494.00	4 77
Persons over 10 years of age Children under 10 years of age including those still born	£471.50 £282.00	£295.00	4.77 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.	00 000 00	02 500 00	0.04
Class 'A' Class 'B'	£3,296.00	£3,560.00	8.01
0.000	£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	£1,019.00 £607.00	4.62
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		2000 50	4 77
a. Headstone with kerbs b. Headstone only	£251.50 £195.00	£263.50 £204.00	4.77 4.62
c. Conversion of existing Headstone to include kerbs	£195.00 £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 £54	£289.00 £56.50	22.46
Environmental Surcharge Public Health Cremations	£118.00	£123.50	4.63 4.66
Children over 1 month - 10 years	£50.00	£53.00	6.00
Children still born - 1 month	No Charge	No Charge	0.00
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)  Large commemorative tablet with inscription	£118.00 £2,153.00	£123.50 £2,252.00	4.66 4.60
Large commemorative tablet with inscription  Cloister tablet with inscription	£2,153.00 £1,584.00	£2,252.00 £1,657.00	4.60 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 of	n 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
	55.30		
H. Additional Charges			
Transfer of Grave Ownership	£0.00	£60.00	New Charge
By Probate, Letters of Administration, or Private Statutory Declaration  By Assignment, Assent, Hendon Statutory Declaration or Renunciation	£0.00	£60.00 £100.00	New Charge New Charge
	£0.00	£150.00	New Charge
Combination of the above 22			Jaigo

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	
Building Control Publications				
Building Regulations - Additional copies of decision notices/completion certificates on full plans applications, building notices and regularisations	£82.00	£85.00	3.66	
Dangerous Structures				
Cost recovery, in accordance with The London Building Acts 1939 . Dangerous Structure	Cost recovery	Cost recovery		
Correspondence requiring research to answer				
per question per address	£60.00	£85.00	41.67	
(Minimum charge for this service is £120)				
Reproduction of maps/drawings				
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	
Photocopying				
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	
Building Notice Applications				
Completion Certificates for Building Notice Application	£30.00	£30.00	0.00	

	Append	dix G				
	Housing S	Services				
Service	2010 (	Charge	2011 C	harge	% inc	rease
Leasehold management charges					4	
Pre-assignment enquiries from leaseholders	£22	6.00	£235	5.00	3.9	98
Pre-assignment express enquiries (within 5 days)	£28	0.00	£290	.00	3.5	57
Admin charge for Deeds of Variation	£10	0.00	£105	5.00	5.0	00
Admin charge for enfranchisement/lease extensions	£22	5.00	£235	5.00	4.4	14
Licences for alteration approvals (where allowed by lease)	£12	0.00	£125	5.00	4.1	17
Investigation into leasehold accounts and production of statements going back more than one financial year (outside statutory period), per hour.		0.00	£35.	£35.00		67
Legal Costs for Debt Recovery - Costs on Service of S146	£15	0.00	£155	£155.00		33
Rechargeable works						
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	for repeat	s £25 Admin fee calls only	Actual cost plus £26 Admin fee for repeat calls only		4.00	
Removal of furniture, rubbish, etc, from void properties	1	olus £21 admin ee	Actual costs admir	•	4.76	
Community Centres						
£ per hour	Current	Charges	Pr	oposed fro	m 1 Feb 201	1
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 pu	blic liability insu	rance. Proof of	such insuranc	e cover mus	st be provide	d 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 f	or Tenant & Lea	seholder mee	tings and yo	outh organisa	tions

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	2040 01:	2044 01:	0/ 1
Service	2010 Charge	2011 Charge	% Increase
Full Search	£170.00 £200.00	£200.00 £235.00	17.65 17.50
Expedited 24 hr Full Search 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)	200.00	Free	10.01
One Parcel of Land (copy of documentation provided)	£22.00 £1.00	£25.00 £1.50	13.64 50.00
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)	£14.50	£25.50	20.00
Copy of Official Documentation	£1.25	£1.30	20.00
Planning Decisions	£17.50	£25.00	42.86
Tree Preservation Orders	£17.50	£25.00	28.57
Listed Buildings	£35.00 £37.50	£45.00	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 *			
(a) a planning permission (b) a listed building consent *	£10.25	£11.00	7.32
c) a conservation area consent *	210.20	211.00	7.52
(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	2.2.2.		
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			
(a) highways maintainable at public expense *	£10.25	£11.00	7.32
(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			<u> </u>
Other Matters 2.1 Land required for public purposes			
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	۱۷.۷	£11.00	1.52
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?  (a) the centre line of a new trunk road or special road specified in any order, draft order or			
(a) the centre line of a new trunk road of special road specified in any order, draft order of 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 duel 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,	£15.50	£17.00	9.68
underpass, flyover, footbridge, elevated road or dual carriageway (iii) construction of a	~10.00	~17.00	5.00
roundabout (other than a mini roundabout) or widening by construction or 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			
CONSUMATION			

18 the property for wife 1 be) which 200 meters of the centre line of a proposed makey, team, page 17 meters of monomials 200 meters of the following for the marks, but the contraction of the following for the marks, but the contraction of the following for the marks, but the contraction of the following for the marks, but the contraction of the property of the following for the marks, but the contraction of the property of the marks, but the contraction of the property of the property of the property of the following makes returned to the property of the property of the following makes returned to the following makes returned to the property of the following makes returned to the following makes returned to the following makes returned to the property of the following properties of the following properties of the following makes returned to the foll	3.5. Nearby railway schemes		1	
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Has a float authority approved but not yet implemented any of the following for the coads, towards and control present canned in too 50 yours, and the property of the coads of the property of the		£10.25	£11.00	7.32
bookways and focopatins (named a locus B) which about the boundaries of the property?  B) setting of locating relations.  B) setting of toesing relations.  B) setting of toesing relations.  B) relationship of the setting of the set	3.6. Traffic schemes			
Security of the process of the process of the property of the process of the pr	Has a local authority approved but not yet implemented any of the following for the roads,			
100 working retrievalues   100 cm way driven	footways and footpaths (named in box B) which abut the boundaries of the property?			
100 working retrievalues   100 cm way driven	(a) permanent stopping up or diversion			
(disposed procession of water through residence on the company of the contemporary of				
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Contraction with or weight restriction				
(g) traffic calming works including road humps (ii) readerts parting corrolls (ii) readerts parting corrolls (iii) readerts (iii) read	S / I			
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Option case without a processing				
Disposition consisting   Disposition   Dis				
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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) blothing words (b) blothing words (c) breath and safety (d) housing (d) highways (f) public health (g) public heal	W1 V			
Do any statutory notices which relate to the following matters subsets in relation to the property difference relating to any other energial in response to any other energial in this form?  (a) building works  (b) entiredinated  (c) building works  (d) howards  (f) public health  34. Contravariation of building regulations  15 as a local authority authorised and in the property (any proceedings their Planning Acts)  (b) earlier of the public of t	(I) bridge building			
dother than those revealed in response to any other enguiny in this form?  (b) building words  (c) building words  (c) building words  (d) building words  (d) building words  (e) building words  (e) building words  (f) public headth  (e) building regulations  (e) building regul				
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(d) househing (eth highwayse (f) public health (f) highwayse (f)				
(g) highways   (f) public health   (g) publi		£10.25	£11.00	7.32
3.3. 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?  3.3 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 save, sever, make or commence any of the following?  (b) I a stop notice (c) I a steed building enforcement notice (d) a breach of condition notice (e) a planning contravention notice (d) a present or condition notice (d) a present or condition notice (e) a planning contravention notice (f) in the case of a listed building deliberately allowed to fall into disrepair, a compulsory purchase order with a discellant for minimum compensation (f) a direction restricting permitted development (g) an order revoluting desorminance of use or alteration or removal of building works (iii) an order revoluting desorminance of use or alteration or removal of building works (iii) a representation order (ii) proceedings to enforce a planning agreement or planning contribution 3.10 Conservation area Do the following apply in relation to the property?  2.10 the making of the area a conservation area before 31 August 1974 (iii) the making of the area a conservation area before 31 August 1974 (iv) the making of the area a conservation area before 31 August 1974 (iv) the making of the area a conservation area before 31 August 1974 (iv) the making of the area a conservation area before 31 August 1974 (iv) the making of the area a conservation area before 31 August 1974 (iv) the making of the area a conservation area before 31 August 1974 (iv) the making of the area as conservation area before 31 August 1974 (iv) the making of the area as conservation area before 31 August 1974 (iv) the making of the area as conservation area before 31 August 1974 (iv) the making of the area as conservation area before 31 August 1974 (iv) the making of the area as conservation area before 31 August				
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Solvations, 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) (b) a stop notice) (b) a stop notice) (c) a listed building proceedings under the following? (a) an enforcement notice or a planning control of a planning programming decombination of use or alternation or renoval of building works (m) a tree preservation order  (m) a tree preservation order (m) a tree preservation or	3.8. Contravention of building regulations			
Contravention of any provision contained in <u>Building Regulations</u> (2)  3) Notices, orders, directions and proceedings under Planning Acts Do any of the following subsists in reliation to the property, or has a local authority decided to (a) a the proceeding and proceedings under Planning Acts (b) a stop notice (c) a steep and proceeding and or the following? (b) a stop notice (c) a latest building enforcement notice (d) a breach of condition notice (d) a breach of condition notice (f) another notice reliation to a breach of planning control (g) a latest building reports notice (g) a latest building reports notice (g) a latest building reports notice (g) a latest contravention notice (g) a latest contravention notice (g) a latest contravention reports on the property of the latest contravention of the planning control (g) and the property of the statest contravention notice (g) a contravention notice (g) a under requiring discontinuance of use or attention or removal of building works (g) a the presentation notice (g) proceedings to enforce a planning agreement or planning contribution 3.10 Conservation order (g) proceedings to enforce a planning agreement or planning contribution 3.11 Conneption y purchase  Note to literature of the property of the property of the property purchase or acquire the property purchase    10 proceedings to enforce a planning agreement or planning contribution area   2, 2, 2, 2, 3, 3, 3, 3, 3, 3, 3, 3, 3, 3, 3, 3, 3,		£10.25	£11.00	7.32
Do any of the following subsist in relation to the property, or has a local authority decided to issue, server, 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 (d) a breach of condition notice (d) a breach of condition notice (f) in the case of a listed building deliberately allowed to fall into disrepair, a compulsory purchase order with a direction for minimum compensation (ii) a building preservation notice (ii) a direction restricting permitted development (8) an order revoking or modifying planning permission (ii) a fueling discontinuance of use or afteration or removal of building works (iii) a true preservation order (iv) an order revoking or modifying planning agreement or planning contribution 3.10 Conservation area  3.10 Conservation area  3.11 Compliancy purchase  Has any enforceable order or decision been made to compulsorily purchase or acquire the property?  3.12 Condition area or apply in reasonable order or decision been made to compulsorily purchase or acquire the property which has been identified as contaminated land because it is in such a condition that harm or polition of controlled waters might be caused on the property?  (i) a decidion and poly (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 polition of controlled waters might be caused on the property?  (i) a decidion in order and according to the property of the Environmental Protection Act 1930  (i) a decidion 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 polition of controlled waters might be caused on the property?  (i) a notaminated land notice (ii) in relation to a register maintained under section 78R of the Environmental Protection Act 1930 before the service of a remediation notic				
issue, sarve, make or commence any of the following? (a) an enforcement notice (b) a stop notice (c) a steach of condition notice (d) a breach of condition notice (d) a planning contravention notice (d) a planning contravention notice (f) another notice relation to a breach of planning control (g) a steach of condition notice (ii) a notice recommence and instead building deliberately allowed to fall into disrepair, a compulsory (ii) a first case of a listed building deliberately allowed to fall into disrepair, a compulsory (ii) a first case of a listed building deliberately allowed to fall into disrepair, a compulsory (ii) a disredition recent on notice (iii) a distinct presentation notice (iii) a first continuance of use or alteration or removal of building works (iii) an order requiring discontinuance of use or alteration or removal of building works (iii) an order requiring discontinuance of use or alteration or removal of building works (iii) an order requiring discontinuance of use or alteration or removal of building works (iii) an order requiring discontinuance of use or alteration or removal of building works (iii) an order requiring discontinuance of use or alteration or removal of building works (iii) an order requiring discontinuance of use or alteration or removal of building works (iii) an order requiring discontinuance of use or alteration or alteration area  Do the following apply in relation to the property (ii) an emphasized tand order or decision or designate the area a conservation area  3.11 Computery purchase  Fill 0.25 £11.00 7.32  Fill 0				
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### Environmental Protection Act 1990 before the service of a remediation notice    3.13 Radon gas	c) consultation with the owner or occupier of the property conducted under section 78G(3) of			
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** 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  5. Public paths or byways  6. Advertisements  7. Completion notices  8. Parks and Countryside  9. Pipelines  10. Houses in multiple occupation  11. Noise abatement  12. Urban development areas  12. Urban development areas  12. Luban development areas  13. Enterprise zones  14. Inner urban improvement areas  15. Implied planning zones  16. Land maintenance notices  17. Mineral consultation areas  18. E22.00  19. E23.00  10. Houses in multiple occupation  19. E22.00  10. E23.00  10. E		ne		
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	22. Common land, town and village greens		£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.