

**Committee: Council**

**Agenda Item**

**Date: 25 February 2016**

**17**

**Title: General Fund and Council Tax 2016/17**

**Portfolio Holder: Councillor Simon Howell**

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### **Summary**

1. This budget must be considered alongside the report made by the Director of Finance and Corporate Services under Section 25 of the Local Government Act 2003, to be received by the Cabinet earlier in the agenda. The budget is consistent with the Medium Term Financial Strategy also to be considered earlier on the agenda.
2. The proposals were endorsed by the Scrutiny Committee on 9 February and approved by the Cabinet on 16 February for recommendation to the Council tonight.

### **Recommendations**

3. The Council is recommended to approve:
  - a) The General Fund Budget and Council Tax requirement of £4,827,584 summarised in paragraphs 15 – 19 and detailed in Appendices A - E.
  - b) The schedule of fees and charges in Appendix F.
  - c) The Council Tax Resolution as set out in Appendix G

### **Background Papers**

4. None.

### **Financial Implications**

5. The financial implications are included in the main body of this report.

### **Impact**

Communication/Consultation	Consultation carried out is summarised below.
Community Safety	No specific implications
Equalities	An EQIA is included with the agenda papers
Finance	Detailed in the report
Health and Safety	No specific implications
Human Rights	No specific implications

Legal implications	The recommendations fulfil the legal requirement to set a balanced budget.
Sustainability	No specific implications
Ward-specific impacts	No specific implications
Workforce/Workplace	No specific implications

## Introduction

6. This report provides detailed revenue estimates for the General Fund and Council Tax for 2016/17.
7. The estimates, as summarised in Appendix A, show a Council Tax Requirement of £4,827,584, which balances to the level of Council Tax yield, assuming an increase of 1% in Council Tax.
8. The Cabinet is required to determine a recommended budget for consideration by the Council on 25 February.
9. The estimates in this report are based on the recommended Capital Programme, Treasury Management Strategy and Housing Revenue Account budget for 2016/17 that were considered earlier in today's agenda. Any changes may have a marginal effect on the revenue estimates and these will be reflected in the material that is prepared for Full Council.

## 2016/17 Budget Strategy

10. On 12 January 2016, the Cabinet determined its strategy for the 2016/17 budget and this was formed based on the resident's consultation responses. The table in point 13, Residents Consultation, summarises the priorities and the draft 2016/17 budget has been prepared where possible in line with the consultation.

## Residents Consultation

11. During the summer 2015, a consultation on the Council's budget priorities was completed using multiple methods in order to obtain a wider body of opinion than in previous years. The consultation comprised of a telephone survey of over 500 residents, online and paper questionnaires and face-to-face surveys carried out in the district's main towns and villages. A copy of the survey was also included in the summer Citizens Panel questionnaire.

	<b>Survey respondents' priority</b>	<b>Consistency with budget</b>
Highest Priority	Keep Council Tax at the same level. Majority view was no increases and no decreases	The budget has been prepared with Council Tax increasing by 1%. Central Government has calculated Local Authority funding with the assumption that all councils will increase council tax by the maximum amount each year, which for UDC this is 3.35%. The Council has taken residents consultation responses

		into account and only implemented a 1% increase.
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***Statutory Services (in order of priority)***

1st	Refuse collection, emptying bins and to include litter and dog waste bins	<p>Capital monies allocated for a phased procurement programme of new collection vehicles, and a new depot for the southern part of the district. New vehicles will support the reliability of the service provided to residents.</p> <p>Proposed budget includes additional resources for expansion of the kerbside garden waste collection services to meet demand. The cost will be covered by subscription charge income.</p> <p>Responsible dog ownership campaign took place in February prior to introduction of mandatory dog registration and microchipping from April.</p>
2nd	Planning development of the local area – housing and business growth and where this will be located	<p>Local plan is in development and the budget has been prepared to ensure that all associated work and consultations are funded.</p> <p>The Economic development service will continue to be included in the budget.</p>
3rd	Sweeping the streets, litter picking, clearing up fly-tipping and keeping district council-owned land tidy	<p>Uttlesford actively participated in the Cleaner Essex campaign which ran from end of August until October. Pre and post campaign monitoring has been carried out to determine the impact of the campaign. UDC achieved a 50% reduction in fast food litter over the period with Stansted Lower Street car park seeing the most notable improvement with a 73% reduction in fast food litter between the pre and post campaign monitoring periods. The campaign will continue in 2016/17.</p>
Lowest Priority	Running car parks and on-street parking such as residents permit schemes	<p>The running of the Car Parks within Uttlesford is administered by the North Essex Parking Partnership (NEPP) on behalf of the district.</p>

***Non Statutory Services (in order of priority)***

1st	Helping older/vulnerable people live independently by providing the Lifeline service, through which users can raise an alarm if assistance is required	<p>The Council is continuing to provide the Lifeline Service. The withdrawal of funding from Essex County Council for the equipment has made it necessary for the cost of this service to be fully recovered from residents using the service.</p>
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2nd	Working with the police and other organisations to keep Uttlesford safe	The Council is maintaining the Community Safety budget to ensure that continued support can be provided. Uttlesford prides itself on the positive working relationships it has built with the police. The Police are also moving into the UDC site and will be based in the Lodge next to the main office buildings.
3rd	Educating young people about the dangers of drugs and alcohol	A new structure has been created to support 'Health and Wellbeing'; within this area is a budget specifically for this function.
Lowest Priority	Running Saffron Walden Museum	The Museum will continue to be supported at the current budget level. Since 2008/09 the budget has reduced by 44%.

### 2016/17 resources available

12. By law the budget (Council Tax Requirement) has to balance to the expected Council Tax income receivable.
13. The Director of Finance and Corporate Services (s151 Officer), under delegated authority, has approved the Council Taxbase to be used when setting the 2016/17 draft Council Tax. The Taxbase, expressed in Band D equivalents, is 36,463.81, an increase of 1.94% on the 2015/16 figure of 35,770.40. Deducted from the 36,463.81 figure is an adjustment to reflect the level of Local Council Tax Support Discounts. The estimate of these discounts in Band D equivalent terms is 2,013.06. This produces a Taxbase for budget setting purposes of **34,450.75**.
14. The 2015/16 UDC Band D Council Tax was £138.74. In accordance with the Cabinet's guidance, an increase of 1% has been assumed for the purpose of preparing this report, this give a Band D figure for 2016/17 of **£140.13**. Multiplied by the taxbase, this would produce a Council Tax yield of **£4,827,584**.
15. The Council is therefore required to balance its net budget to a **Council Tax Requirement of £4,827,584**.

	2015/16	2016/17	% Change
Taxbase (gross)	35,770.40	36,463.81	1.94%
LCTS Discounts	(2,230.60)	(2,013.06)	-9.75%
Taxbase (net)	33,539.80	34,450.75	2.72%
Band D	£138.74	£140.13	1.00%
<b>Council Tax Yield</b>	<b>4,653,312</b>	<b>4,827,584</b>	<b>3.72%</b>

16. The Council Tax Yield is higher than the equivalent sum for 2015/16, as explained below:

	<b>£ '000</b>
<b>2015/16 Council Tax Requirement</b>	<b>4,653,312</b>
Additional income arising from Taxbase increases	126,385
Additional income arising from UDC 1% increase	<u>47,887</u>
<b>2016/17 Council Tax Requirement</b>	<b><u>4,827,584</u></b>

17. The £4,827,584 figure represents estimated Council Tax income, but for budget purposes it is treated as a UDC levy on the Collection Fund and is therefore a reliable figure. Inevitably the actual amount of Council Tax income will differ from the assumed amount. This will give rise to a surplus or deficit on the Collection Fund which will be taken into account as part of next year's budget setting.

#### Indicative District Council Tax for 2016/17

18. Assuming an increase of 1% in Council Tax, the amount of Uttlesford DC Council Tax, by each Council Tax band, is shown below.

Band	Chargeable Dwellings		Proportion of Band D	2015/16	2016/17	Increase 1% £/year
	No.	%		UDC Council Tax £	UDC Council Tax £	
A	1,023	2.99%	6/9ths	92.49	93.42	0.93
B	3,586	10.47%	7/9ths	107.91	108.99	1.08
C	7,889	23.04%	8/9ths	123.32	124.56	1.24
D	6,784	19.81%	9/9ths	138.74	140.13	1.39
E	6,153	17.97%	11/9ths	169.57	171.27	1.70
F	4,317	12.61%	13/9ths	200.40	202.41	2.01
G	4,084	11.93%	15/9ths	231.23	233.55	2.32
H	404	1.18%	18/9ths	277.48	280.26	2.78
<b>Total</b>	34,240	100%				

## General Fund Budget

19. The 2016/17 budget has a surplus of £2,436,000 which has been allocated to the Strategic Initiatives Fund Reserve subject to the approval of the reserves strategy earlier in the agenda. The key factors attributing to the surplus are the increased taxbase due to new developments and properties brought back into use, New Homes Bonus and an increased level of income generated from the Business Rates Retention Scheme.
20. A summary of the 2016/17 General Fund budget is shown in the table below. Further details are set out in the budget summary in Appendix A and Appendix B provides details on each portfolio.

	<b>2015/16 Original Budget £ '000</b>	<b>2015/16 Restated Budget £ '000</b>	<b>2016/17 Original Budget £ '000</b>	<b>Increase / (Decrease) £ '000</b>
<u>Portfolio budgets</u>				
Net Service Expenditure	9,600	9,369	9,896	527
<u>Corporate items</u>				
Capital Financing Costs	3,454	2,199	2,497	298
Recharge to HRA	(1,372)	(1,372)	(1,666)	(294)
Corporate Items other (net)	52	52	(26)	(78)
<b>Net Expenditure</b>	<b>11,733</b>	<b>10,248</b>	<b>10,701</b>	<b>453</b>
<u>Funding</u>				
New Homes Bonus - Grant	(3,598)	(3,598)	(4,279)	(681)
Business Rates Retention	(1,303)	(1,303)	(2,689)	(1,386)
Revenue Support Grant	(1,234)	(1,234)	(684)	550
Council Tax - Collection Fund Balance	(89)	(89)	(152)	(63)
<b>Net Operating Expenditure</b>	<b>5,509</b>	<b>4,024</b>	<b>2,897</b>	<b>(1,127)</b>
Strategic Initiatives Reserve	1,034	1,920	2,368	448
Net Transfers to/(from) other earmarked reserves	(1,890)	(1,290)	(437)	853
<b>Council Tax Requirement</b>	<b>4,653</b>	<b>4,653</b>	<b>4,828</b>	<b>175</b>
Council Tax (precept levied on Collection Fund)	(4,653)	(4,653)	(4,828)	(175)
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

21. A subjective analysis of net service expenditure is below.

	<b>2015/16</b>	<b>2016/17</b>	
	<b>Restated</b>	<b>Original</b>	<b>Increase /</b>
	<b>Budget</b>	<b>Budget</b>	<b>Decrease (-)</b>
	<b>£ '000</b>	<b>£ '000</b>	<b>£ '000</b>
Employees	9,243	9,735	493
Premises	677	704	27
Transport	645	632	(13)
Supplies & Services	5,153	5,303	150
Third Party Payments	250	248	(2)
Transfer Payments	17,311	17,073	(239)
<b>Expenditure</b>	<b>33,279</b>	<b>33,696</b>	<b>417</b>
External Funding	(1,344)	(1,541)	(197)
Fees & Charges	(4,853)	(4,364)	489
Specific Govmt Grants	(17,405)	(17,239)	166
Other Income	(308)	(656)	(348)
<b>Income</b>	<b>(23,910)</b>	<b>(23,800)</b>	<b>110</b>
<b>Net portfolio expenditure</b>	<b>9,369</b>	<b>9,896</b>	<b>527</b>

22. The following table is a reconciliation of the movement from the 2015/16 budget to the 2016/17 estimates. Details of all adjustments are given in Appendix C.

	£ '000	£ '000
<b>Council Tax Requirement - 2015/16</b>		<b>4,653</b>
<u>Portfolio budget changes (where greater than £5k)</u>		
Changes to Income	(195)	
Efficiency Savings	(112)	
External Funding Loss	39	
Inescapable Growth	698	
Service Investment	253	
Service Reductions	(28)	
Other Adjustments	(146)	
Minor Variances < £5k	19	
	<u>528</u>	
<u>Corporate Items</u>		
Capital Financing costs	298	
Increase in HRA Share of Corporate/Central costs	(294)	
	<u>4</u>	
<u>Funding Items</u>		
Net Impact of Collection Fund Transactions	(1,449)	
New Homes Bonus Increase	(681)	
Revenue Support Grant Reduction	550	
	<u>(1,580)</u>	
Net Decrease on use of Earmarked Reserves	1,291	
Other Net Adjustments	(68)	
	<u>1,223</u>	
		175
<b>Council Tax Requirement - 2016/17</b>		<b><u><u>4,828</u></u></b>

Note: The above table includes savings and favourable budget adjustments of £400,000 identified as part of the budget setting process.



## Key budget items

23. The key service items to note in the budget changes are as follows:

<b>Budget Movement</b>	
<b>£ '000</b>	<b>Description</b>
305,000	Net salary increases which include the national insurance contracting out rebate being phased out and councils having to cover the salary cost implications.
246,000	Disposal fees increased for the disposal of recyclable waste materials.
65,000	Reduction in planning income.
60,000	Loss of rental income for the top floor of London Road Offices.
44,000	Providing an additional crew on the Green Waste kerbside collection for the growth in uptake from residents.
22,000	Enforcement Post - One year contract
(127,000)	Increased income share relating to the Essex Sharing Agreement based on better collection rates and increases in the taxbase.
(74,000)	Increased income from the Essex Fraud and Compliance Business Case.
(51,000)	Due to current collection rates an increase in the recovery of housing benefit overpayments.

24. The other key item to note in the budget is the Business Rates income; this is based on setting the level of income as per the baseline funding level set by Central Government. Uttlesford has also joined the Essex Business Rate Pool which based on current information will reduce the levy payment due to Central Government.

## Risks and Assumptions

25. The key areas of risk both adverse and favourable are shown below, a full analysis of all risks and assumptions have been included in Appendix D.

- Business Rates is the key area of significant impact to the stability of the budget, there are two specific areas of risk
  - Stansted Airport Appeal – the outcome of this appeal is expected to be confirmed sometime in 2016/17. The risk of the appeal was identified in 2013/14 and a provision was created to cover the potential future cost. In discussions with External Audit and following their guidance the provision was held at a value of £8m. Once the appeal is settled this provision will be released back into the accounts to cover the cost of the appeal which will be backdated to 2005. The risk is that the provision is either over or under provided for, this will affect the level of income we will have coming into the General Fund and could impact either favourably or adversely. It is impossible to obtain an accurate estimate of the cost of the appeal and as such we have set the Business Rate income on the basis that the provision is at a right level.

- NHS Trust - have recently written to the DCLG requesting to be classified as 'Charitable Organisations' as such this would entitle the Trusts to 80% Mandatory Business Rate Relief. This request has been supported by a QC legal opinion and the DCLG are considering this request. As this is not an appeal and if the DCLG grant the new classification there is uncertainty about whether there is limitations on the amount of time this could be backdated. As this issue has only arisen in the last 2 weeks we are awaiting DCLG guidance and we are assessing the impact this could have on us as an Authority and the effect on the expected benefits of the Business Rate Pool.

### **Local Government Finance Settlement**

26. On the 17 December the Council received provisional notification of the settlement for 2016/17. Final figures are expected to be confirmed in mid-February.
27. The Settlement comprises of the following:
  - Revenue Support Grant (RSG)
  - Localised Business Rates Retention (BRR)
  - New Homes Bonus (NHB)
28. There is uncertainty about the level of funding in future years and this is discussed in more detail in the Medium Term Financial Strategy (MTFS) earlier in the agenda.
29. The Government is currently running a consultation on the future of New Homes Bonus, which the Council will be providing a detailed response, this is detailed elsewhere in the agenda. What we do know is the following:
  - RSG reduction of £550,000 in 2016/17, a further £430,000 reduction in 2017/18 and reducing to zero in 2018/19.
  - 100% BRR from 2020, but this will come with added responsibilities but at the current time we do not know what these will be.
  - NHB is confirmed at £4,279,632 as per the original scheme criteria for 2016/17, with no cuts or adjustments, future years are uncertain and it is expected that there will be new criteria applied and overall reductions.

### **General Fund Reserves**

30. The report made by the Director of Finance and Corporate Services (s151 Officer) under Section 25 of the Local Government Act 2003, received earlier in today's agenda, and recommended that the Working Balance be maintained at £1,234,000. The forecast on the Working Balance as at 1 March 2016 is set to ensure that we meet the minimum contingency requirement. The 2016/17 budget therefore includes a provision to increase the Working Balance by £34,000, in line with the recommendations in the Section 25 report.
31. Appendix E shows a summary of the current reserves, a detailed breakdown of the reserves transfers is shown within the MTFS in The Reserves Strategy.

### **Fees and Charges review**

32. Officers have reviewed fees & charges in line with the Council's Pricing and Concessions policy and Cabinet decisions where relevant. A schedule of proposed charges is included at Appendix F.
33. Where services are operating in competition with other commercial providers, for example trade waste, the service manager needs to have authority to negotiate as required where it is the Council's best interests to do so.

### **Outstanding Issues**

34. At the time of writing this report, the following issues were outstanding; the updated position will be reported verbally.
  - Confirmation of the Funding settlement for 2016/17
  - Final notifications of the formal precept figures from Essex County Council, Essex Police and Essex Fire.

### **Risk Analysis**

35. The formal risk analysis of the budget is set out in the report earlier on today's agenda, "Robustness of Estimates and Adequacy of Reserves".

Risk	Likelihood	Impact	Mitigating actions
Actual events may differ from the assumptions and estimates used to produce the draft budget, which will lead to variances from the budget.	3 (some risk that variances will occur requiring action to be taken)	2 (potential impact which could adversely affect the council's financial position if not managed)	Budget monitoring and corrective action taken as necessary.

### **List of Appendices**

- Appendix A – General Fund Budget Summary
- Appendix B – Portfolio Budgets
- Appendix C – Schedule of Budget Adjustments
- Appendix D – Risks and Assumptions
- Appendix E – General Fund Reserves Summary
- Appendix F – Fees and Charges
- Appendix G – Council Tax Resolution

## APPENDIX A – GENERAL FUND SUMMARY 2016/17

	2015/16 Original Budget £ '000	2015/16 Restated Budget £ '000	2016/17 Original Budget £ '000	Increase / (Decrease) £ '000
<b>Portfolio budgets</b>				
Communities & Partnerships	1,018	1,005	902	(103)
Environmental Services	2,075	2,002	2,380	378
Finance & Administration	5,254	5,146	5,217	71
Housing & Economic Development	1,253	1,216	1,397	181
<b>Sub-total – Portfolio Budgets</b>	<b>9,600</b>	<b>9,369</b>	<b>9,896</b>	<b>527</b>
<b>Corporate items</b>				
Capital Financing Costs	3,454	2,199	2,497	298
Investment Income	(50)	(50)	(119)	(69)
Pension Fund - Added Years	102	102	92	(9)
Recharge to HRA	(1,138)	(1,138)	(1,331)	(193)
HRA Share of Corporate Core	(234)	(234)	(335)	(101)
<b>Sub total - Corporate Items</b>	<b>2,133</b>	<b>879</b>	<b>805</b>	<b>(74)</b>
<b>Sub total - Budget</b>	<b>11,733</b>	<b>10,248</b>	<b>10,701</b>	<b>453</b>
<b>Funding</b>				
Council Tax - Collection Fund Balance	(89)	(89)	(152)	(63)
New Homes Bonus - Grant	(3,598)	(3,598)	(4,279)	(681)
NNDR - UDC share (net of tariff)	(1,303)	(1,303)	(2,407)	(1,104)
NNDR - Levy Payment/(Safety Net Reimbursement)	0	0	505	505
NNDR - Section 31 Funding	(459)	(459)	(402)	57
NNDR - Collection Fund Balance	3,148	3,148	(231)	(3,379)
NNDR - Renewable Energy Schemes	0	0	(134)	(134)
NNDR - Transfer to/(from) Ringfenced Reserve	(2,689)	(2,689)	(20)	2,669
Settlement Funding	(1,234)	(1,234)	(684)	550
<b>Sub-total – Funding</b>	<b>(6,224)</b>	<b>(6,224)</b>	<b>(7,804)</b>	<b>(1,580)</b>
<b>Sub-total - Net Operating Expenditure</b>	<b>5,509</b>	<b>4,024</b>	<b>2,897</b>	<b>(1,127)</b>
<b>Transfers to/from(-) Reserves</b>				
DWP Reserve	(175)	(175)	50	225
Economic Development Reserve	(50)	(50)	0	50
Elections Reserve	(75)	(75)	25	100
Licensing Reserve	(22)	(22)	(16)	6
MTFS Reserve	(28)	(28)	0	28
Strategic Initiatives Reserve	1,034	1,920	2,368	448
Waste Depot Relocation Project	(1,500)	(900)	(600)	300
Waste Management	(30)	(30)	70	100
Working Balance	0	0	34	34
<b>Sub-total - Movement in Earmarked Reserves</b>	<b>(846)</b>	<b>640</b>	<b>1,931</b>	<b>1,291</b>
Section 106 Funding - Transfers to/(from) S106 reserves	(10)	(10)	0	10
<b>Sub-total - Movement in Other Reserves</b>	<b>(10)</b>	<b>(10)</b>	<b>0</b>	<b>10</b>
<b>COUNCIL TAX REQUIREMENT (BOTTOM LINE)</b>	<b>4,653</b>	<b>4,653</b>	<b>4,828</b>	<b>175</b>
<b>Council Tax (precept levied on Collection Fund)</b>	<b>(4,653)</b>	<b>(4,653)</b>	<b>(4,828)</b>	<b>(175)</b>
<b>OVERALL NET POSITION</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## APPENDIX B

### COMMUNITY PARTNERSHIPS AND ENGAGEMENT PORTFOLIO

	2014/15 Outturn	2015/16 Original Budget	2015/16 Restated Budget	2016/17 Original Budget	Increase / (Decrease)
	£ '000	£ '000	£ '000	£ '000	£ '000
Assisted Travel	1	0	0	0	0
Community Information Centres	46	48	48	47	(1)
Community & Leisure Management	46	49	49	0	(49)
Day Centres	30	55	42	35	(7)
Emergency Planning	48	44	44	44	0
Grants & Contributions	351	377	377	373	(4)
Leisure & Performance	68	95	95	77	(18)
Leisure PFI	(77)	10	10	30	20
Museum Saffron Walden	159	167	167	179	12
New Homes Bonus	76	117	117	117	0
Renovation Grants	(1)	0	0	0	0
Sports Development	73	56	56	0	(56)
<b>Portfolio Total</b>	<b>820</b>	<b>1,018</b>	<b>1,005</b>	<b>902</b>	<b>(103)</b>

**APPENDIX B continued..**

**ENVIRONMENTAL SERVICES**

	2014/15 Outturn	2015/16 Original Budget	2015/16 Restated Budget	2016/17 Original Budget	Increase / (Decrease)
	£ '000	£ '000	£ '000	£ '000	£ '000
Animal Warden	33	31	31	32	1
Car Parking	(646)	(618)	(618)	(613)	5
Community Safety	55	171	171	149	(22)
Depots	63	59	59	60	1
Development Management	(184)	(434)	(434)	(364)	70
Environmental Management & Admin	105	110	91	112	21
Grounds Maintenance	159	224	224	223	(1)
Highways	(16)	(13)	(13)	(13)	0
Housing Strategy	91	95	95	114	19
Licensing	(122)	(115)	(129)	(125)	4
Local Amenities	(88)	8	8	8	0
Pest Control	25	28	28	0	(28)
Planning Management & Admin	426	388	388	388	0
Planning Policy	337	244	244	278	34
Planning Specialists	211	219	219	182	(37)
Public Health	171	467	446	521	75
Street Cleansing	285	299	299	294	(5)
Street Services Management & Admin	253	319	300	277	(23)
Vehicle Management	357	372	372	378	6
Waste Management - Expenditure	2,182	2,291	2,291	2,463	172
Waste Management - Income	(2,148)	(2,070)	(2,070)	(1,984)	86
<b>Portfolio Total</b>	<b>1,549</b>	<b>2,075</b>	<b>2,002</b>	<b>2,380</b>	<b>378</b>

**APPENDIX B continued..**

**FINANCE AND ADMINISTRATION**

	2014/15 Outturn	2015/16 Original Budget	2015/16 Restated Budget	2016/17 Original Budget	Increase / (Decrease)
	£ '000	£ '000	£ '000	£ '000	£ '000
Benefit Administration	(265)	(202)	189	201	12
Business Improvement & Performance Team	76	78	78	80	2
Central Services	377	380	380	382	2
Conducting Elections	(7)	96	1	1	0
Conveniences	18	21	21	21	0
Corporate Management	722	657	657	668	11
Corporate Team	99	114	90	102	12
Council Tax Benefits	23	0	0	0	0
Electoral Registration	14	45	45	60	15
Enforcement	174	150	150	174	24
Financial Services	867	927	927	1,050	123
Housing Benefits	76	145	145	152	7
Human Resources	215	221	221	228	7
Information Technology	1,207	1,121	1,179	1,181	2
Internal Audit	110	115	115	114	(1)
Land Charges	(84)	(61)	(61)	(75)	(14)
Legal Services	(4)	99	99	99	0
Local Council Tax Support	40	91	91	(23)	(114)
Local Tax Collection	(193)	(50)	(50)	(90)	(40)
Non Domestic Rates	(152)	21	(29)	(145)	(116)
Offices	345	274	274	354	80
Office Cleaning	154	166	166	179	13
Revenues Administration	730	846	458	504	46
<b>Portfolio Total</b>	<b>4,542</b>	<b>5,254</b>	<b>5,146</b>	<b>5,217</b>	<b>71</b>

APPENDIX B continued..

HOUSING AND ECONOMIC DEVELOPMENT – GENERAL FUND

	2014/15 Outturn	2015/16 Original Budget	2015/16 Restated Budget	2016/17 Original Budget	Increase / (Decrease)
	£ '000	£ '000	£ '000	£ '000	£ '000
Building Surveying	(79)	(81)	(81)	(95)	(14)
Committee Administration	165	165	165	208	43
Communications	242	255	255	266	11
Customer Services Centre	332	351	351	384	33
Democratic Representation	353	336	330	326	(4)
Economic Development	136	135	104	130	26
Energy Efficiency	41	47	47	47	0
Health Improvement	0	0	0	111	111
Homelessness	231	167	167	175	8
Housing Grants	10	10	10	10	0
Lifeline	(133)	(132)	(132)	(165)	(33)
<b>Portfolio Total</b>	<b>1,298</b>	<b>1,253</b>	<b>1,216</b>	<b>1,397</b>	<b>181</b>



## APPENDIX C – BUDGET ADJUSTMENTS

<b>INESCAPABLE GROWTH</b>			
<b>Portfolio</b>	<b>Service</b>	<b>Description</b>	<b>£ '000</b>
All portfolios	Various services	Net inflationary increase in salaries (including effect of contracting out rebate being phased out)	305 Ongoing
Environment	Waste Management	Processing fees for disposal of recyclable materials	246 Ongoing
Finance & Administration	Financial Services	Insurance contract - inflationary rises in premiums	49 Ongoing
Environment	Waste Management	Trade waste disposal charges	25 Ongoing
Finance & Administration	Information Technology	Support costs	25 Ongoing
Communities & Partnerships	Leisure PFI	Leisure PFI contractual inflation (net rise for unitary payments / rental income)	22 Ongoing
Housing & Economic Development	Homelessness	Utility cost rises	15 Ongoing
Communities & Partnerships	Community Information Centres	Additional rental payable in respect of ECC library	6 Ongoing
Environment	Car Parks	Utility cost rises	5 Ongoing
			<u>698</u>
<b>SERVICE INVESTMENT AND REDUCTIONS</b>			
<b>Portfolio</b>	<b>Service</b>	<b>Description</b>	<b>£ '000</b>
Finance & Administration	Financial Services	Net investment in establishment (to cover maternity / statutory processes for closedown)	51 One-off
Environment	Waste Management	Additional driver and loader for kerbside collection	44 Ongoing
Housing & Economic Development	Customer Services	CSC Officer	28 Ongoing
Housing & Economic Development	Economic Development	Business Support Officer FTC (until December 2016)	25 One-off
Finance & Administration	Enforcement	Fraud work	22 One-off
Finance & Administration	Offices Commercial	Increase private hire such as wedding services	20 Ongoing
Environment	Environmental Management	Admin Assistant FTC - growth bid to make post permanent	19 Ongoing
Environment	Public Health	Empty Homes & Private Sector Housing Officer FTC - growth bid to make post permanent	16 Ongoing
Finance & Administration	Revenues Admin	SPD & Empty Homes Review	16 Ongoing
Finance & Administration	Information Technology	Support costs	12 Ongoing
			<u>253</u>
Environment	Pest Control	Service ceased with effect from January 2015	(28) Ongoing
			<u>(28)</u>
			<u>225</u>

## APPENDIX C – BUDGET ADJUSTMENTS

<b>EFFICIENCY SAVINGS</b>			
<b>Portfolio</b>	<b>Service</b>	<b>Description</b>	<b>£ '000</b>
Environment	Street Services Management	One administrative post deleted in new staffing structure	(35) Ongoing
Communities & Partnerships	Leisure & Performance	Funding for 'Access to Services' budget removed	(20) Ongoing
Finance & Administration	Local Council Tax Support	Funding for major preceptors being removed from base budget	(19) Ongoing
Finance & Administration	Revenues Admin	Net reduction in employee costs (including £10k saving in agency due to settled structure)	(13) Ongoing
Finance & Administration	Local Council Tax Support	Funding for parish preceptors being reduced in base budget (in line with no. of LCTS claims)	(12) Ongoing
Finance & Administration	Information Technology	Establishment savings arising from Phase 1 restructure process	(11) Ongoing
Finance & Administration	Legal Services	Reduction in Publications budget	(5) Ongoing
Environmental	Waste Management	Waste Transfer station - net savings arising (reduction in bulking costs + no Haverhill costs)	(122) Ongoing
Environmental	Waste Management	Waste Transfer station - net income loss (no tipping away income + loss in ECC IAA funding)	125 Ongoing
			<u>(112)</u>

<b>OTHER ADJUSTMENTS - MATERIAL ITEMS</b>			
<b>Portfolio</b>	<b>Service</b>	<b>Description</b>	<b>£ '000</b>
<b>Increases</b>			
Finance & Administration	Housing Benefits	Increase in rent rebates expenditure	64 Ongoing
Environment	Planning Policy	Increase in consultancy requirement (in line with current trend)	28 Ongoing
Finance & Administration	Housing Benefits	Increase in bad debt provision	20 Ongoing
Finance & Administration	Electoral Registration	Additional budget requirement for canvassers	10 Ongoing
Various	Various	Net effect of health structure	14 Ongoing
Finance & Administration	Corporate Team	Additional budget requirement for Corporate HR officer post	9 Ongoing
			<u>145</u>
<b>Decreases</b>			
Finance & Administration	Non-Domestic Rates	Discretionary Rate Relief - budget being removed as now accounted for in Collection Fund	(116) Ongoing
Finance & Administration	Local Taxation / Non-Domestic Rates	Removal of bad debt provisions accounted for in Collection Fund	(57) Ongoing
Finance & Administration	Housing Benefits	Net increase in proportion of rent allowances expenditure which can be recovered by subsidy	(26) Ongoing
Environment	Various	Transport related savings (Diesel etc)	(23) Ongoing
Environment	Waste Management	Processing fees - budgetary adjustment element	(20) Ongoing
Environment	Waste Management	Reduction in weekend casual employees	(11) Ongoing
Environment	Development Management	Reduction in advertising budget	(10) Ongoing
Environment	Planning Management & Admin	Reduced hours for Planning & Building Control Support Officer	(8) Ongoing
Environment	Public Health	Net staffing adjustment	(7) Ongoing
Environment	Street Cleansing	Disposal charges reduction (based on revised tonnage calculations)	(7) Ongoing
Finance & Administration	Corporate Management	External audit fees reduction	(6) Ongoing
			<u>(291)</u>
		<b>Net Total</b>	<u><b>(146)</b></u>

## APPENDIX C – BUDGET ADJUSTMENTS

<b>LOSS OF EXTERNAL FUNDING</b>			
<b>Portfolio</b>	<b>Service</b>	<b>Description</b>	<b>£ '000</b>
Finance & Administration	Benefits Admin	Loss of DWP admin grant loss	33 Ongoing
Communities & Partnerships	Saffron Walden Museum	Grant from Museum Society has ceased	6 Ongoing
			<u>39</u>

<b>CHANGES TO INCOME</b>			
<b>Portfolio</b>	<b>Service</b>	<b>Description</b>	<b>£ '000</b>
<b>Increases</b>			
Finance & Administration	Local Council Tax Support	Additional income arising from 3 year sharing/technical agreement with preceptors	(127) Ongoing
Finance & Administration	Revenues Administration	Collection Investment (including hardship admin) plus fraud and compliance investment	(74) Ongoing (2nd of 3 years)
Finance & Administration	Housing Benefits	Additional recovery of housing benefit overpayments	(51) Ongoing
Environment	Waste Management / Street Cleaning	Net ECC recycling credits increase (including inflationary element)	(38) Ongoing
Housing & Economic Development	Lifeline	Net increase in fee income arising from inflationary rises & small decrease in estimated usage	(34) Ongoing
Housing & Economic Development	Building Surveying	Increase in fee income	(30) Ongoing
Environment	Waste Management	Green waste kerbside income	(13) Ongoing
Finance & Administration	Legal Services	Additional cost income	(10) Ongoing
Environment	Planning Management & Admin	Street naming fees	(10) Ongoing
Environment	Public Health	Net additional border inspection fees	(10) Ongoing
Environment	Waste Management	Net increase in Trade waste income (including inflationary element)	(9) Ongoing
Communities & Partnerships	Community Information Centres	Additional rental income in respect of ECC library	(7) Ongoing
Finance & Administration	Local Council Tax Support	Hardship Fund - funding from preceptors	(5) Ongoing
			<u>(418)</u>
<b>Decreases</b>			
Environment	Development Management	Net planning income	65 Ongoing
Finance & Administration	Offices	Loss of rental for top floor office space (ECC)	60 Ongoing
Environment	Public Health	Net reduction to budget arising from cessation of green beans / peas inspections	51 Ongoing
Environment	Waste Management	Green waste weekend service	31 Ongoing
Finance & Administration	Local Tax Collection	Reduced court costs recovery expected due to pending legal case	10 Ongoing
Finance & Administration	Non-Domestic Rates	Reduced court costs recovery expected due to pending legal case	6 Ongoing
			<u>223</u>
		<b>Net Total</b>	<u><b>(195)</b></u>

## APPENDIX D

### RISKS AND ASSUMPTIONS – ADVERSE AND FAVOURABLE

Code	Budget Item	Description of key assumptions and/or what variable outcomes may arise	Probability of variance arising (L, M, H)	Favourable Impact (L, M, H)	Adverse Impact (L, M, H)
	<i>Business Rates</i>	<i>Stansted Airport Appeal – the outcome of this appeal is expected to be confirmed sometime in 2016/17. The risk of the appeal was identified in 2013/14 and a provision was created to cover the potential future cost. In discussions with External Audit and following their guidance the provision was held at a value of £8m. Once the appeal is settled this provision will be released back into the accounts to cover the cost of the appeal which will be backdated to 2005. The risk is that the provision is either over or under provided for, this will affect the level of income we will have coming into the General Fund and could impact either favourably or adversely. It is impossible to obtain an accurate estimate of the cost of the appeal and as such we have set the Business Rate income on the basis that the provision is at a right level.</i>	H	H	H
GBA	<i>DWP Grant</i>	<i>It is assumed that the Housing Benefit Subsidy Grant will be paid at similar levels to 2015/16. The notification of grant amounts however will not be made until the end of November 2015. There is therefore a risk that the amount budgeted may change with a more likely adverse rather than favourable impact.</i>	M	L	L
GHB	<i>Rent Rates Expenditure</i>	<i>It is assumed that Rent Rebate Expenditure will remain stable. There are no current plans to significantly increase the level of HRA stock and the implementation of Universal Credit is anticipated to initially affect small numbers of claimants during the 2016/17 financial year. There is an adverse risk however that a large employer in the district may cease trading which could increase the amount of Housing Benefit claims made. Due to means testing calculations, there is also an adverse risk that the changes in Welfare Reform, such as changes in Tax Credits, could increase claimants housing benefit entitlements to compensate. With the implementation of Universal Credit, there is however a favourable risk that Rent Rebate expenditure may decrease if cases are migrated across quicker than currently projected.</i>	M	L	H
GHB	<i>Rent Allowance Expenditure</i>	<i>As above with the exception of HRA stock assumption and an additional risk of cost of rents significantly increasing in the Uttlesford area.</i>	M	L	H
GHB	<i>Rent Rebate Subsidy</i>	<i>It is assumed that Rent Rebate Subsidy can continue to be claimed in line with levels reflected in previous years. There is a risk however that an increase in new burdens and requirements to increase the identification of fraud and error, could incur adverse subsidy implications due to limited percentages of overpayment amounts being able to be claimed. There is also a risk that, if local authority error overpayment exceed the DWP stated upper threshold, no subsidy could be claimed for these amounts</i>	M	L	H
GHB	<i>Rent Allowance Subsidy</i>	<i>As above</i>	M	L	H
GDC	<i>Planning Fees</i>	<i>It is assumed that planning applications will continue to come in at the current rate. There is a risk that activity will slow down due to the recession.</i>	M	L	H
GPH	<i>Income from Green Bean imports via Stansted Airport</i>	<i>There is a possibility that green beans from Kenya will come back onto the EU list of high risk products from April 2016. If this does occur additional income will be generated from the associated inspection fees. This is offset by higher staff and laboratory costs but overall there would be a net income gain to the Council.</i>	L	M	L
GRA	<i>Autumn Budget</i>	<i>It is assumed that the Autumn statement will not affect the Business Rate grant however we may have a cut or increase which will affect income</i>	L	L	M
GSA	<i>Police Community Support Officers</i>	<i>Risk that the funding for the PCSOs is not taken up by the Police</i>	L	M	L

APPENDIX D continued...

RISKS AND ASSUMPTIONS - ADVERSE

Code	Budget Item	Description of key assumptions and/or what variable outcomes may arise	Probability of variance arising (L, M, H)	Adverse Impact (L, M, H)
	<i>Business Rates</i>	<i>NHS Trust - have recently written to the DCLG requesting to be classified as 'Charitable Organisations' this would entitle the Trusts to Mandatory Business Rate Relief'. This request has been supported by a QC legal opinion and the DCLG are considering this request. As this is not an appeal and if the DCLG grant the new classification there are uncertainty about whether there is limitations on the amount of time this could be backdated. As this issue has only arisen in the last 2 weeks we are awaiting DCLG decision and we are assessing the impact this could have on us as an Authority and the effect on the expected benefits of the Business Rate Pool.</i>	L	M
GBA	<i>Agency Staff</i>	<i>It is assumed that benefits team staffing will become more stable in terms of staffing during 2016/17. There is a risk however that additional agency staff or overtime of current staff may be required to cover any vacant posts or additional work demands due to new or increased burdens being imposed.</i>	L	L
GHB	<i>DWP Discretionary Funding</i>	<i>It is assumed that the governments Discretionary Housing Payment Funding will remain stable, if not slightly increase, for the 2016/17 financial year. There is a risk however that the amount granted will not meet local requirements following the implementation of welfare reform changes and therefore the authority may need to 'top the fund up' out if it's own finances (up to a maximum of 2.5 times DWP amount) if required.</i>	L	M
GHC	<i>Disposal Costs</i>	<i>Braintree and EWD charges may increase</i>	L	M
GHW	<i>Highway Ranger Funding</i>	<i>Funding from ECC will be withdrawn</i>	L	H
GLC	<i>Local Land Charges Income</i>	<i>The Land Registry is looking to take over responsibility for local land charges and is currently running pilot schemes. If this comes about the fee for local searches will be lost. It is unlikely that this will come about in the next 12 months but could be a significant risk for the future</i>	L	H
GOF	<i>Rent</i>	<i>Unable to get tenant for bottom floor of building</i>	L	H
GCP	<i>White Street Car Park</i>	<i>Remedial work needed to an underground Tar Pit that has the potential to leak into surrounding soil and water course. No cost estimate at the moment, but cost is definite with works likely to take place in the summer. It will be a capital expenditure.</i>	H	M
GRA	<i>Sharing Agreement</i>	<i>It is assumed that ECC, Police and Fire continue to fund the collection investment, technical changes and Fraud and compliance work. It is unlikely funding will be withdrawn unless the return on investment reduces, at the current time this is unlikely</i>	L	M
GRA	<i>GTB Fund</i>	<i>There is an assumption that DCLG admin grant of £50,000 will be moved to GBA if this happens income on this fund will be lower than predicted and more money will need to be allocated to subsidise the parishes LCTS Tax base protection</i>	H	M

## APPENDIX D continued...

### RISKS AND ASSUMPTIONS – FAVOURABLE

Code	Budget Item	Description of key assumptions and/or what variable outcomes may arise	Probability of variance arising (L, M, H)	Favourable Impact (L, M, H)
GLC	Local Land Charges Income	<i>The European Court of Justice has just agreed that local authorities can charge for staff time for dealing with EIR requests which may enable the council to recover additional fees. Detailed analysis of the judgement is currently underway</i>	M	M
GPF	PFI Unitary Charge	<i>Budget follows PFI Model, however past few years outturn has been less than budgeted, a review of the model is required to ascertain reasons for variances</i>	M	L

#### Impact levels

L = up to £100,000

M = £100,000 to £250,000

H = over £250,000

## APPENDIX E

### GENERAL FUND RESERVES 2016/17

	Actual Balance	Forecast Transfers			Estimated Balance	Forecast Transfers			Estimated Balance
	1st April 2015 £ '000	From General Fund £ '000	To General Fund £ '000	Between reserves £ '000	31st March 2016 £ '000	From General Fund £ '000	To General Fund £ '000	Between reserves £ '000	31st March 2017 £ '000
<b>RINGFENCED RESERVES</b>									
Business Rates	3,670	336	(2,338)	(1,148)	520	470	(490)		500
DWP Reserve	259	100	(259)		100	50	(100)		50
Licensing Reserve	31		(15)		16		(16)		0
Working Balance	1,282		(82)		1,200	34			1,234
	5,242	436	(2,694)		1,836	554	(506)	(100)	1,784
<b>USABLE RESERVES</b>									
Financial Management Reserves									
MTFS Reserve	1,000		0		1,000				1,000
Transformation Reserve	1,000		(40)		960				960
	2,000	0	(40)		1,960	0	0	0	1,960
<b>Contingency Reserves</b>									
Emergency Response	40				40				40
	40	0	0		40	0	0	0	40
<b>Service Reserves</b>									
Access Reserve	200		(200)		0				0
Economic Development	244		(50)		194				194
Elections	95	25	(95)		25	25			50
Homelessness	40				40				40
Neighbourhood Planning	139		(15)		124				124
Planning	1,002		(63)		939		0		939
Strategic Initiatives	600	2,293	(54)	1,148	3,987	2,436	(68)	100	6,455
Waste Depot Relocation Project	1,500		(900)		600		(600)		0
Waste Management	379		(249)		130	180	(110)		200
	4,199	2,318	(1,626)		6,039	2,641	(778)	100	8,002
<b>TOTAL USABLE RESERVES</b>	<b>6,239</b>	<b>2,318</b>	<b>(1,666)</b>		<b>8,039</b>	<b>2,641</b>	<b>(778)</b>	<b>100</b>	<b>10,002</b>
<b>TOTAL RESERVES</b>	<b>11,481</b>	<b>2,754</b>	<b>(4,360)</b>		<b>9,875</b>	<b>3,195</b>	<b>(1,284)</b>	<b>0</b>	<b>11,786</b>

The estimated 2015/16 outturn surplus and the 2016/17 surplus have been included in the Strategic Initiatives Reserve

**APPENDIX F  
FEES AND CHARGES**

# **Uttlesford District Council**

## **2016/17 Fees & Charges**

**With effect from 1 April 2011, the Council's general policy is to allow a 25% discount for customers in receipt of UDC-administered Housing Benefit and LC-Tax Support.  
Certain exemptions to the policy and additional discounts apply in some cases.  
Building Regulations Charges and Car Parking charges are not covered by the policy.**

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## APPENDIX F continued...

### FEES AND CHARGES

Building surveying other charges	2015/16 charge £	2016/17 charge £	Does the charge include VAT?	Note
Provision of Energy Performance Certificates	240.00	250.00	Yes	Standard Charge
Copying charges	10p a sheet + £25 per hour officer time if job exceeds 1 hour	10p a sheet + £25 per hour officer time if job exceeds 1 hour	Yes	Statutory limitations

Street Naming and Numbering	2015/16 charge £	2016/17 charge £	Does the charge include VAT?
<u>*new charging structure</u>			
Name or number change to existing dwelling	72.00	N/A*	No
1 new dwelling name or number change - existing road	102.50	N/A*	No
2 to 10 dwelling name or number change - existing road	175.00	N/A*	No
Over 10 dwellings name or number - existing road	205.00	N/A*	No
Over 10 dwellings name or number on existing road - extra charge per dwelling	20.50	N/A*	No
1 to 10 dwellings on a new road	307.50	N/A*	No
Over 10 dwellings name or number on new road - extra charge per dwelling	20.50	N/A*	No
Parish/Town Council initiated scheme to re name/number on existing road	52.00	N/A*	No
Parish/Town Council initiated scheme to re name/number on existing road extra charge per dwelling	20.50	N/A*	No
Street Renaming (residents request)	257.00	N/A*	No
Street Renaming (residents request, extra charge per dwelling)	20.50	N/A*	No
Change of Building Name (e.g. block of flats)	154.00	N/A*	No
<u>Charge per dwelling/unit</u>			
Name change/renumber	N/A*	75.00	No
New dwelling/unit	N/A*	110.00	No
2-5 dwellings/units	N/A*	75.00	No
6 - 25 dwellings/units	N/A*	55.00	No
26 - 75 dwellings/units	N/A*	45.00	No
76 plus dwellings/units	N/A*	35.00	No
New Street Name	N/A*	200.00	No
Name of block or block of flats of industrial estate	N/A*	175.00	No
Confirmation of plot or postal address for utility company (charged to utility companies only)	N/A*	35.00	No

## APPENDIX F continued...

### FEES AND CHARGES

STANDARD CHARGES SCHEDULE 1- NEW DWELLINGS Dwelling houses and Flats						
Code	<u>New Build Houses or Bungalows Not Exceeding 250m<sup>2</sup></u>		Plan Charge	Inspection Charge*	Building Notice*	Regularisation Charge*
HO1	1 Plot	Fee	£260.00	£385.00	£695.00	<b>£868.75</b>
		VAT	£52.00	£77.00	£139.00	
		<b>Total</b>	<b>£312.00</b>	<b>£462.00</b>	<b>£834.00</b>	
HO2	2 Plots	Fee	£330.00	£590.00	£970.00	<b>£1,212.50</b>
		VAT	£66.00	£118.00	£194.00	
		<b>Total</b>	<b>£396.00</b>	<b>£708.00</b>	<b>£1,164.00</b>	
HO3	3 Plots	Fee	£395.00	£785.00	£1,260.00	<b>£1,575.00</b>
		VAT	£79.00	£157.00	£252.00	
		<b>Total</b>	<b>£474.00</b>	<b>£942.00</b>	<b>£1,512.00</b>	
HO4	4 Plots	Fee	£465.00	£960.00	£1,525.00	<b>£1,906.25</b>
		VAT	£93.00	£192.00	£305.00	
		<b>Total</b>	<b>£558.00</b>	<b>£1,152.00</b>	<b>£1,830.00</b>	
HO5	5 Plots	Fee	£520.00	£1,085.00	£1,700.00	<b>£2,125.00</b>
		VAT	£104.00	£217.00	£340.00	
		<b>Total</b>	<b>£624.00</b>	<b>£1,302.00</b>	<b>£2,040.00</b>	
<u>New Build Flats Not Exceeding 250m<sup>2</sup> and Not More Than 3 Storeys</u>						
FL1	1 Plot	Fee	£260.00	£385.00	£695.00	<b>£868.75</b>
		VAT	£52.00	£77.00	£139.00	
		<b>Total</b>	<b>£312.00</b>	<b>£462.00</b>	<b>£834.00</b>	
FL2	2 Plots	Fee	£330.00	£590.00	£970.00	<b>£1,212.50</b>
		VAT	£66.00	£118.00	£194.00	
		<b>Total</b>	<b>£396.00</b>	<b>£708.00</b>	<b>£1,164.00</b>	
FL3	3 Plots	Fee	£395.00	£785.00	£1,260.00	<b>£1,575.00</b>
		VAT	£79.00	£157.00	£252.00	
		<b>Total</b>	<b>£474.00</b>	<b>£942.00</b>	<b>£1,512.00</b>	
FL4	4 Plots	Fee	£465.00	£960.00	£1,525.00	<b>£1,906.25</b>
		VAT	£93.00	£192.00	£305.00	
		<b>Total</b>	<b>£558.00</b>	<b>£1,152.00</b>	<b>£1,830.00</b>	
FL5	5 Plots	Fee	£520.00	£1,085.00	£1,700.00	<b>£2,125.00</b>
		VAT	£104.00	£217.00	£340.00	
		<b>Total</b>	<b>£624.00</b>	<b>£1,302.00</b>	<b>£2,040.00</b>	
<u>Conversion to</u>						
COH	Single dwelling house (Where total floor area does not exceed 150m <sup>2</sup> )	Fee	£220.00	£320.00	£590.00	<b>£737.50</b>
		VAT	£44.00	£64.00	£118.00	
		<b>Total</b>	<b>£264.00</b>	<b>£384.00</b>	<b>£708.00</b>	
COF	Single Flat (Where total floor area does not exceed 150m <sup>2</sup> )	Fee	£220.00	£320.00	£590.00	<b>£737.50</b>
		VAT	£44.00	£64.00	£118.00	
		<b>Total</b>	<b>£264.00</b>	<b>£384.00</b>	<b>£708.00</b>	
<b>Notifiable Electrical work (in addition to the above, where applicable.)</b>						
DNE	(Where a satisfactory certificate will not be issued by a Part P registered electrician)	Fee	£220.00	This charge relates to a first fix pre-plaster inspection of the wiring and final testing on completion. Re- visits/testing will be subject to further charges. For regularisation applications a full appraisal and testing will be carried out		
		VAT	£44.00			
		<b>Total</b>	<b>£264.00</b>			

Where Standard Charges are not applicable please contact Building Control on 01799 510539

Please note that the charges marked with an \* have been reduced to reflect where controlled electrical installations are being carried out, tested and certified by a registered Part P electrician. If these reductions are claimed and a self certifying electrician is not subsequently employed, the applicant will be invoiced for supplementary charges equal to the discount (see DNE below)

## APPENDIX F continued...

### FEES AND CHARGES

STANDARD CHARGES						
SCHEDULE 2 WORK TO A SINGLE DWELLING						
Limited to work not more than 3 storeys above ground level						
Full Plans						
Code	Extension and New Build		Plan Charge	Inspection Charge*	Building Notice Charge*	Regularisation Charge*
DX1	Separate single storey extension with floor area not exceeding 40m <sup>2</sup>	Fee	£140.00	£295.00	£455.00	<b>£568.75</b>
		VAT	£28.00	£59.00	£91.00	
		<b>Total</b>	<b>£168.00</b>	<b>£354.00</b>	<b>£546.00</b>	
DX2	Separate single storey extension with floor area exceeding 40m <sup>2</sup> but not exceeding 100m <sup>2</sup>	Fee	£155.00	£365.00	£545.00	<b>£681.25</b>
		VAT	£31.00	£73.00	£109.00	
		<b>Total</b>	<b>£186.00</b>	<b>£438.00</b>	<b>£654.00</b>	
DX3	Separate extension with some part 2 or 3 storeys in height and a total floor area not exceeding 40m <sup>2</sup>	Fee	£145.00	£325.00	£495.00	<b>£618.75</b>
		VAT	£29.00	£65.00	£99.00	
		<b>Total</b>	<b>£174.00</b>	<b>£390.00</b>	<b>£594.00</b>	
DX4	Separate extension with some part 2 or 3 storeys in height and a total floor area exceeding 40m <sup>2</sup> but not exceeding 100m <sup>2</sup>	Fee	£200.00	£380.00	£615.00	<b>£768.75</b>
		VAT	£40.00	£76.00	£123.00	
		<b>Total</b>	<b>£240.00</b>	<b>£456.00</b>	<b>£738.00</b>	
DG0	A building or extension comprising solely of a garage, carport or store not exceeding 100m <sup>2</sup>	Fee	£100.00	£220.00	£315.00	<b>£393.75</b>
		VAT	£20.00	£44.00	£63.00	
		<b>Total</b>	<b>£120.00</b>	<b>£264.00</b>	<b>£378.00</b>	
DNH	Detached non-habitable domestic building with total floor area not exceeding 50m <sup>2</sup>	Fee	£100.00	£220.00	£315.00	<b>£393.75</b>
		VAT	£20.00	£44.00	£63.00	
		<b>Total</b>	<b>£120.00</b>	<b>£264.00</b>	<b>£378.00</b>	
<b>Conversions</b>						
DLC	First and second floor loft conversions	Fee	£155.00	£350.00	£560.00	<b>£700.00</b>
		VAT	£31.00	£70.00	£112.00	
		<b>Total</b>	<b>£186.00</b>	<b>£420.00</b>	<b>£672.00</b>	
DOC	Other work (e.g. garage conversions)	Fee	£60.00	£130.00	£190.00	<b>£237.50</b>
		VAT	£12.00	£26.00	£38.00	
		<b>Total</b>	<b>£72.00</b>	<b>£156.00</b>	<b>£228.00</b>	
<b>Alterations (inc underpinning)</b>						
DTH	Renovation of a thermal element	Fee	£40.00	£80.00	£115.00	<b>£143.75</b>
		VAT	£8.00	£16.00	£23.00	
		<b>Total</b>	<b>£48.00</b>	<b>£96.00</b>	<b>£138.00</b>	
DRW	Replacement windows, rooflights, roof windows or external glazed doors	Fee	£40.00	£80.00	£115.00	<b>£143.75</b>
		VAT	£8.00	£16.00	£23.00	
		<b>Total</b>	<b>£48.00</b>	<b>£96.00</b>	<b>£138.00</b>	
DA1	Cost of work not exceeding £5000 (inc Renewable Energy Systems)	Fee	£60.00	£110.00	£165.00	<b>£206.25</b>
		VAT	£12.00	£22.00	£33.00	
		<b>Total</b>	<b>£72.00</b>	<b>£132.00</b>	<b>£198.00</b>	
DA2	Cost of work exceeding £5000 but not exceeding £25000	Fee	£115.00	£220.00	£330.00	<b>£412.50</b>
		VAT	£23.00	£44.00	£66.00	
		<b>Total</b>	<b>£138.00</b>	<b>£264.00</b>	<b>£396.00</b>	
DA3	Cost of work exceeding £25000 but not exceeding £100000	Fee	£165.00	£375.00	£590.00	<b>£737.50</b>
		VAT	£33.00	£75.00	£118.00	
		<b>Total</b>	<b>£198.00</b>	<b>£450.00</b>	<b>£708.00</b>	
DA4	Cost of work exceeding £100000 but not exceeding £250000	Fee	£230.00	£530.00	£785.00	<b>£981.25</b>
		VAT	£46.00	£106.00	£157.00	
		<b>Total</b>	<b>£276.00</b>	<b>£636.00</b>	<b>£942.00</b>	
<b>Notifiable Electrical work in addition to the above, where applicable.</b>						
DNE	(Where a satisfactory certificate will not be issued by a Part P registered electrician)	Fee	£220.00			This charge relates to a first fix pre-plaster inspection of the wiring and final testing on completion. Re-visits/testing will be subject to further charges. For regularisation applications a full appraisal and testing will be carried out
		VAT	£44.00			
		<b>Total</b>	<b>£264.00</b>			

Where Standard Charges are not applicable please contact Building Control on 01799 510539

Please note that the charges marked with an \* have been reduced to reflect where controlled electrical installations are being carried out, tested and certified by a registered Part P electrician. If these reductions are claimed and a self certifying electrician is not subsequently employed, the applicant will be invoiced for supplementary charges equal to the discount (see DNE below)

## APPENDIX F continued...

### FEES AND CHARGES

STANDARD CHARGES					
SCHEDULE 3- ALL OTHER NON-DOMESTIC WORK					
Limited to work not more than 3 storeys above ground level					
<u>Code</u>	<u>Extensions and New Build</u>		<u>Plan Charge</u> £	<u>Inspection Charge</u> £	<u>Regularisation</u> <u>Charge £</u>
<b>NX1</b>	Single storey with floor area not exceeding 40m <sup>2</sup>	Fee	£135.00	£320.00	<b>£568.75</b>
		VAT	£27.00	£64.00	
		<b>Total</b>	<b>£162.00</b>	<b>£384.00</b>	
<b>NX2</b>	Single storey with floor area exceeding 40m <sup>2</sup> but not exceeding 100m <sup>2</sup>	Fee	£155.00	£385.00	<b>£675.00</b>
		VAT	£31.00	£77.00	
		<b>Total</b>	<b>£186.00</b>	<b>£462.00</b>	
<b>NX3</b>	With some part 2 or 3 storey in height and a total floor area not exceeding 40m <sup>2</sup>	Fee	£220.00	£445.00	<b>£831.25</b>
		VAT	£44.00	£89.00	
		<b>Total</b>	<b>£264.00</b>	<b>£534.00</b>	
<b>NX4</b>	With some part 2 or 3 storey in height and a total floor area exceeding 40m <sup>2</sup> but not exceeding 100m <sup>2</sup>	Fee	£260.00	£580.00	<b>£1,050.00</b>
		VAT	£52.00	£116.00	
		<b>Total</b>	<b>£312.00</b>	<b>£696.00</b>	
<b><u>Alterations</u></b>					
<b>NO1</b>	Cost of work not exceeding £5000	Fee	£60.00	£130.00	<b>£237.50</b>
		VAT	£12.00	£26.00	
		<b>Total</b>	<b>£72.00</b>	<b>£156.00</b>	
<b>NO2</b>	Replacement windows, rooflights, roof windows or external glazed doors (not exceeding 20 units)	Fee	£60.00	£130.00	<b>£237.50</b>
		VAT	£12.00	£26.00	
		<b>Total</b>	<b>£72.00</b>	<b>£156.00</b>	
<b>NO3</b>	Renewable energy systems (not covered by an appropriate Competent Persons scheme)	Fee	£60.00	£130.00	<b>£237.50</b>
		VAT	£12.00	£26.00	
		<b>Total</b>	<b>£72.00</b>	<b>£156.00</b>	
<b>NO4</b>	Installation of new shop front	Fee	£60.00	£130.00	<b>£237.50</b>
		VAT	£12.00	£26.00	
		<b>Total</b>	<b>£72.00</b>	<b>£156.00</b>	
<b>NO5</b>	Cost of work exceeding £5000 but not exceeding £25000	Fee	£125.00	£245.00	<b>£462.50</b>
		VAT	£25.00	£49.00	
		<b>Total</b>	<b>£150.00</b>	<b>£294.00</b>	
<b>NO6</b>	Replacement windows, rooflights, roof windows or external glazed doors (exceeding 20 units)	Fee	£125.00	£245.00	<b>£462.50</b>
		VAT	£25.00	£49.00	
		<b>Total</b>	<b>£150.00</b>	<b>£294.00</b>	
<b>NO7</b>	Renovation of thermal elements	Fee	£125.00	£245.00	<b>£462.50</b>
		VAT	£25.00	£49.00	
		<b>Total</b>	<b>£150.00</b>	<b>£294.00</b>	
<b>NO8</b>	Installation of Raised Storage Platform within an existing building	Fee	£125.00	£245.00	<b>£462.50</b>
		VAT	£25.00	£49.00	
		<b>Total</b>	<b>£150.00</b>	<b>£294.00</b>	
<b>NO9</b>	Cost of works exceeding £25000 but not exceeding £100000	Fee	£165.00	£400.00	<b>£706.25</b>
		VAT	£33.00	£80.00	
		<b>Total</b>	<b>£198.00</b>	<b>£480.00</b>	
<b>N10</b>	Fit out of building up to 100m <sup>2</sup>	Fee	£155.00	£385.00	<b>£675.00</b>
		VAT	£31.00	£77.00	
		<b>Total</b>	<b>£186.00</b>	<b>£462.00</b>	
<b>N11</b>	Cost of works exceeding £100000 but not exceeding £250000	Fee	£230.00	£555.00	<b>£981.25</b>
		VAT	£46.00	£111.00	
		<b>Total</b>	<b>£276.00</b>	<b>£666.00</b>	

Where Standard Charges are not applicable please contact Building Control on 01799 510539

APPENDIX F continued...

FEES AND CHARGES

Car Parking	2015/16 charge £	2016/17 charge £	Does the charge include VAT?
<b><u>Saffron Walden</u></b>			
<b><i>Fairycroft</i></b>			
30 Minutes	0.50	0.50	Yes
1 Hour	0.70	0.70	Yes
2 Hours	1.20	1.20	Yes
3 Hours	2.00	2.00	Yes
<b><i>Common</i></b>			
30 Minutes	0.50	0.50	Yes
1 Hour	0.70	0.70	Yes
2 Hours	1.20	1.20	Yes
3 Hours	2.00	N/A	Yes
4 Hours	3.00	N/A	Yes
<b><i>Rose &amp; Crown</i></b>			
30 Minutes	0.50	0.50	Yes
1 Hour	0.70	0.70	Yes
2 Hours	1.20	1.20	Yes
<b><i>Swan Meadow</i></b>			
1 Hour	0.70	0.70	Yes
2 Hours	1.20	1.20	Yes
4 Hours	2.00	2.00	Yes
6 Hours	2.50	2.50	Yes
10 Hours	3.50	3.50	Yes
Season Tickets (6 months)	175.00	175.00	Yes
Season Tickets (per annum)	300.00	300.00	Yes
<b><u>Coaches</u></b>			
5 Hours	3.00	3.00	Yes
10 Hours	6.00	6.00	Yes
<b><u>Great Dunmow</u></b>			
<b><i>WhiteStreet</i></b>			
30 Minutes	0.40	0.40	Yes
1 Hour	0.60	0.60	Yes
3 Hours	1.20	1.20	Yes
4 Hours	N/A	2.00	Yes
5 Hours	2.40	2.40	Yes
10 Hours	3.50	3.50	Yes
Season Ticket (6 months)	175.00	175.00	Yes
Season Ticket (per annum)	300.00	300.00	Yes
<b><i>New Street/Chequers &amp; Angel Lane</i></b>			
30 Minutes	0.40	0.40	Yes
1 Hour	0.60	0.60	Yes
3 Hours	1.20	1.20	Yes
<b><u>Stansted Mountfitchet</u></b>			
<b><i>Lower Street</i></b>			
30 Minutes	0.40	0.40	Yes
1 Hour	0.60	0.60	Yes
3 Hours	1.20	1.20	Yes
6 Hours	2.40	2.40	Yes
10 Hours	4.00	4.70	Yes
Coaches	6.00	6.00	Yes
<b><i>Crafton Street</i></b>			
30 Minutes	0.40	0.40	Yes
1 Hour	0.60	0.60	Yes
3 Hours	1.20	1.20	Yes
10 Hours	3.00	3.00	Yes
Season Ticket - Local Business & employee (6 months)	130.00	130.00	Yes
Season Ticket - Local Business & employee (per annum)	250.00	250.00	Yes
Season Ticket - Non business (6 months)	200.00	200.00	Yes
Season Ticket - Non business (per annum)	420.00	420.00	Yes

## APPENDIX F continued...

### FEES AND CHARGES

Environmental Health	2015/16 charge £	2016/17 charge £	Does the charge include VAT?
<b>Food and Water Safety</b>			
Food Safety course - level 2 certificate	75.00	80.00	No
Health Certificate for Export	85.00	85.00	No
Voluntary Surrender Certificate	75.00	75.00	No
Water Samples (Airport)	25.00	25.00	Yes
Private water supply sample collection fee (plus laboratory charges)	25.00	25.00	Yes
Private water supply carrying out of Risk Assessment - per hour	45.00	54.00	No
Investigation (each visit)	N/A	54.00	No
Analysis under reg 10	N/A	25.00	No
EIR information	N/A	108.00	No
Contaminated land	N/A	108.00	No
Officer charges for works in default - per hour	N/A	54.00	No
Chemical Water Samples on request	Charged at Cost	Charged at Cost	Yes

<b>Imported Food Inspection Charges</b>			
Organic Produce Certificate - office hours (per certificate)	70.00	70.00	No
Organic Produce Certificate - outside office hours	250.00	250.00	No
POAO per CVED (Products of animal origin) (per consignment)	175.00	175.00	No
POAO per CVED Out of Hours additional fee (Products of animal origin)	75.00	75.00	No
High Risk NAO per CED (Non animal origin)	55.00	55.00	No
High Risk NAO sampling fee + laboratory charges	60.00	60.00	No
High Risk NAO per CED Out of Hours	65.00	65.00	No
High Risk NAO Out of Hours sampling fee + laboratory charges	95.00	95.00	No
High Risk destruction charge + disposal costs	60.00	60.00	No
IUU Catch Certificate EEA	25.00	25.00	No
IUU Catch Certificate non EEA	50.00	50.00	No

<b>Animals</b>			
Micro chipping - Pets - Microchip event	16.50	16.50	Yes
Stray dog - admin and call out fee - (kennel fees additional charge)	50.00	50.00	No

Environmental Health	2015/16 charge £	2016/17 charge £	Does the charge include VAT?
<b>Other charges</b>			
Licensing of Houses of Multiple Occupancy (HMO) std fee for up to 5 bedrooms	350.00	355.00	No
5 letting rooms or more - charge per additional room	40.00	41.00	No
Housing Immigration Inspection	150.00	153.00	No
Housing improvement notice - per hour	N/A	54.00	No
Suspended improvement notice - per hour	N/A	54.00	No
Prohibition order - per hour	N/A	54.00	No
Suspended prohibition order - per hour	N/A	54.00	No
Emergency prohibition order - per hour	N/A	54.00	No
Emergency remedial action notice - per hour	N/A	54.00	No
Copy of Food Register - Whole - (hourly charge or part thereof)	70.00	70.00	Yes
Copy of Food Register - Single Entry	25.00	25.00	Yes

## APPENDIX F continued...

### FEES AND CHARGES

#### Land Charges

For the current schedule of land charges, please visit the Uttlesford District Council website:

<http://www.uttlesford.gov.uk/article/1910/Local-Land-Charges-and-Searches>

Lifeline (Council Tenants and Private Residents)	2015/16 charge £	2016/17 charge £	Does the charge include VAT?
Lifeline units - Level 1 - Weekly charge - including evening and weekend emergency response visits	4.99	5.04	Yes*
Lifeline units - Level 2 - Extra Sensors (up to a maximum of 4, customers requiring more than 4 extra sensors will be charged at the rate of 50p per extra sensor)	6.19	6.24	Yes*

*\*a zero rating for VAT will apply if the customer can provide evidence that they have a disability*

## APPENDIX F continued...

### FEES AND CHARGES

Museum	2015/16 charge £	2016/17 charge £	Does the charge include VAT?
Admission Charge adult	1.50	2.50	Yes
Admission Charge discount	0.75	1.25	Yes
Admission Charge children	0.00	0.00	n/a
Season Ticket adult	5.00	8.00	Yes
Season Ticket discount	2.50	4.00	Yes
School visits per pupil	3.00	3.00	Yes
School visits minimum charge	48.00	48.00	Yes
<b><u>Reproduction Charges</u></b>			
<b><u>Fee for providing images of collections for commercial publications</u></b>			
One country / language	108.00	108.00	Yes
Two or more countries	134.40	134.40	Yes
Regional publication	54.00	54.00	Yes
Local publication	14.40	14.40	Yes
Still image for regional TV	134.40	134.40	Yes
Still image for national TV	270.00	270.00	Yes
Film and video, regional TV	96.00	96.00	Yes
Film and video, national TV	192.00	192.00	Yes
Facility fee for use as "set"	162.00	162.00	Yes
<b><u>Hire of premises (corporate and private)</u></b>			
Museum - Hire for first hour	75.00	75.00	No
Museum - Hire per hour after first hour	50.00	50.00	No
School Room - Hire for first hour	20.00	20.00	No
School Room - Hire per hour after first hour	10.00	10.00	No
<b><u>Other Charges</u></b>			
School Loan and Reminiscence Boxes	N/A	12.00	Yes
Talks for local groups - within district	N/A	50.00	No
Talks for local groups - outside district	N/A	60.00	No
<b><u>Museum Store visits</u></b>			
Group bookings per hour (special tours/study sessions/workshops)	N/A	12.00	Yes
Individual visit per hour (weekdays) plus 30mins set-up and clear-up	N/A	12.00	Yes
Individual visit per hour (evenings and weekends)	N/A	24.00	Yes
Individual visit (evenings and weekends) half-day/3hr session	N/A	90.00	Yes
Individual visit (Saturday) whole day	N/A	174.00	Yes



## APPENDIX F continued...

### FEES AND CHARGES

Licensing	2015/16 charge £	2016/17 charge £	Does the charge include VAT?
<b><u>Taxi Licensing (pre October 2015)</u></b>			
Drivers	40.00	N/A	No
Operators	60.00	N/A	No
Vehicles	70.00	N/A	No
<b><u>Taxi Licensing (from 1 October 2015)</u></b>			
Drivers (licence valid for 3 years)			
- New Application	140.00	140.00	No
- Renewal	129.00	129.00	No
Operators (licence valid for 5 years)			
- New Application	350.00	350.00	No
- Renewal	346.00	346.00	No
Vehicles (licence valid for 1 year)			
- New Application	50.00	50.00	No
- Renewal	42.00	42.00	No
Vehicle Licence Transfer Fee	23.00	23.00	No
CRB checks	Charged at cost	Charged at cost	No
<b><u>Caravan Site Licence Fees</u></b>			
<b><u>New Applications</u></b>			
1-5 pitches	N/A	405.00	No
6-10 pitches	N/A	405.00	No
11-20 pitches	N/A	486.00	No
21-50 pitches	N/A	569.00	No
51-100 pitches	N/A	747.00	No
>100 pitches	N/A	810.00	No
<b><u>Annual Fee/Admin and Monitoring of site licenses</u></b>			
1-5 pitches	N/A	-	No
6-10 pitches	N/A	220.00	No
11-20 pitches	N/A	220.00	No
21-50 pitches	N/A	301.00	No
51-100 pitches	N/A	382.00	No
>100 pitches	N/A	544.00	No
Variation/Transfer	N/A	100.00	No
Laying of site rules	N/A	25.00	No

## APPENDIX F continued...

### FEES AND CHARGES

Licensing	2015/16 charge  £	2016/17 charge  £	Does the charge include VAT?
<b><u>Licences</u></b>			
Animal boarding establishment	135.00	169.00	No
Home boarding	N/A	137.00	No
Dog breeding establishment	135.00	137.00	No
Riding establishment	235.00	238.00	No
Pet shop	135.00	137.00	No
Dangerous wild animals	265.00	268.00	No
Zoo licence (5 years)	680.00	690.00	No
Skin piercing, acupuncture and electrolysis premises & 1 p	170.00	180.00	No
Skin piercing, acupuncture and electrolysis person licence	70.00	80.00	No
<b><u>Scrap Metal</u></b>			
Grant of a site or collectors licence	365.00	365.00	No
- each additional site after first site	79.00	79.00	No
Renewal of a site or collectors licence	276.00	276.00	No
- each additional site after first site	79.00	79.00	No
Variation of a site or collectors licence	157.00	157.00	No
- each additional site being added to the licence	79.00	79.00	No
<b><u>Alcohol Licensing Act 2003</u></b>			
For the current schedule of statutory fees, please visit the Uttlesford District Council website:			
<a href="http://www.uttlesford.gov.uk/article/2295/Licensing-Act-2003---Personal">http://www.uttlesford.gov.uk/article/2295/Licensing-Act-2003---Personal</a>			
<a href="http://www.uttlesford.gov.uk/article/2023/Licensing-Act-2003---Premises">http://www.uttlesford.gov.uk/article/2023/Licensing-Act-2003---Premises</a>			
<b><u>Gambling Act 2005</u></b>			
For the current schedule of fees, please visit the Uttlesford District Council website:			
<a href="http://www.uttlesford.gov.uk/article/2292/Gambling-Act-2005">http://www.uttlesford.gov.uk/article/2292/Gambling-Act-2005</a>			

## APPENDIX F continued...

### FEES AND CHARGES

#### Planning Applications

For the current schedule of planning application fees, please visit the Uttlesford District Council website:

<http://www.uttlesford.gov.uk/article/2160/Planning-Application-Fees>

Planning Pre-application advice	2015/16 charge £	2016/17 charge £	Does the charge include VAT?
<b><u>Non-Residential</u></b>			
500-999 m2 Commercial	1000.00	N/A*	Yes
1000-9999m2 Commercial	1650.00	N/A*	Yes
10,000 m2 or above commercial	2400.00	N/A*	Yes
<b><u>Residential</u></b>			
1-9 units	500.00	N/A*	Yes
10-30 units	1000.00	N/A*	Yes
31-100 units	1650.00	N/A*	Yes
101-300 units	2400.00	N/A*	Yes
301+ Units	POA	N/A*	Yes
New Building or change of use	500.00	N/A*	Yes
<b>Listed Building Advice (all types excl. Householder)</b>			
Written	150.00	N/A*	Yes
Meeting in office	350.00	N/A*	Yes
Meeting on site	400.00	N/A*	Yes
<b><u>Listed Building Householder</u></b>			
Written	125.00	N/A*	Yes
Meeting in office	300.00	N/A*	Yes
Meeting on site	350.00	N/A*	Yes
<b>* New Charging Structure</b>			
<b><u>Householder</u></b>			
Written Advice	N/A*	60.00	Yes
Meeting 1/2 hr and written advice	N/A*	150.00	Yes
Listed Building written advice	N/A*	175.00	Yes
Listed Building meeting 1 hr and written advice	N/A*	300.00	Yes
<b><u>Non-Residential inc. change of use</u></b>			
less than 1000 sq. m. written	N/A*	150.00	Yes
less than 1000 sq. m. meeting	N/A*	300.00	Yes
1000-1999 sq.m. written	N/A*	300.00	Yes
1000-1999 sq.m. meeting	N/A*	750.00	Yes
2000 - 4999 sq. m. meeting	N/A*	1250.00	Yes
Over 5000 sq. m.	N/A*	POA	Yes
<b><u>Residential</u></b>			
1 dwelling	N/A*	250.00	Yes
1 Listed dwelling	N/A*	400.00	Yes
2-9 dwellings	N/A*	500.00	Yes
10-30 dwellings	N/A*	1000.00	Yes
31-100 dwellings	N/A*	1650.00	Yes
101-300 dwellings	N/A*	2400.00	Yes

## APPENDIX F continued...

### FEES AND CHARGES

Other Planning fees and charges	2015/16 charge £	2016/17 charge £	Does the charge include VAT?
Documents provided under Local Government Access to Information Act 1985	10p a sheet plus £25 per	10p a sheet plus £25 per	Yes
Documents - TPO, BPN, LB	hour if job	hour if job	
Planning & Building Regulation Decision Notices	exceeds 1 hour	exceeds 1 hour	
Uttlesford Local Plan Adopted 2005	25.00	25.00	Yes
Weekly list of Planning Application Submissions	321.00	N/A	Yes

Saffron Walden Offices	2015/16 charge £	2016/17 charge £	Does the charge include VAT?
<b><u>Room charges - non wedding - minimum 2 hour charge applies</u></b>			
Room hire - chairman's room (per hour)	N/A	48.00	Yes
Room hire - chairman's room (per hour) Charity Rate	N/A	25.00	Yes
Room hire - committee room (per hour)	60.00	84.00	Yes
Room hire - committee room (per hour) Charity Rate	25.00	25.00	Yes
Room hire - Council Chamber (per hour)	78.00	96.00	Yes
Refreshments - per 10 people	13.20	13.20	Yes
<b><u>Room charges - wedding</u></b>			
Chairman's Room Mon-Thur	N/A	74.00	Yes
Chairman's Room Friday	N/A	114.00	Yes
Chairman's Room Saturday a.m.	N/A	149.00	Yes
Chairman's Room Saturday p.m.	N/A	175.00	Yes
Chairman's Room Sunday/B.Holiday	N/A	250.00	Yes
Committee Room Mon-Thur	N/A	100.00	Yes
Committee Room Friday	N/A	140.00	Yes
Committee Room Saturday a.m.	N/A	175.00	Yes
Committee Room Saturday p.m.	N/A	200.00	Yes
Committee Room Sunday/B.Holiday	N/A	275.00	Yes
Council Chamber Mon-Thur	N/A	150.00	Yes
Council Chamber Friday	N/A	190.00	Yes
Council Chamber Saturday a.m.	N/A	225.00	Yes
Council Chamber Saturday p.m.	N/A	250.00	Yes
Council Chamber Sunday/B.Holiday	N/A	300.00	Yes
Chamber + Chairman's Mon-Thur	N/A	175.00	Yes
Chamber + Chairman's Friday	N/A	265.00	Yes
Chamber + Chairman's Saturday a.m.	N/A	325.00	Yes
Chamber + Chairman's Saturday p.m.	N/A	375.00	Yes
Chamber + Chairman's Sunday/B.Holiday	N/A	500.00	Yes
Chamber + Committee Mon-Thur	N/A	200.00	Yes
Chamber + Committee Friday	N/A	280.00	Yes
Chamber + Committee Saturday a.m.	N/A	350.00	Yes
Chamber + Committee Saturday p.m.	N/A	400.00	Yes
Chamber + Committee Sunday/B.Holiday	N/A	550.00	Yes

## APPENDIX F continued...

### FEES AND CHARGES

<b>Print Room</b>	<b>2015/16 charge £</b>	<b>2016/17 charge £</b>	<b>Does the charge include VAT?</b>
Printing services for town & parish councils, voluntary organisations, clubs & societies. Hourly charge. Materials charged on top. * Addition of VAT varies depending on what is being printed.	37.00	38.00	No*

<b>Health Improvement</b>	<b>2015/16 charge £</b>	<b>2016/17 charge £</b>	<b>Does the charge include VAT?</b>
Nordic Walking Evening	N/A	3.00	No
Nordic Walking drop in weekly	4.00	4.00	No
Nordic Walking 4 week courses	39.00	39.00	No
Nordic Walking Card 5 walks	20.00	20.00	No
Nordic Walking Card 3 months	40.00	40.00	No

<b>Refuse Collection &amp; Recycling</b>	<b>2015/16 charge £</b>	<b>2016/17 charge £</b>	<b>Does the charge include VAT?</b>
Bulky waste	16.00	16.50	No
Kerbside Garden Collection	40.00	40.00	No
Town/Parish Council Garden Waste weekend collection (per hour)	53.83	66.00	No
<b><u>Trade Waste</u></b>			
Trade sacks (3 cubic feet)	1.87	1.92	No
Bins 240 litres	5.14	5.29	No
Bins 660 litres	11.87	12.28	No
Eurobins 1100 litres	18.28	18.96	No
6 cu yd	112.44	115.27	No
8 cu yd	132.18	135.94	No
Light Containers - 12 cubic yard	132.18	135.94	No
Heavy Containers - 12 cubic yard	207.29	212.93	No