

FEES & CHARGES - APPENDIX ONE

PLANNING FEES & CHARGES

	Current Charge	Proposed Charge	VAT rate	Comments (including date of last increase)	Projected additional income (or reduction) 2009/1 where available
Uttlesford Local Plan Adopted 2005	£25	£25	0	Charge reflects the reasonable costs of production at time of adoption	-
Docs provided under Local Govt Access to Info Act 1985	A4 £1.25 first page £0.25 each subsequent page A3 £2.00 first page £0.50 each subsequent page	10p a sheet plus £25 per hour officer time if job exceeds 1 hour	17.5%	To meet Information Commissioner's test of reasonableness	-
Other docs: TPO, BPN, LB descriptions	£12.00	10p a sheet plus £25 per hour officer time if job exceeds 1 hour	17.5%	To meet Information Commissioner's test of reasonableness	-
Photocopies of Ordnance Survey maps	£20.00 for a set of six	Recommended retail price published by Ordnance Survey		Lattitude Mapping Ltd (UDC's supplier) provides us with the maps for £13.75. Price applied from Sept 2007. Uplift would retain real value of the margin. Setting the policy on the basis of the RRP would enable the charge to the customer to be increased at the same time as increased costs are incurred from supplier charges. Sets of 6 no longer required.	-
Planning and Building Regulation decision notices	£9.00	10p a sheet plus £25 per hour officer time if job exceeds 1 hour	17.5%	To meet Information Commissioner's test of reasonableness. Recent planning decisions can be downloaded from the website.	-
Weekly list of planning applications submitted	£300 a year	£310 a year		Few subscribers to hard copy service – most users refer to website	-

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Pre-Application advice	See details below.	Majors & minors and non res. listed building +10%, residential listed building unchanged, Advertisements new charge = £110 i.e. same as lowest charge.	17.5%	System and fees established Nov 07. Looking at system in the light of feedback from customers has identified need to invest more to produce better advice and this is estimated to be 10% hence the 10% fee increase. Various anomalies have been identified which are to be addressed e.g. follow up meetings involving more than 1 officer – currently £100 or £50 irrespective of number of officers. Some negative feedback on charging householders for LB advice. This can be time consuming and as a compromise suggest keeping that fee at existing rate.	Based on an average of monthly income since system introduced last Nov a modest increase is predicted from £38k to £39k pa. The unknown is how the use of the service will be affected by the downturn. Recent evidence suggests that demand is slightly downwards.
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Pre application discussions (All Charges Include VAT)

Table of charges (last year's fees in brackets)

	Written Advice Only	Meeting in Office with Planning Officer [with written follow-up]	Meeting on Site with Planning Officer [with written follow-up]	Meeting involving 2nd or more officers	Follow-Up Meeting (1 or more officers) ⁴
Major Developments	£220 (£200)	£550 (£500)	£660 (£600)	+ £55 per extra attending officer	£100 + £55 per extra attending officer
Minor Developments and advertisements	£110 (£100)	£275 (£250)	£330 (£300)	+ £55 per extra attending officer	£50 +£55 per extra attending officer
House Extensions & Alterations	No charge ¹	Duty officer	NA	NA	NA
Listed Building Advice (all types excluding householder)	£110 ² (£100)	£275 ² (£250)	£330 ² (£300)	+ £55 per extra attending officer	£50 ² +£55 per extra attending officer
Listed Building Advice (householder)	£100 ² (£100 ²)	£250 ² (£250)	£300 ² (£300)	+ £55 per extra attending officer	£55
Listed Building Advice – urgent structural repairs only	No charge	No charge	No charge	N/A	No charge
Tree Advice (TPOs and Trees in Conservation Areas only)	N/A	N/A	£50 ³	N/A	£20 ³

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Charge for additional officer raised from £50 to £55

¹ = There will be no charge for householder developments, including ancillary domestic works within the curtilage of the dwelling, unless the property is a listed building.

² = There will be no charge for confirmation of whether or not planning or listed building consent is required for development affecting a listed building.

³ = The Council will no longer provide an advisory service in respect of trees that are not subject of a Tree Preservation Order or in a Conservation Area. General advice on tree matters can be obtained from an arboriculturist.

⁴ = Normally to occur in office unless officer considers it necessary to revisit the site when an appropriate fee will be negotiated.

BUILDING SURVEYING DIVISION

	Current Charge	Proposed Charge	VAT rate	Comments (including date of last increase)	Projected additional income (or reduction) 2009/10 - where available
Building Regulation Application charges	See Schedules	N/C	17.5	No proposed increase this year. Charges were raised significantly last year and we need to stay competitive with private Approved Inspectors or risk losing business	Nil increase through level of charge. In current economic climate, estimate for 09/10 has been reduced from 08/09 original by £15k (£450,000)
Street Naming and Numbering	See schedules	+2.5%	0	2008/09 is first year of charges.	Increase in charge combined with current developments in progress which will require naming and numbering should result in income at a similar level to this year, despite slowdown in house building. (Current estimate at revised budgets £4000)

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Provision of Energy Performance Certificates	£100 +VAT Min Charge	N/C	17.5	In first year of charging , need to be competitive therefore no proposed change. Income stream is good	Nil increase through level of charge. Income is demand led but legislation requiring EPC was retrospective which means all new houses currently under construction have to have an EPC. Therefore income will not necessarily be affected in 09/10 by slowdown in new starts. (Current estimate at revised budgets £7500)
Copying charges	£9.00 inc VAT	10p a sheet plus £25 per hour officer time if job exceeds 1 hour.	17.5%	Set by Development Control. This charge has been modified to meet test of reasonableness required by Information Commissioner. This is likely to lead to reduction in income	If house sale activity slows, this could reflect in reduced demand from solicitors requesting copies. As income is not separately coded to BR fee income it is not possible to accurately separate out income.
Rights of Way (Footpath Diversion) Orders – this income sits within one of the planning budgets	£600	£615		2.5% rise on current charge. The charge was raised from £200 to £600 last year . It covers the administrative work involved.	Last year, there were six applications which brought in £2,300 (fee increase occurred mid-year). At the same level of applications, the £15 per application increase would bring in an additional £225.