

General Fund and Council Tax – 2020/21

Summary

1. This report sets out detailed revenue estimates for the General Fund and the Council Tax requirement for 2020/21. 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, included as an item earlier in the agenda. The budget is consistent with the Medium Term Financial Strategy also presented earlier on the agenda.
2. The estimates, as summarised in Annex H1, show a Council Tax Requirement of £5,956,840 which balances to the level of Council Tax yield, assuming an increase of £5 in Council Tax for a Band D equivalent property.
3. The estimates in this report are based on the recommended Capital Programme, Treasury Management Strategy, Commercial Strategy and Housing Revenue Account budget for 2020/21 considered earlier in this agenda.

Council Tax – 2020/21

4. By law the budget (Council Tax Requirement) has to balance to the expected Council Tax income receivable.
5. The Director of Finance and Corporate Services (s151 Officer), under delegated authority, has approved the gross Council Tax base of 39,868.68 to be used for setting the 2020/21 draft Council Tax, an increase of 1.74% on the 2019/20 figure of 39,185.91.
6. The taxbase for the purposes of budget setting is calculated by deducting the Local Council Tax Support Discounts from the gross Council Tax base. The estimate of these discounts in Band D equivalent terms is 1,832.54 and this produces a taxbase for budget setting purposes of 38,036.14.
7. The 2019/20 UDC Band D equivalent Council Tax was £151.61. In accordance with the Cabinet's guidance, an increase of £5 has been assumed for the purpose of preparing this report; this gives a Band D equivalent figure for 2020/21 of £156.61. Multiplied by the taxbase, this produces a Council Tax yield of £5,956,840.
8. The Council is therefore required to balance its net budget to a Council Tax Requirement of £5,956,840; the increase in tax base and Band D equivalent for 2020/21 compared to 2019/20 is illustrated in the table below.

	2019/20	2020/21	% Change
Taxbase (gross)	39,185.91	39,868.68	1.74%
LCTS Discounts	(1,872.76)	(1,832.54)	-2.15%
Taxbase (net)	37,313.15	38,036.14	1.94%
Band D	£151.61	£156.61	3.30%
Council Tax Yield	£5,657,106	£5,956,840	5.23%

9. The Council Tax Yield is higher than the equivalent sum for 2019/20 and an analysis of the income for the increase in taxbase and Band D equivalent is set out below:

2019/20 Council Tax Requirement	£5,657,106
Additional income arising from Taxbase increases	£113,228
Additional income arising from UDC £5 increase	£186,506
2019/20 Council Tax Requirement	£5,956,840

10. The £5,956,840 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 collected will differ from the assumed amount due to in year changes in Local Council Tax Support, reliefs, empty properties and level of collection. This will give rise to either a surplus or deficit on the Collection Fund which will be taken into account as part of next year's budget setting.
11. Assuming an increase of £5 in Council Tax, the amount of Uttlesford Council Tax, by each Council Tax band, is shown below.

Band	Proportion of Band D	2018/19 UDC Council Tax £	2019/20 UDC Council Tax £	Increase £5 £/year
A	6/9ths	101.07	104.41	3.33
B	7/9ths	117.92	121.81	3.89
C	8/9ths	134.76	139.21	4.44
D	9/9ths	151.61	156.61	5.00
E	11/9ths	185.30	191.41	6.11
F	13/9ths	218.99	226.21	7.22
G	15/9ths	252.68	261.02	8.33
H	18/9ths	303.22	313.22	10.00
Total				

General Fund Budget

12. A summary of the 2020/21 General Fund budget is shown in the table below. A more detailed summary is set out in Annex H1 and each portfolio budget is set out in Annex H2.

£'000	2019/20	2019/20	2020/21	
	Original Budget	Current Budget	Original Budget	Increase / (Decrease)
Direct Service Budgets				
Net Service Expenditure	12,948	12,948	14,874	1,925
Corporate Items				
Capital Financing	1,892	7,628	1,672	(5,956)
Recharge to HRA	(2,059)	(2,059)	(1,747)	312
Other Corporate Items	85	85	1,028	943
Investment Income (net of charges)	(1,624)	(1,624)	(2,124)	(501)
Net Expenditure	(1,705)	4,030	(1,171)	(5,202)
Funding				
New Homes Bonus Grant	(2,969)	(2,969)	(3,635)	(666)
Business Rates Retention	(4,294)	(4,294)	(3,317)	977
Rural Services Grant	(279)	(279)	(279)	(0)
Council Tax - Collection Fund Balance	(67)	(67)	(20)	47
	(7,609)	(7,609)	(7,251)	358
Net Operating Expenditure	3,634	9,370	6,452	(2,919)
Net transfers to/(from) other earmarked reserves	2,023	(3,713)	(495)	3,219
Council Tax Requirement	5,657	5,657	5,957	300
Council Tax (precept levied on Collection Fund)	(5,657)	(5,657)	(5,957)	(300)
(Surplus)/Deficit	0	0	0	0

Direct Service Budgets

13. A subjective analysis of net service expenditure is detailed below.

£'000	2019/20	2019/20	2020/21	
	Original Budget	Current Budget	Original Budget	Increase / (Decrease)
Employees	12,339	12,485	13,195	710
Premises	811	811	752	(59)
Transport	708	708	695	(12)
Supplies & Services	7,521	7,410	9,316	1,906
Third Party Payments	195	195	211	17
Transfer Payments	14,359	14,323	12,525	(1,798)
Expenditure	35,931	35,931	36,693	762
External Funding	(1,622)	(1,622)	(1,703)	(81)
Fees & Charges	(5,945)	(5,945)	(6,037)	(91)
Specific Government Grants	(14,831)	(14,831)	(13,475)	1,356
Other Income	(584)	(584)	(605)	(20)
Income	(22,983)	(22,983)	(21,820)	1,163
Net portfolio expenditure	12,948	12,948	14,874	1,925

14. The following table is a reconciliation of the movement from the 2019/20 budget to the 2020/21 budget. A full analysis of all budget changes, savings, growth and adjustments are detailed in Annex H3.

	£'000	£'000
Council Tax Requirement 2019/20		5,657
Direct Service Budgets		
Restated Base (removal of one off in year items)	(1,237)	
Inescapable Growth (Inflationary increases)	953	
Service Growth	3,001	
Service Efficiencies/Savings	(326)	
Income changes (net)	<u>(466)</u>	
		1,925
Corporate Items		
Capital Financing	(5,584)	
Pension Fund Triennial Payment	571	
HRA recharge/Corporate Core	312	
Investment Income and Charges	<u>(501)</u>	
		(5,202)
Funding		
Business Rates Income	977	
Funding	<u>(619)</u>	
		358
Movement in Reserves (net)	<u>3,219</u>	
		<u>3,219</u>
Council Tax Requirement 2020/21		<u>5,957</u>

15. The direct service budget shows a net budget increase of £1,925,000, the key elements of the changes are explained in the following points:

- I. The budget movements to restated base are items of expenditure which were approved for 2019/20 only and have now been removed from the budget
- II. Inescapable growth relates to inflationary and incremental increases for salaries and other service expenditure inflation
- III. The service growth of £3,001,000 is netted off by £326,000 of increased efficiencies and £466,000 of a net additional income, this gives net adjusted growth of £2,209,000. Of the net growth of £2,209,000, £ 870,000 is funded from earmarked reserves, this gives an actual revenue cost of £1,339,000.

16. The service investment includes allocations of:

- I. £300,000 direct revenue funds to support members' initiatives, these can be one off or on-going, as this will be included in the base budget for future years.
- II. £300,000 has been allocated using the additional New Homes Bonus received as part of the 2020/21 financial settlement to support resources relating to work on the Local Plan.

17. The following table provides an analysis of the direct service impact in the councils control:

Direct Service Revenue Budget Movements	
	£'000
Local Plan - legal fees and consultancy	520
Funding for additional resources to support the Local Plan	300
Administration Priorities (on-going)	300
Norse Joint Venture first year costs	259
Garden Communities Delivery	203
Planning Appeals net of increased Development Control fees	155
Licensing restructure (net of income changes)	134
Building Control reduced income due to current market	115
Trade Waste fee income	(167)
Housing Benefit Subsidy based on estimated claimants	(149)
Insurance Contract Renewal	(110)
Border and Food Inspections increased fee income	(45)
Minor net variances	(27)
Total service revenue impact	1,489
Items funded from Reserves/Grant received	
Garden Communities Delivery	835
Development Control	20
Neighbourhood Plans	15
MHCLG Grant Funding - supporting reduction in Homelessness	(150)
	720
Total net Service movement	2,209

18. The Administration have identified a budget of £300,000 to fund expenditure that links to their priorities and these are detailed as follows;

- £50,000 for additional engagement with residents through Neighbourhood plans
- £65,000 for climate change initiatives
- £30,000 to fund an additional member of staff in The Exchange in Stansted
- £30,000 for additional grant funding
- £20,000 to expand Tourist Information Centres in Saffron Walden and Great Dunmow
- £20,000 to fund a 50% share of a Police Community Support Officer for Great Dunmow
- £15,000 to support Parish Councils with Civic Pride initiatives
- £5,000 to support Saffron Hall's Music for Thought to help people with Dementia

Uttlesford Norse Ltd (UNL) Joint Venture

19. In November 2019 Cabinet approved a Joint Venture (JV) with the Norse Group for the provision of planned and responsive repairs for Housing along with facilities and cleaning services. The budget for 2020/21 reflects the financial position for the JV to 'go live' on 1 April 2020.

20. The Norse Group, a wholly owned subsidiary of Norfolk County Council is the largest local authority trading company in the UK.

21. The UNL partnership is about resilience and quality of service. To remain a viable service without Norse, the Council would have needed to invest heavily in its ICT and operating systems of work. Working with Norse, the Council will achieve significant cost savings on procurement of supplies and services. Cost savings around scale are easily achieved, for example, mobile working software for UNL are in the region of one third of the price being quoted to UDC for the same software.
22. The recruitment of an additional role of Operations Director or similar title, will help to deliver the commercial acumen needed to win business outside of the existing service offering, such as school cleaning contracts, housing association repairs contracts etc. Profit from these activities is shared 50:50 between Norse and UDC, with the UDC income being retained by the General Fund.
23. The £259k is first year management cost that will enable the new service to transform and deliver the resilience and quality of service. The business model shows these costs reducing from year 2 of the Joint Venture.

Corporate Items

24. The capital financing decrease is due to the following items
 - I. New Depot Site – The timeline for this project is currently not defined, due to this the cost has not been included in the 2020/21 budget, but the funds will be held in the reserve (corresponding entry shown in reserves of £4,563,000) and released as necessary to cover the cost of the project
 - II. The PFI interest of £372,000 has previously been included in the capital financing cost and is now shown as a separate line
 - III. The remaining £1,021,000 relates to expected slippage as identified in quarter 2 budget monitoring for the capital programme and is included in the capital slippage reserve and will be released as required in the financial year
25. Pension Fund cost of £571,000 - The council is required to make contributions to the pension fund for the predicted deficit in retirement benefits for its employees. The pension fund is administered by Essex County Council and the fund is revalued every three years and an updated position and costing is provided. The council is offered the option to pay either an annually amount or a discounted upfront triennial payment. The proposal is to make the triennial payment of £571,000 to take advantage of this discounted sum.
26. Investment income has increased by a net £501,000, this is made up of £794,000 additional income for the following items;
 - I. Increase in interest from loans to subsidiary (Aspire (CRP) Ltd) to support development at Chesterford Research Park
 - II. A new investment that is being purchased directly by the Council; more information is included in the MTFs and Commercial Strategy presented earlier in tonight's agenda.

The cost of borrowing for the above investments will offset this income by £293,000.

27. The HRA recharge reduction of £318,000 is directly related to the level of corporate and central services resources required to support the housing function and a contra entry is reflected in the HRA budget, also included in tonight's agenda.

Funding

28. The Business Rates income is based on actual expected collection, although there is a reduction of £977,000 compared to 2019/20 budget, this was due to a one year inflated position of £941,000 for appeals provision. In previous years the Council was required to hold a provision to cover the costs of possible successful appeals dating back to the 2010 revaluation list. The Valuation Office carried out a revaluation of hereditaments in 2017 and this reduced our risk of large and costly appeals. The Council still holds a provision for appeals but the financial impact has significantly reduced. The 2020/21 budget reflects the actual level of income we expect to receive.
29. New Homes Bonus has been extended for a one year period in line with the postponement of the Fair Funding Review; this is a one off payment and will attract no legacy payments. The increase of £666,000 is due to the Council achieving growth above the baseline of 0.4% and an increase in the overall fund allocated by Government.

Risks and Assumptions

30. The key areas of risk both adverse and favourable are detailed in the Section 25 report - Robustness of Estimates and Adequacy of Reserves - presented earlier in the agenda. A full analysis of all operational service risks and assumptions have been included in Annex H4.

Local Government Finance Settlement

31. The Council received the final settlement notification for 2020/21 on the 6 February 2020.
32. There is continued uncertainty about the level of funding in future years and this was discussed in more detail in the Medium Term Financial Strategy (MTFS) earlier in the agenda.

General Fund Reserves

33. The report made by the Director of Finance and Corporate Services (s151 Officer) under Section 25 of the Local Government Act 2003, received as Appendix A earlier in tonight's agenda, recommended that the Working Balance be maintained at £1,300,000 and has been included in the 2020/21 Budget.
34. Annex H5 shows a summary of the current reserves, a detailed breakdown of the reserves transfers and the working balance calculation is shown within the Section 25 report and the Reserves Strategy (Appendix A and Annex A1 in tonight's agenda).
35. The table below sets out the proposed use of reserves in the 2020/21 budget.

Reserves	
£'000	
Use of Reserves - to/(from)	
Business Rates	197 Allocated to support future years income reductions due to funding reforms
Licensing	34 Reserve top up in relation to the schedule of taxi licences renewals (3 or 5 years)
Transformation	(3) Allocated to support governance working group
Elections	25 Annual contribution for the elections 4 year cycle
Homelessness	102 MHCLG grant to support homelessness reduction (Grant £150k less £48k for in year resource)
Planning	(15) Support additional Neighbourhood Plans
Developments	(835) Drawdown on MHCLG grant for Garden Communities delivery and Development Plan Documents
Total	(495)

Fees and Charges review

36. 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 Annex H6.
37. Where charges are statutory and outside the jurisdiction of Council these have not been included, but are available to view on the Councils website.
38. 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 in the Council's best interests to do so.

Impact

Communication/Consultation	Members, CMT and Budget Managers
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

Risk Analysis

39. The formal risk analysis of the budget is set out in the report earlier on today's agenda, Section 25 Report "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 Annexes

- Annex H1 – General Fund Budget Summary
- Annex H2 – Portfolio Budgets
- Annex H3 – Schedule of Budget Adjustments
- Annex H4 – Risks and Assumptions
- Annex H5 – General Fund Reserves Summary
- Annex H6 – Fees and Charges

General Fund Budget – 2019/20

£000	2019/20 Original Budget	2019/20 Current Budget	2020/21 Original Budget	Increase/ (Decrease)
Portfolio Budgets				
Communities & Partnerships	895	853	914	61
Environmental Services	3,481	4,123	5,065	942
Finance & Administration	6,781	6,181	7,040	859
Housing & Economic Development	1,792	1,792	1,855	64
Subtotal - Portfolio Budgets	12,948	12,948	14,874	1,925
Corporate Items				
Capital Financing Costs	1,892	7,628	1,672	(5,956)
Pension Triennial Payment	0	0	571	571
Pension Fund - Added years	85	85	85	0
Recharge to HRA	(1,693)	(1,693)	(1,375)	318
HRA share of Corporate Core	(366)	(366)	(372)	(6)
PFI interest cost	0	0	372	372
Investment Income	(2,119)	(2,119)	(2,912)	(794)
Interest charge	495	495	788	293
Subtotal - Corporate Items	(1,705)	4,030	(1,171)	(5,202)
Funding				
Council Tax Collection Fund Balance	(67)	(67)	(20)	47
Business Rates - Collection Fund Balance	(941)	(941)	(26)	915
Business Rates - UDC Share (net of tariff)	(2,577)	(2,577)	(2,440)	137
Business Rates - Levy Payment (safety net reimbursement)	566	566	690	124
Business Rates - Section 31 Funding	(1,212)	(1,212)	(1,408)	(196)
Business Rates - Renewable Energy Scheme	(129)	(129)	(133)	(4)
Rural Services Grant	(279)	(279)	(279)	(0)
New Homes Bonus	(2,969)	(2,969)	(3,635)	(666)
Subtotal - Funding	(7,609)	(7,609)	(7,251)	358
Subtotal - Net Operating Expenditure	3,634	9,370	6,452	(2,919)
Net Transfers to/(from) Reserves				
Business Rates	941	941	197	(744)
Licensing	24	24	34	10
Capital Slippage	0	(1,173)	0	1,173
Working balance	28	28	0	(28)
Medium Term Financial Strategy	0	0	0	0
Transformation	0	0	(3)	(3)
EU Exit	200	200	0	(200)
Funding	1,060	1,060	0	(1,060)
Elections	(55)	(55)	25	80
Homelessness	(20)	(20)	102	122
Health & Wellbeing	0	0	0	0
Planning	(309)	(309)	(15)	294
Strategic Initiatives	0	0	0	0
Developments	0	0	(835)	(835)
New Homes Bonus Ward Members	(16)	(16)	0	16
Waste Depot Relocation Project	0	(4,563)	0	4,563
Waste Management	170	170	0	(170)
Private Finance Initiative	0	0	0	0
Subtotal - Movement in Earmarked Reserves	2,023	(3,713)	(495)	3,219
Council Tax Requirement	5,657	5,657	5,957	300
Council Tax (Precept levied on Collection Fund)	(5,657)	(5,657)	(5,957)	(300)
(Surplus) / Deficit	0	0	0	0

Communities and Partnerships

£000	2018/19 Outturn	2019/20 Original Budget	2019/20 Current Budget	2020/21 Original Budget	Increase / (Decrease)
Community Information	48	47	47	51	3
Day Centres	67	73	73	91	18
Emergency Planning	1	26	26	26	0
Grants & Contributions	351	358	358	394	36
Leisure & Performance	67	83	41	43	2
Saffron Walden Museum	186	215	215	227	13
New Homes Bonus	96	78	78	78	0
Private Finance Init	(32)	15	15	3	(12)
Communities Partnership	0	0	0	0	0
Portfolio Total	784	895	853	914	61

Finance and Administration

£000	2018/19	2019/20	2019/20	2020/21	Increase /
	Outturn	Original Budget	Current Budget	Original Budget	(Decrease)
Enforcement	0	0	0	0	0
Benefits Admin	224	301	301	343	42
Business Improvement	0	0	0	0	0
Corporate Management	1,070	1,291	1,291	1,907	615
Conveniences	20	20	20	0	(20)
Central Services	449	444	444	457	13
Corporate Team	40	682	82	49	(33)
Conducting Elections	1	101	101	1	(100)
Electoral Registration	31	55	55	55	0
Financial Services	1,098	1,111	1,111	1,065	(46)
Housing Benefits	(5)	72	72	(77)	(149)
Human Resources	299	280	280	377	97
Internal Audit	126	139	139	150	12
Information Technology	1,362	1,402	1,402	1,532	130
Land Charges	(86)	(88)	(88)	(66)	22
Legal Services	186	179	179	182	3
Local Taxation	(108)	(90)	(90)	(100)	(10)
Non Domestic Rates	(144)	(144)	(144)	(146)	(2)
Office Cleaning	179	208	208	213	5
Offices	376	377	377	648	271
Revenues Admin	536	582	582	597	16
Council Tax Discounts	(150)	(141)	(141)	(148)	(7)
Portfolio Total	5,507	6,781	6,181	7,040	859

Annex H2 continued...

Environmental Services

£000	2018/19	2019/20		2020/21	Increase / (Decrease)
	Outturn	Original Budget	Current Budget	Original Budget	
Animal Warden	29	16	16	8	(8)
Grounds Maintenance	296	333	333	355	22
Car Park	(732)	(661)	(661)	(668)	(6)
Development Control	(499)	(241)	(245)	(125)	121
Depots	45	51	51	53	3
Garden Communities	0	0	909	1,638	729
Street Cleansing	411	403	403	415	12
Housing Strategy	50	54	54	57	3
Highways	(0)	4	4	6	3
Local Amenities	8	(12)	(12)	(12)	0
Licensing	(257)	(375)	(375)	(282)	92
Vehicle Management	496	477	477	483	6
Public Health	584	669	669	678	9
Planning Management	345	385	392	407	15
Planning Policy	437	1,334	1,022	910	(111)
Planning Specialists	145	151	151	218	68
Waste Management	578	363	363	311	(52)
Community Safety	235	286	328	370	42
Street Services	284	244	244	240	(4)
Portfolio Total	2,454	3,481	4,123	5,065	942

Housing and Economic Development

£000	2018/19 Outturn	2019/20 Original Budget	2019/20 Current Budget	2020/21 Original Budget	Increase / (Decrease)
Building Surveying	(40)	(126)	(126)	7	133
Committee Admin	294	346	346	288	(57)
Customer Services Centre	379	451	451	547	96
Democratic Represent	324	361	361	352	(9)
Economic Development	225	265	265	272	7
Energy Efficiency	26	34	34	34	0
Housing Grants	0	0	0	0	0
Health Improvement	119	155	155	169	14
Homelessness	89	234	234	107	(128)
Lifeline	(155)	(159)	(159)	(158)	1
Communications	224	229	229	237	7
Portfolio Total	1,485	1,792	1,792	1,855	64

Budget movements - 2019/20 – 2020/21

CURRENT BUDGET 2019/20 to RESTATED BASE 2019/20			
Portfolio	Service	Description	£'000
Environmental Services	Planning Policy	Garden Communities - Development Plan Document one-year costs	(550)
Environmental Services	Planning Policy	Net budget increase to support the Local Plan	(382)
Finance & Administration	Conducting Elections	Budget to cover local/district elections	(100)
Environmental Services	Licensing	Staffing increase to cover additional work met with additional income	(92)
Housing & Economic Development	Committee Administration	Agency staff to cover part year vacancy	(74)
Housing & Economic Development	Building Surveying	Temporary contract to fulfil additional airport work	(48)
Finance & Administration	Central Services	Temporary post for GDPR compliance scanning	(24)
Finance & Administration	Revenues Administration	Temporary post for new property and tax base work	(18)
Housing & Economic Development	Democratic Representation	New external training for elected members	(15)
Finance & Administration	Revenues Administration	One off Rateable Value Finder subscription to support efficiencies	(13)
Environmental Services	Public Health	Extra staffing hours for additional inspections met by fees	(11)
Environmental Services	Public Health	Additional inspections fees used to fund temp post above	11
Finance & Administration	Revenues Administration	Business Rates New Burdens Grant	12
Housing & Economic Development	Building Surveying	Income from airport work associated with additional post	65
			(1,237)
INESCAPABLE ADJUSTMENTS (£10K MINIMUM)			
Portfolio	Service	Description	£'000
Various	Staffing	Inflationary and incremental increases in salaries	767 On-going
Environmental Services	Waste Services	Net waste processing and gate fees	118 On-going
Finance & Administration	Information Technology	Inflationary increase in support/license fees	59 On-going
		Net other immaterial changes	9
			953

Annex H3 continued...

SERVICE GROWTH (£10K MINIMUM)			
Portfolio	Service	Description	£'000
Environmental Services	Garden Communities	Fees for Garden Communities Development Plan Document (DPD)	522 On-going
Environmental Services	Planning Policy	Local Plan continuation work	520 One-off
Environmental Services	Garden Communities	Consultants for Garden Communities Delivery programme	516 On-going
Finance & Administration	Corporate Management	On-going support future the Administrations priorities (includes £30,000 grants, £65,000 climate change and balance yet to be allocated of £65,000)	145 On-going
Finance & Administration	Corporate Management	Funding for additional resources to support the Local Plan	300 One-off
Finance & Administration	Facilities	Impact of Joint Venture costs of facilities and cleaning management	259 On-going
Environmental Services	Development Control	Increased to reflect the current levels of appeals	215 One-off
Environmental Services	Licensing	Staffing increase 2 additional permanent posts created	100 On-going
Environmental Services	Planning Policy	Neighbourhood plan engagement with residents	50 Fixed Term
Finance & Administration	Human Resources	Net increase in HR staffing after restructure of service	33 On-going
Finance & Administration	Information Technology	Additional remote working licenses and wifi upgrade	31 On-going
Housing & Economic Development	Customer Service Centre	Additional resource to support Customer Information Centre resourcing	30 On-going
Housing & Economic Development	Health Improvement	NHS funded health improvement food education post	25 On-going
Finance & Administration	Central Services	Resourcing for GDPR scanning	24 One-off
Environmental Services	Development Control	Service investment from government 20% fees agreement	20 On-going
Communities & Partnerships	Grants & Contributions	Grants for expansion of Tourist Information Centres	20 One-off
Environmental Services	Community Safety	50% funding of PCSO for Great Dunmow Town Council	20 One-off
Environmental Services	Public Health	Additional hours for enforcement officer post	20 On-going
Communities & Partnerships	Day Centres	Staffing at Saffron Walden day centre	18 On-going
Finance & Administration	Financial Services	Increased use of brokers to support borrowing for investment strategy	16 On-going
Housing & Economic Development	Communications	Additional hours for communication post in relation to Garden Communities	16 On-going
Finance & Administration	Financial Services	On-going increase in use of credit and debit cards for payments to the Council	15 On-going
Communities & Partnerships	Grants & Contributions	Civic pride funding for parish councils	15 One-off
Environmental Services	Planning Policy	Neighbourhood plan consultant costs	15 Fixed Term
Finance & Administration	Central Services	Annual equipment rental of post-email equipment to reduce postage costs	11 On-going
Finance & Administration	Human Resources	Undertaking of staff wellbeing survey	10 One-off
Communities & Partnerships	Day Centres	Costs of rates due to responsibility of day Centres brought back to UDC	10 On-going
		Net other immaterial changes	25
			3,001
Growth to be offset against reserves or fees			
		Neighbourhood plan consultant costs drawn from neighbourhood reserve	(15)
		Garden communities DPD and consultants cost drawn from Developments reserve	(835)
		Development control service investment from government 20% fees agreement	(20)
			(870)
		Total actual growth	2,131

Annex H3 continued...

SERVICE EFFICIENCIES / SAVINGS (£10K MINIMUM)				
Portfolio	Service	Description	£'000	
Finance & Administration	Financial Services	New insurance premiums contract	(110)	On-going
Environmental Services	Planning Policy	Planning policy manager post deleted	(74)	On-going
Housing & Economic Development	Communications	Uttlesford life printed magazine replaced by social media publication	(31)	On-going
Environmental Services	Waste Services	Bin delivery service brought in-house	(30)	On-going
Finance & Administration	Conveniences	Cessation of support grant for Hill Street Toilets to Town Council	(20)	On-going
Environmental Services	Animal Warden	Saving from deleted post - service contracted in	(13)	On-going
Finance & Administration	Offices	Utility costs reduced due to energy efficient LED lighting project	(12)	On-going
Finance & Administration	Financial Services	Reduction in staffing hours and use of apprenticeship levy	(10)	On-going
Finance & Administration	Central Services	New print room equipment rental costs	(10)	On-going
Environmental Services	Public Health	Saving in additional staff hours and associated travel costs	(10)	On-going
		Net other immaterial changes	(7)	
			(326)	
CHANGES IN INCOME (£10K MINIMUM)				
Portfolio	Service	Description	£'000	
Increases				
Environmental Services	Development Control	Net change in fees reflected movement of the market	(60)	On-going
Communities & Partnerships	Day Centres	Net income for associated with UDC running costs for Day Centres	(14)	On-going
Finance & Administration	Financial Services & Corporate Team	Increased work for Subsidiaries by Directors and Finance reflected in recharge	(10)	On-going
Housing & Economic Development	Health Improvement	NHS grant to fund new food education post	(20)	On-going
Environmental Services	Licensing	5 year operator license renewal	(49)	On-going
Environmental Services	Licensing	On-going increase in taxi vehicle licenses	(78)	On-going
Environmental Services	Public Health	Net increase based on capital reimbursement for grant work and waste transfer fees	(14)	On-going
Environmental Services	Public Health	Increase in border and food inspections historical on-going trend	(55)	On-going
Environmental Services	Waste Services	Estimated increase in trade waste customers	(167)	On-going
Finance & Administration	Local Tax Collection	Increased recovery of court costs	(10)	On-going
		Net other immaterial changes	(23)	
			(500)	
Decreases				
Housing & Economic Development	Building Surveying	Reflects current market trends	115	On-going
Finance & Administration	Land Charges	Reduction in land charges fees due to downward trend in property market	20	On-going
Environmental Services	Licensing	Based on new applications only renewals on 3 year cycle	163	On-going
Environmental Services	Waste Services	Reduction is due to the number of estimated subscribers previous and current year payment methods	35	On-going
			332	
Uncontrollable changes				
Finance & Administration	Housing Benefits	Net change in Housing Benefit/rent rebate due to estimated annual use and migration of Universal Credit	(149)	On-going
Finance & Administration	Benefits Administration	Change in Department of Work and Pensions calculation methods in grant payment	0	On-going
Housing & Economic Development	Homelessness	Additional government (MHCLG) grant for supporting homelessness reduction	(150)	One-off
			(299)	
		Total net changes to income	(466)	

Risks and Assumptions – 2020/21**Definitions****Probability**

Low - Possible, but unlikely

Medium - Probable

High - Almost certain

Impact

Low - possible variance of £5,000 to £20,000

Medium - possible variance of £20,001 to £50,000

High - possible variance of over £50,000

Favourable - expenditure lower than budget, or income higher than budget**Adverse** - expenditure higher than budget, or income lower than budget

Annex H4 continued...

Service	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)
Car Parks	Penalty income could be affected either positively or negatively - trials in 2 car parks in Saffron Walden - The Common and Dunmow - White Street	Trials of new ticket machines are taking place across two car parks. The penalty income is based on lower income in these 2 car parks for 3 months as new ticket machines allow customers to extend the time in the car park without the need to return to the car park. The risk is that income may not be affected and if the machines are not installed in all car parks then income may still rise.	M	L	L
Car Parks	Increase in revenue if ticket prices go up	There is to be a review of ticket prices Feb/Mar 2020. If the prices are updated the income is likely to change and can affect usage.	L	M	M
Communications	Public Leaflet	Utlesford Life printed magazine has been replaced with electronic communications. It maybe that there will be a requirement to reintroduce something similar	M	-	M
Development Control	Planning fees	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 unknown impacts of EU Exit.	M	-	H
Planning Policy and Garden Communities	Local Plan	Additional funds will be required to progress the Local Plan regardless of the decision to withdraw or continue	H	-	H
Building Control	Building Control do not recruit to vacancies and need to keep agency staff	It is assumed that Building Control team will eventually fill their vacant posts. However, if they are unsuccessful the cost of the agency staff may not be covered by the vacant posts and if there is insufficient income generated then they might not have the funds to pay for the agency person	L	-	M
Development Control	Planning Appeals	The level of appeals is an unknown, but the current prediction is that the level of appeals could be higher than budgeted. The cost of officer time along with cost of Barristers and Consultants will increase.	H	-	H
Energy Efficiency	Energy and 'Climate Change Emergency'	The Administration have declared a 'Climate Change Emergency'. It has not yet established what initiatives/actions will be implemented and the associated costs of these	M	-	M/H

Annex H4 continued...

Service	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)
Waste Management/Street Services	GRY - Waste and recycling gate fees	Budget assumes an inflationary increase in charges, market rates for recyclable materials remains fairly volatile. Uncertainty around European Markets is mitigated to an extent by our contractor spreading risks however it could impact on costs / income.	M	M	H
Waste Management/Street Services	GRY - Garden waste income	Budget assumes sales are similar to previous years. Subscriptions to the chargeable garden waste service do not reach expected levels.	L	L	L
Waste Management/Street Services	GRY - Trade waste Income	Income from Trade waste customers does not continue at predicted levels or are higher than anticipated	M	M	M
Waste Management/Street Services	GRY - Agency Fees	Agency budgets have been increased by inflation however spend is dependant on sickness levels or our ability to appoint to vacancies. Spend is therefore difficult to predict with certainty.	M	H	H
Waste Management/Street Services	All cost centres - Fuel supplies	Based on contractual indexation clauses an average increase of 3% has been assumed. However this is subject to petrol & diesel price volatility and the actual costs could go up or down.	M	L	M
Waste Management/Street Services	GRY - Container supply and delivery (new developments)	Estimated units based on anticipated new developments - may go up or down	M	L	L
Licensing	Licensing	Possibility that an operator responsible for the majority of licensing application income will move their applications to another licensing authority	M	L	H
Licensing	Licensing	Possibility that an operator responsible for the majority of licensing application income will substantially increase their applications to UDC	M	L	M
Public Health	Border inspection Food inspection	Unpredictability of the numbers and types of consignments coming into Stansted or control any changes to work governed by legislative requirements, i.e. what needs to be sampled and at what % and frequency and the implications and uncertainty of the EU exit	M	L	H
Public Health	ECC Better Care Fund allocation for Disabled Facilities Grants	There is a risk, although not anticipated that the BCF allocation will reduce in 20/21. In addition with the withdrawal of Council revenue funding, there is a risk of a substantial overspend in 20/21 or delays in adaptations	M	L	H
Public Health	Proactive Enforcement	Enforcement activities are likely to increase during 20/21. This is likely to result in more Fixed Penalty Notices being issued and greater income arising from waste collection receipts.	M	M	L
Public Health	Environmental Protection/ Enforcement Works in default	The budget does not have provision for works in default to abate nuisance and harm	L	L	L
Public Health	Contaminated Land	The Council has a statutory duty to identify contaminated land. Such matters can be complex and involve specialist consultants to test and provide advice	L	L	L

Annex H4 continued...

Service	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)
Financial Services	Bank Fees	It is assumed the bank fees will remain at a constant level but there is a risk due to an annual fees assessment by Barclays that this could rise	M	-	M
Financial Services	Merchant Charges	It is assumed the merchant charges will increase to current forecasted levels. There is a risk that the current level underestimates the trend in payment methods from cash to cards.	M	-	L
Financial Services	Insurance	It is assumed that insurance premiums will increase only by inflation, there is risk that more claims could be received than anticipated leading to the renewal premiums increasing	L	-	M
Grants	Grant applications	Revised process for grants introduced in 2016/17 however there still may be a possibility that budgeted amounts are not realised through lack of applications. There is also a risk that Grant funding be allocated above the actual budgeted amounts	L	M	L
External Grants	Community Safety Partnerships and Health & Wellbeing	Due to increasing funding pressure the grants may not stay at the same level or may be removed by external agencies.	L	L	L
Day Centres	Day centres not under direct UDC management	If the council does not have reassurance that all aspects of its insurance responsibilities are being met then this may lead to potential breaches of legislation, court costs and/or a serious user accident.	M	L	H
Private Finance Initiative	Contract costs	If the PFI leisure contract does not provide value for money due to ineffective contract management then there may be a negative impact on the investment made by the council, the opposite effect could be achieved if capacity allows for full management of the contract	L	M	H
Corporate Team	Asset Management Consultants	There is a risk that more work on assets is required than estimated, leading to additional costs.	M	L	M
Local Amenities	Turpins Bowls	A rent review is due in the financial year. This may impact on the amount of rental being received from the asset.	M	M	L
Offices	Office Repairs	There is a risk that the budget estimate could be under or over due to unpredicted repairs that arise during the year.	M	L	M
Human Resources	Training Budget	Most of the spending on the training budget is as a result of CMT and SMT corporate priorities and in the last financial year the budget was overspent. There is a risk of both under or overspending this budget in 2020/21	L	L	L

Annex H4 continued...

Service	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)
Housing Benefit	DCLG LCTS Admin Grant	It is assumed that the LCTS Admin Grant will be paid at similar or slightly reduced levels to 2019/20. The notification of grant amounts are unlikely to be made available until early 2020. There is therefore a risk that the amount budgeted may change being more likely adverse than favourable impact.	M	L	M
Housing Benefit	Rent Rebates Expenditure	It is assumed that Rent Rebate Expenditure will remain stable. There are no current plans to significantly increase the level of HRA stock. Natural migration of Universal Credit is anticipated to gradually reduce the numbers of active working age claims during the 2020/21 financial year however the impact is expected to be minimal due to UDC's high pensioner caseload.	M	L	H
Housing Benefit	Rent Allowance Expenditure	As above with the exception of HRA stock assumption and an additional risk of cost of rents significantly increasing in the Uttlesford area.	M	L	H
Housing Benefit	DWP Rent Rebate and Allowance Subsidy	It is assumed that Rent Rebate Subsidy can continue to be claimed in line with levels reflected in previous years. There is however a continued risk that an increase in new burdens and DWP incentives, could incur subsidy implications due to limited percentages of overpayment amounts being able to be claimed. There is also a risk that, if local authority error overpayments exceed the DWP stated upper threshold, no subsidy could be claimed for these amounts	M	L	H
Housing Benefit	DWP Discretionary Funding	It is assumed the governments Discretionary Housing Payment Funding will remain relatively stable, if not slightly decrease for the 2020/21 financial year. There is a risk however that the amount granted will not meet local requirements following the implementation of Universal Credit 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).	L	L	M

Annex H4 continued...

Service	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)
Non Domestic Rates	NNDR Court Costs	It is assumed that the level of Business Rate recovery will increase or stay the same. The amount of costs awarded are by way of Magistrates Court there is a low probability of our application for costs being refused	L	L	L
Non Domestic Rates	S31 Government grant - Business Relief a	It is assumed that the government grant will be the same as calculated.	L	L	L
Local Taxation	Council Tax Court Costs	It is assumed that the level of Council Tax recovery will increase or stay the same. The amount of costs awarded are by way of Magistrates Court there is a low probability of our application for costs being refused	L	L	L
Council Tax Discounts	Council Tax Sharing agreement	The current sharing agreement is currently being negotiated for the next 3 years. The sharing agreement income is based on the current year's share back at qtr2 at a 12% shareback on Tax Base growth through fraud and Compliance work	H	L	H
Revenues Admin	Legal Fees	Potential for an increase due to large businesses requiring recovery action. In addition the legal team are investigating transferring some legal work outside of UDC so payments may need to be made to third parties for areas such as Fraud and complex Council Tax cases	M	L	M

General Fund Reserves 2020/21

Reserve £000	2019/20 Quarter 2 Forecast				Estimated Balance 31 March 2020	2020/21 Estimates			
	Actual Balance 1 April 2019	Forecast Transfer from General Fund	Forecast Transfer To General Fund	Forecast Transfer between Reserves		Forecast Transfer from General Fund	Forecast Transfer To General Fund	Forecast Transfer between Reserves	Estimated Balance 31 March 2021
RINGFENCED RESERVES									
Business Rates	1,781	1,052			2,833	197			3,030
Department for Work and Pensions Licensing	71				71				71
Capital Slippage	90	57	(33)		114	34			148
Working balance	1,171		(569)		602				602
	1,272	28			1,300	0			1,300
TOTAL RINGFENCED RESERVES	4,387	1,137	(602)	0	4,921	231	0	0	5,152
USABLE RESERVES									
<u>Financial Management Reserves</u>									
Medium Term Financial Strategy	1,336	450	(450)		1,336				1,336
Transformation	1,168		(55)		1,114		(3)		1,111
EU Exit	128	385			513				513
Funding	0	1,060			1,060				1,060
	2,632	1,895	(505)	0	4,022	0	(3)	0	4,019
<u>Contingency Reserves</u>									
Emergency Response	40				40				40
	40	0	0	0	40	0	0	0	40
<u>Service Reserves</u>									
Economic Development	61				61				61
Elections	100	25	(80)		45	25			70
Homelessness	218	116	(20)		314	150	(48)		416
Health & Wellbeing	72	12			84				84
Planning	1,247	52	(330)		969				969
Neighbourhood Planning	70		(15)		55		(15)		40
Housing Strategy	25				25				25
Development Control	159		(25)		134				134
Strategic Initiatives	2,160		(500)		1,660				1,660
Developments	1,152	202			1,354		(835)		519
New Homes Bonus Ward Members	0				0				0
Waste Depot Relocation Project	4,649		(2,000)		2,649				2,649
Waste Management	201	170			371				371
Private Finance Initiative	247	48			295				295
	10,361	625	(2,970)	0	8,016	175	(898)	0	7,294
TOTAL USABLE RESERVES	13,033	2,520	(3,475)	0	12,078	175	(901)	0	11,353
TOTAL RESERVES	17,420	3,657	(4,077)	0	16,999	406	(901)	0	16,505

Fees and Charges – 2020/21

Building surveying other charges	2019/20 charge £	2020/21 charge £	Does the charge include VAT?
Provision of Energy Performance Certificates (Depends on size of property)	POA	POA	Yes
Copying charges (statutory limitations)	10p a sheet + £25 per hour officer time if job exceeds 1 hou		Yes

Street Naming and Numbering	2019/20 charge £	2020/21 charge £	Does the charge include VAT?
<u>Charge per dwelling/unit</u>			
Add a name to a numbered property	35.00	35.00	No
Name change/renumber	75.00	75.00	No
New dwelling/unit	110.00	110.00	No
2-5 dwellings/units	75.00	75.00	No
6 - 25 dwellings/units	55.00	55.00	No
26 - 75 dwellings/units	45.00	45.00	No
76 plus dwellings/units	35.00	35.00	No
New Street Name	200.00	200.00	No
Name of block or block of flats of industrial estate	175.00	175.00	No
Confirmation of plot or postal address for utility company (charged to utility companies only)	35.00	35.00	No

Annex H6 continued...

STANDARD CHARGES SCHEDULE 1- NEW DWELLINGS Dwelling houses and Flats						
Code	New Build Houses or Bungalows Not Exceeding 250m ²		Plan Charge	Inspection Charge*	Building Notice*	Regularisation Charge*
HO1	1 Plot	Fee	£310.00	£460.00	£820.00	£1,025.00
		VAT	£62.00	£92.00	£164.00	
		Total	£372.00	£552.00	£984.00	
HO2	2 Plots	Fee	£395.00	£705.00	£1,150.00	£1,437.50
		VAT	£79.00	£141.00	£230.00	
		Total	£474.00	£846.00	£1,380.00	
HO3	3 Plots	Fee	£465.00	£960.00	£1,525.00	£1,906.25
		VAT	£93.00	£192.00	£305.00	
		Total	£558.00	£1,152.00	£1,830.00	
HO4	4 Plots	Fee	£520.00	£1,085.00	£1,705.00	£2,131.25
		VAT	£104.00	£217.00	£341.00	
		Total	£624.00	£1,302.00	£2,046.00	
HO5	5 Plots	Fee	£580.00	£1,215.00	£1,895.00	£2,368.75
		VAT	£116.00	£243.00	£379.00	
		Total	£696.00	£1,458.00	£2,274.00	
<u>New Build Flats Not Exceeding 250m² and Not More Than 3 Storeys</u>						
FL1	1 Plot	Fee	£310.00	£460.00	£820.00	£1,025.00
		VAT	£62.00	£92.00	£164.00	
		Total	£372.00	£552.00	£984.00	
FL2	2 Plots	Fee	£395.00	£705.00	£1,150.00	£1,437.50
		VAT	£79.00	£141.00	£230.00	
		Total	£474.00	£846.00	£1,380.00	
FL3	3 Plots	Fee	£465.00	£960.00	£1,525.00	£1,906.25
		VAT	£93.00	£192.00	£305.00	
		Total	£558.00	£1,152.00	£1,830.00	
FL4	4 Plots	Fee	£520.00	£1,085.00	£1,705.00	£2,131.25
		VAT	£104.00	£217.00	£341.00	
		Total	£624.00	£1,302.00	£2,046.00	
FL5	5 Plots	Fee	£580.00	£1,215.00	£1,895.00	£2,368.75
		VAT	£116.00	£243.00	£379.00	
		Total	£696.00	£1,458.00	£2,274.00	
<u>Conversion to</u>						
COH	Single dwelling house (Where total floor area does not exceed 150m ²)	Fee	£265.00	£385.00	£650.00	£812.50
		VAT	£53.00	£77.00	£130.00	
		Total	£318.00	£462.00	£780.00	
COF	Single Flat (Where total floor area does not exceed 150m ²)	Fee	£265.00	£385.00	£650.00	£812.50
		VAT	£53.00	£77.00	£130.00	
		Total	£318.00	£462.00	£780.00	
Notifiable Electrical work (in addition to the above, where applicable.)						
DNE	(Where a satisfactory certificate will not be issued by a Part P registered electrician)	Fee	£250.00	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	£50.00			
		Total	£300.00			

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)

Annex H6 continued...

STANDARD CHARGES						
SCHEDULE 2 WORK TO A SINGLE DWELLING						
Limited to work not more than 3 storeys above ground level						
Code	Extension and New Build	Full Plans			Building Notice Charge Charge*	Regularisation Charge*
		Plan Charge	Inspection Charge*	Total		
DX1	Separate single storey extension with floor area not exceeding 40m ²	Fee	£155.00	£325.00	£495.00	£618.75
		VAT	£31.00	£65.00	£99.00	
		Total	£186.00	£390.00	£594.00	
DX2	Separate single storey extension with floor area exceeding 40m ² but not exceeding 100m ²	Fee	£170.00	£400.00	£600.00	£750.00
		VAT	£34.00	£80.00	£120.00	
		Total	£204.00	£480.00	£720.00	
DX3	Separate extension with some part 2 or 3 storeys in height and a total floor area not exceeding 40m ²	Fee	£160.00	£360.00	£545.00	£681.25
		VAT	£32.00	£72.00	£109.00	
		Total	£192.00	£432.00	£654.00	
DX4	Separate extension with some part 2 or 3 storeys in height and a total floor area exceeding 40m ² but not exceeding 100m ²	Fee	£240.00	£455.00	£725.00	£906.25
		VAT	£48.00	£91.00	£145.00	
		Total	£288.00	£546.00	£870.00	
DG0	A building or extension comprising solely of a garage, carport or store not exceeding 100m ²	Fee	£110.00	£240.00	£345.00	£431.25
		VAT	£22.00	£48.00	£69.00	
		Total	£132.00	£288.00	£414.00	
DNH	Detached non-habitable domestic building with total floor area not exceeding 50m ²	Fee	£110.00	£240.00	£345.00	£431.25
		VAT	£22.00	£48.00	£69.00	
		Total	£132.00	£288.00	£414.00	
Conversions						
DLC	First and second floor loft conversions	Fee	£170.00	£385.00	£615.00	£768.75
		VAT	£34.00	£77.00	£123.00	
		Total	£204.00	£462.00	£738.00	
DOC	Other work (e.g. single garage conversions)	Fee	£85.00	£205.00	£290.00	£362.50
		VAT	£17.00	£41.00	£58.00	
		Total	£102.00	£246.00	£348.00	
Alterations (inc underpinning)						
DTH	Renovation of a thermal element	Fee	£60.00	£110.00	£165.00	£206.25
		VAT	£12.00	£22.00	£33.00	
		Total	£72.00	£132.00	£198.00	
DRW	Replacement windows, rooflights, roof windows or external glazed doors	Fee	£60.00	£110.00	£165.00	£206.25
		VAT	£12.00	£22.00	£33.00	
		Total	£72.00	£132.00	£198.00	
DA1	Cost of work not exceeding £5000 (inc Renewable Energy Systems)	Fee	£60.00	£110.00	£165.00	£206.25
		VAT	£12.00	£22.00	£33.00	
		Total	£72.00	£132.00	£198.00	
DA2	Cost of work exceeding £5000 but not exceeding £25000	Fee	£125.00	£240.00	£365.00	£456.25
		VAT	£25.00	£48.00	£73.00	
		Total	£150.00	£288.00	£438.00	
DA3	Cost of work exceeding £25000 but not exceeding £100000	Fee	£180.00	£415.00	£650.00	£812.50
		VAT	£36.00	£83.00	£130.00	
		Total	£216.00	£498.00	£780.00	
DA4	Cost of work exceeding £100000 but not exceeding £250000	Fee	£275.00	£635.00	£940.00	£1,175.00
		VAT	£55.00	£127.00	£188.00	
		Total	£330.00	£762.00	£1,128.00	
Notifiable Electrical work in addition to the above, where applicable.						
DNE	(Where a satisfactory certificate will not be issued by a Part P registered electrician)	Fee	£250.00			
		VAT	£50.00			
		Total	£300.00			
				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		

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)

Annex H6 continued...

STANDARD CHARGES						
SCHEDULE 3- ALL OTHER NON-DOMESTIC WORK						
Limited to work not more than 3 storeys above ground level						
Code	Extensions and New Build		Plan Charge	£	Inspection Charge £	Regularisation Charge £
NX1	Single storey with floor area not exceeding 40m ²	Fee	£165.00		£350.00	£643.75
		VAT	£33.00		£70.00	
		Total	£198.00		£420.00	
NX2	Single storey with floor area exceeding 40m ² but not exceeding 100m ²	Fee	£185.00		£425.00	£762.50
		VAT	£37.00		£85.00	
		Total	£222.00		£510.00	
NX3	With some part 2 or 3 storey in height and a total floor area not exceeding 40m ²	Fee	£280.00		£535.00	£1,018.75
		VAT	£56.00		£107.00	
		Total	£336.00		£642.00	
NX4	With some part 2 or 3 storey in height and a total floor area exceeding 40m ² but not exceeding 100m ²	Fee	£310.00		£695.00	£1,256.25
		VAT	£62.00		£139.00	
		Total	£372.00		£834.00	
<u>Alterations</u>						
NO1	Cost of work not exceeding £5000	Fee	£65.00		£145.00	£262.50
		VAT	£13.00		£29.00	
		Total	£78.00		£174.00	
NO2	Replacement windows, rooflights, roof windows or external glazed doors (not exceeding 20 units)	Fee	£65.00		£145.00	£262.50
		VAT	£13.00		£29.00	
		Total	£78.00		£174.00	
NO3	Renewable energy systems (not covered by an appropriate Competent Persons scheme)	Fee	£65.00		£145.00	£262.50
		VAT	£13.00		£29.00	
		Total	£78.00		£174.00	
NO4	Installation of new shop front	Fee	£65.00		£145.00	£262.50
		VAT	£13.00		£29.00	
		Total	£78.00		£174.00	
NO5	Cost of work exceeding £5000 but not exceeding £25000	Fee	£140.00		£270.00	£512.50
		VAT	£28.00		£54.00	
		Total	£168.00		£324.00	
NO6	Replacement windows, rooflights, roof windows or external glazed doors (exceeding 20 units)	Fee	£140.00		£270.00	£512.50
		VAT	£28.00		£54.00	
		Total	£168.00		£324.00	
NO7	Renovation of thermal elements	Fee	£140.00		£270.00	£512.50
		VAT	£28.00		£54.00	
		Total	£168.00		£324.00	
NO8	Installation of Raised Storage Platform within an existing building	Fee	£140.00		£270.00	£512.50
		VAT	£28.00		£54.00	
		Total	£168.00		£324.00	
NO9	Cost of works exceeding £25000 but not exceeding £100000	Fee	£200.00		£480.00	£850.00
		VAT	£40.00		£96.00	
		Total	£240.00		£576.00	
N10	Fit out of building up to 100m ²	Fee	£170.00		£425.00	£743.75
		VAT	£34.00		£85.00	
		Total	£204.00		£510.00	
N11	Cost of works exceeding £100000 but not exceeding £250000	Fee	£280.00		£665.00	£1,181.25
		VAT	£56.00		£133.00	
		Total	£336.00		£798.00	

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

Annex H6 continued...

Planning Applications

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

<http://www.uttlesford.gov.uk/article/4864/Planning-Application-Fees>

Other Planning fees and charges	2019/20 charge £	2020/21 charge £	Does the charge include VAT?
Documents provided under Local Government Access to Information Act 1985	10p a sheet plus £25 per hour if job exceeds 1 hour	10p a sheet plus £25 per hour if job exceeds 1 hour	Yes
Documents - TPO, BPN, LB			
Planning & Building Regulation Decision Notices			
Uttlesford Local Plan Adopted 2005	25.00	25.00	Yes
Emerging Local Plan	75.00	75.00	Yes
Confirmation regarding Agricultural Ties	42.00	42.00	Yes
An administrative pre application submission check for householder applications	35.00	35.00	No
To retain a % of fee paid if the application is withdrawn; Pre-Applications		15%	Yes
Parish and Town Councils - Neighbourhood Planning mapping	The time charged will be at the appropriate officer hourly rate		No
S106/Legal Agreement Monitoring Fee - including monetary value		Bespoke Fee	Yes
S106/Legal Agreement Monitoring Fee - including non-monetary value		Bespoke Fee	Yes
Listed Building Authorisation Check (Vendor/Purchaser)		1000.00	No
Solicitor's queries regarding compliance with Enforcement Notices		POA	

Annex H6 continued...

Planning Pre-application advice	2019/20 charge £	2020/21 charge £	Does the charge include VAT?
Householder - Written Advice only	100.00	100.00	Yes
- Meeting 1 hr and written advice	150.00	150.00	Yes
- Follow up advice	75.00	75.00	Yes
Householder/Heritage*/ Listed building Consent			
- Written advice only	n/a	300.00	Yes
- Meeting 1 hr and written advice	300.00	450.00	Yes
- Follow up advice	150.00	225.00	Yes
MINOR development			
- Written Advice only	150.00	175.00	Yes
- Meeting 1 hr and written advice	350.00	375.00	Yes
- Follow up advice	150.00	175.00	Yes
MINOR development and Heritage* advice			
- Written Advice only	250.00	450.00	Yes
- Meeting 1 hr and written advice	450.00	550.00	Yes
- Follow up advice	200.00	275.00	Yes
Strategic MAJOR (Residential development of 100+ and commercial developments of 5,000+ square metres of floor space or on sites over 3 hectares)			
- Meeting 1 hr and written advice	2400.00	2700.00	Yes
- Follow up advice	865.00	1000.00	Yes
Strategic MAJOR (Residential development of 100+ and commercial developments of 5,000+ square metres of floor space or on sites over 3 hectares) including Heritage* Advice			
- Written advice only	n/a	2000.00	Yes
- Meeting 1 hr and written advice	2700.00	3000.00	Yes
- Follow up advice	1015.00	1250.00	Yes
Large Scale MAJOR (Residential development of 50-99 dwellings and commercial developments of 2,000-4,999 square metres of floor space or on sites of 2-3 hectares)			
- Written Advice only	860.00	1000.00	Yes
- Meeting 1 hr and written advice	1360.00	1500.00	Yes
- Follow up advice	680.00	850.00	Yes
Large Scale MAJOR (Residential development of 50-99 dwellings and commercial developments of 2,000-4,999 square metres of floor space or on sites of 2-3 hectares) including Heritage Advice*			
- Written Advice only	1010.00	1500.00	Yes
- Meeting 1 hr and written advice	1660.00	2250.00	Yes
- Follow up advice	830.00	1000.00	Yes
Small Scale MAJOR (Residential development of 10 - 49 dwellings and commercial developments of 1,000-1,999 square metres of floor space or on sites of 1 - 2 hectares)			
- Written Advice only	540.00	750.00	Yes
- Meeting 1 hr and written advice	990.00	1250.00	Yes
- Follow up advice	495.00	600.00	Yes
Small Scale MAJOR (Residential development of 10 - 49 dwellings and commercial developments of 1,000-1,999 square metres of floor space or on sites of 1 - 2 hectares) and Heritage Advice*			
- Written Advice only	690.00	900.00	Yes
- Meeting 1 hr and written advice	1290.00	1500.00	Yes
- Follow up advice	645.00	850.00	Yes
Planning Performance Agreements (PPAs)	POA	POA	
High Hedge Complaints	500.00	500.00	Yes

*Heritage advice includes Locally Listed Buildings/ Ancient Monuments/Works or development in a Conservation Area.

Annex H6 continued...

Car Parking	2019/20 charge £	2020/21 charge £	Does the charge include VAT?
<u>Great Dunmow</u>			
<i>White Street</i>			
30 Minutes	0.40	0.40	Yes
1 Hour	0.60	0.60	Yes
3 Hours	1.20	1.20	Yes
4 Hours	2.00	2.00	Yes
5 Hours	2.40	2.40	Yes
9 Hours	3.50	3.50	Yes
Season Ticket (1 month)	30.00	30.00	Yes
Season Ticket (6 months)	175.00	175.00	Yes
Season Ticket (per annum)	300.00	300.00	Yes
<i>New Street/Chequers & Angel Lane</i>			
30 Minutes	0.40	0.40	Yes
1 Hour	0.60	0.60	Yes
3 Hours	1.20	1.20	Yes
<i>Chequers</i>			
Season Ticket (6 months) - Renewals only	175.00	175.00	Yes
Season Ticket (per annum) - Renewals only	300.00	300.00	Yes
<u>Stansted Mountfitchet</u>			
<i>Lower Street</i>			
30 Minutes	0.40	0.40	Yes
1 Hour	0.60	0.60	Yes
2 Hour	1.00	1.00	Yes
3 Hours	1.20	1.20	Yes
4 Hours	2.00	2.00	Yes
6 Hours	2.40	2.40	Yes
9 Hours	4.70	4.70	Yes
Coaches	6.00	6.00	Yes
Season Ticket - Commuter employed locally (1 month)	30.00	30.00	Yes
Season Ticket - Commuter employed locally (6 months)	130.00	130.00	Yes
Season Ticket - Commuter employed locally (per annum)	250.00	250.00	Yes
Season Ticket - Commuter employed elsewhere (6 months)	320.00	320.00	Yes
Season Ticket - Commuter employed elsewhere (per annum)	620.00	620.00	Yes
<i>Crafton Street</i>			
30 Minutes	0.40	0.40	Yes
1 Hour	0.60	0.60	Yes
3 Hours	1.20	1.20	Yes
9 Hours	3.00	3.00	Yes
Season Ticket - Commuter employed locally (6 months)*	130.00	130.00	Yes
Season Ticket - Commuter employed locally (per annum)*	250.00	250.00	Yes
Season Ticket - Commuter employed elsewhere (6 months)	220.00	220.00	Yes
Season Ticket - Commuter employed elsewhere (per annum)	420.00	420.00	Yes
*Due to capacity pressures new season tickets are not currently available for this car park			

Annex H6 continued...

Car Parking	2019/20 charge £	2020/21 charge £	Does the charge include VAT?
Saffron Walden			
Faircroft			
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
Common			
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
Rose & Crown			
30 Minutes	0.50	0.50	Yes
1 Hour	0.70	0.70	Yes
2 Hours	1.20	1.20	Yes
Swan Meadow			
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
9 Hours	3.50	3.50	Yes
Season Tickets (1month) Private Individuals only	30.00	30.00	Yes
Season Tickets (6 months)	175.00	175.00	Yes
Season Tickets (per annum)	300.00	300.00	Yes
Coaches			
5 Hours	3.00	3.00	Yes
9 Hours	6.00	6.00	Yes

Annex H6 continued...

Environmental Health	2019/20 charge £	2020/21 charge £	Does the charge include VAT?
<u>Food and Water Safety</u>			
Food Safety course - level 2 certificate	80.00	80.00	No
Health Certificate for Export	90.00	92.50	No
Food disposal if required	at cost	at cost	Yes
Voluntary Surrender Certificate	90.00	92.50	No
Water Samples (Airport)	25.00	26.00	Yes
Private water supply sampling and analysis under Regulation 10 (small supplies) - per visit (plus laboratory fee)	46.00	47.50	Yes
Group A parameter sampling and analysis (large supplies)	46.00	47.50	Yes
Group B parameter sampling and analysis (large supplies)	92.00	95.00	Yes
Investigation (per hour)	58.00	59.50	No
Risk Assessment (per hour)	58.00	59.50	No
EIR information	113.00	116.50	No
Contaminated land	113.00	116.50	No
Officer charges for works in default - per hour	55.00	56.50	No
Chemical Water Samples on request	Charged at	Charged at	Yes
<u>Imported Food Inspection Charges</u>			
POAO per CVED (Products of animal origin) (per	180.00	185.50	No
POAO per additional CVED on same AWB	50.00	51.50	No
POAO per CVED Out of Hours additional fee (Products of	75.00	77.50	No
Organic product certificate office hours	70.00	72.00	No
Organic product certificate out of office hours	250.00	257.50	No
High Risk NAO per CED (Non animal origin)	55.00	56.50	No
High Risk NAO sampling fee + laboratory charges	65.00	67.00	No
High Risk NAO per CED Out of Hours	65.00	67.00	No
High Risk NAO Out of Hours sampling fee + laboratory	95.00	98.00	No
High Risk destruction charge + disposal costs	60.00	62.00	No
IUU Catch Certificate EEA	25.00	26.00	No
IUU Catch Certificate non EEA	50.00	51.50	No
CED rejection fee	75.00	77.50	No
Consignment abandon fee	60.00	62.00	No
ID check - Weekdays	50.00	51.50	No
ID check - Weekends	85.00	87.50	No
Organics check - Weekdays	40.00	41.00	No
Organics check - Weekends	60.00	62.00	No
Melamine check	75.00	77.50	No
Destruction Supervision	55.00	56.50	No

Annex H6 continued...

Environmental Health	2019/20 charge £	2020/21 charge £	Does the charge include VAT?
Animals			
Micro chipping - Pets - Microchip event (service no longer	18.00	n/a	Yes
Stray dog - administrative costs (plus kennel and vet fees	51.00	52.50	No
Stray dog - statutory fee	25.00	26.00	No
Other charges			
HMO (Homes of Multiple Occupancy) Licensing Fees			
HMO licence fee for up to 5 bedrooms * part 1 fee	510.00	525.50	No
HMO licence fee for up to 5 bedrooms * part 2 fee	571.00	588.00	No
HMO licence fee for 5 letting rooms or more - charge per ac	30.00	31.00	No
HMO licence fee for up to 5 bedrooms - Renewal charge	571.00	588.00	No
HMO licence fee - Incomplete Application	30.00	31.00	No
Reminder letter on failure to apply for a licence	30.00	31.00	No
Variation of licence (i.e. change in address or new	9.00	9.50	No
Missed appointment	128.00	132.00	No
Any other correspondence such as sending out a final	30.00	31.00	No
<p>* The total cost of licensing an HMO in 2020/21 with Uttlesford District Council is £1,113.50 and is payable in 2 parts. Part 1 fees are to be paid at the time of application to cover the costs of processing the application and inspecting the property. Part 2 fees are levied upon completion of the application process to cover the costs of running and enforcing the scheme. Applicants will need to ensure that Part 2 fees have been paid to the Council prior to the licence being issued.</p> <p>For 2020/21 a discount of 5% will be applied for valid applications that are received without a request from the Council. This will also apply to valid renewal applications received within the time specified by the Council.</p> <p>The licensing period is for 5 years from the date the application was made</p> <p>HMO Licensing fee charges will be subject to annual review from the 1st April each year</p>			
Housing Immigration Inspection	168.00	173.00	No
Housing improvement notice - fixed price	246.00	253.50	No
Suspended improvement notice - fixed price	246.00	253.50	No
Prohibition order - fixed price	246.00	253.50	No
Suspended prohibition order - fixed price	246.00	253.50	No
Emergency prohibition order - fixed price	246.00	253.50	No
Emergency remedial action notice - fixed price	246.00	253.50	No

Annex H6 continued...

Land Charges	2019/20 charge £	2020/21 charge £	Does the charge include VAT?
Note: Since March 2017 VAT has been payable on all charged searches aside from LLC1 enquiries.			
LLC1 Residential/Commercial	22.00	22.00	No
LLC1 Residential/Commercial extra parcels of land	4.50	4.50	No
CON29 - Residential	89.00	89.00	Yes
CON29 - Residential extra parcels of land	12.60	12.60	Yes
CON29 - Commercial	112.00	112.00	Yes
CON29 - Commercial extra parcels of land	12.60	12.60	Yes
LLC1 & CON29 - Residential	111.00	111.00	Yes
LLC1 & CON29 - Commercial	134.00	134.00	Yes
CON29O*	18.00	18.00	Yes
* The following CON29O questions are free of charge: 6,7,10,11,12,13 & 14			
The current schedule of land charges can also be found at the Uttlesford District Council website:			
https://www.uttlesford.gov.uk/article/4913/Local-Land-Charges-and-Searches-fees			

Lifeline (Council Tenants and Private Residents)	2019/20 charge £	2020/21 charge £	Does the charge include VAT?
Lifeline units - Level 1 - Weekly charge - including evening and weekend emergency response visits	5.34	5.34	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)	6.54	6.54	Yes*
*a zero rating for VAT will apply if the customer can provide evidence that they have a disability			

Annex H6 continued...

Day Centres	2019/20 charge £	2020/21 charge £	Does the charge include VAT?
<u>Thaxted</u>			
Meal	5.00	5.00	Yes
Hall hire per hour	8.00	8.00	Yes
Kitchen hire per hire	10.00	10.00	Yes
Kitchen and hall hire together - per hire and the charge per hour	15.00 8.00	15.00 8.00	Yes Yes
Local Groups; Kitchen and hall hire together - per hire and the charge per hour	10.00 8.00	10.00 8.00	Yes Yes
<u>Saffron Walden</u>			
Meal (main)	6.00	6.00	Yes
Meal (dessert)	1.30	1.30	Yes
Hall hire per hour	8.50	8.50	Yes
Kitchen hire per hour	10.00	10.00	Yes
Kitchen and hall hire together - per hire and the charge per hour	15.00 8.50	15.00 8.50	Yes Yes
Local Groups; Kitchen and hall hire together - per hire and the charge per hour	10.00 8.50	10.00 8.50	Yes Yes
<u>Takeley</u>			
Hall hire per hour	7.50	n/a*	Yes
Kitchen Hire per hour	10.00	n/a*	Yes
Kitchen and hall hire together - per hire and the charge per hour	10.00 7.50	n/a* n/a*	Yes Yes
* Takeley no longer available for hire (decommissioned 1st November 2019)			

Democratic Services	2019/20 charge £	2020/21 charge £	Does the charge include VAT?
Road closure order	36.00	36.00	Yes

Annex H6 continued...

Museum	2019/20 charge £	2020/21 charge £	Does the charge include VAT?
<u>Museum Admission Charges</u>			
Admission Charge adult (over 18)	2.50	2.50	Yes
Admission Charge discount adult	1.25	1.25	Yes
Admission Charge children	0.00	0.00	N/A
Season Ticket adult	8.00	8.00	Yes
Season Ticket discount	4.00	4.00	Yes
<u>Museum Learning Services</u>			
Taught session for schools per pupil	3.00	3.00	Yes
Taught session for schools min group charge	48.00	48.00	Yes
Taught session in schools half-day (from September 2017)	120.00	120.00	Yes
Taught session schools w hole day (from September 2017)	210.00	210.00	Yes
School and Reminiscence Loan Boxes per half term	18.00	18.00	Yes
School Loan, Reminiscence and Reference Boxes for max. of 1 week	12.00	12.00	Yes
Charge for craft activities per child (charges for other activities and events may vary)	1.50	1.50	Yes
<u>Reproduction Charges</u>			
<u>Fee for providing images of collections for commercial publications</u>			
Printed image (books etc) on cover, East of England region	96.00	96.00	Yes
Printed image (books etc) inside, East of England region	45.00	45.00	Yes
Printed image (books etc) on cover, UK and international	126.00	126.00	Yes
Printed image (books etc) inside, UK and International	64.80	64.80	Yes
Website image, corporate / commercial use	72.00	72.00	Yes
Television, East of England region	60.00	60.00	Yes
Television, UK	78.00	78.00	Yes
Television, International	120.00	120.00	Yes
Supply of new image (in-house photography)	5.00	5.00	Yes
<u>Hire of premises (corporate and private)</u>			
Museum - Hire for first hour	75.00	75.00	No
Museum - Hire per hour after first hour	50.00	50.00	No
<u>Museum Evening Group Visits with talk or activity</u>			
Evening talk/ activity and view ing of galleries	78.00	78.00	Yes
<u>Museum Shirehill Store Group Visits and Workshops</u>			
Weekday daytime min charge (1 hr session + set-up/clear-up)	24.00	24.00	Yes
Weekday daytime charge per additional hour	18.00	18.00	Yes
Evening visit (per hour for 2017-18)	78.00	78.00	Yes
Saturday half-day	90.00	90.00	Yes
Saturday w hole day	174.00	174.00	Yes
<u>Museum Staff lectures and talks at other venues</u>			
Talks for local groups, in Uttlesford or 20-mile radius of Saffron Walden	72.00	72.00	Yes
Talks for local groups, outside Uttlesford or 20 mile radius of Saffron Walden	84.00	84.00	Yes

Annex H6 continued...

Licensing	2019/20 charge £	2020/21 charge £	Does the charge include VAT?
Taxi Licensing			
Drivers (licence valid for 3 years)			
- New Application	216.00	216.00	No
- Renewal	215.00	215.00	No
Drivers (licence valid for 2 years)			
- New Application	199.00	199.00	No
- Renewal	198.00	198.00	No
Drivers (licence valid for 1 years)			
- New Application	182.00	182.00	No
- Renewal	181.00	181.00	No
Operators (licence valid for 5 years)			
- New Application	478.00	478.00	No
- Renewal	476.00	476.00	No
Vehicles (licence valid for 1 year)			
- New Application	108.00	108.00	No
- Renewal	96.00	96.00	No
Vehicle Licence Transfer Fee	100.00	100.00	No
CRB checks	Charged at cost	cost	No
Caravan Site Licence Fees			
<u>New Applications</u>			
1-5 pitches	405.00	417.00	No
6-10 pitches	405.00	417.00	No
11-20 pitches	486.00	500.50	No
21-50 pitches	569.00	586.00	No
51-100 pitches	747.00	769.50	No
>100 pitches	810.00	834.50	No
Other Licences			
Skin piercing premises & 1 person	180.00	185.50	No
Skin piercing additional person	10.00	10.50	No
Skin piercing additional Treatment (at same time)	35.00	36.00	No
Additional ear piercing operator added at a later date	40.00	41.00	No
Additional operator added at a later date (other)	60.00	62.00	No
Additional treatment added at a later date	70.00	72.00	No
Table and Chairs on the Highway	125.00	125.00	No
Scrap Metal			
Grant of a site or collectors licence	367.00	378.00	No
- each additional site after first site	192.00	198.00	No
Renewal of a site or collectors licence	322.00	331.50	No
- each additional site after first site	192.00	198.00	No
Variation of a site or collectors licence	130.00	134.00	No
- each additional site being added to the licence	322.00	331.50	No
Alcohol Licensing Act 2003			
For the current schedule of statutory fees, please visit the Uttlesford District Council website:			
https://www.uttlesford.gov.uk/article/5519/Licensing-Act-2003-personal-licence			
https://www.uttlesford.gov.uk/article/5518/Licensing-Act-2003-premises-licence			
Gambling Act 2005			
For the current schedule of fees, please visit the Uttlesford District Council website:			
https://www.uttlesford.gov.uk/media/2834/Gambling-Act-2005-Fees/pdf/Gambling_Act_2005_Fees.pdf			

Annex H6 continued...

Licensing	2019/20 charge £	2020/21 charge £	Does the charge include VAT?
Licences			
Animal boarding establishment (cattery, kennel, dog day care)*			
- Part A fee	271.00	279.00	No
- Part B fee	176.00	181.50	No
- Re-inspection	129.00	133.00	No
- Variation	20.00	20.50	No
Riding Establishments *			
- Part A fee	334.00	344.00	No
- Part B fee	188.00	193.50	No
- Re-inspection	181.00	186.50	No
- Variation	20.00	20.50	No
Home boarding *			
- Part A fee	185.00	190.50	No
- Part B fee	192.00	198.00	No
- Re-inspection	129.00	133.00	No
- Variation	20.00	20.50	No
Dog breeding establishment *			
- Part A fee	250.00	257.50	No
- Part B fee	176.00	181.50	No
- Re-inspection	129.00	133.00	No
- Variation	20.00	20.50	No
Pet shop *			
- Part A fee	271.00	279.00	No
- Part B fee	179.00	184.50	No
- Re-inspection	129.00	133.00	No
- Variation	20.00	20.50	No
Dangerous wild animals * - Quote on application (based on a 2 year licence)			
	POA	POA	No
Zoo licence (5 years) * - Quote on application (based on a 5 year licence)			
	POA	POA	No
Keeping or Training Animals for Exhibition * - Quote on application (based on a 5 year licence)			
	POA	POA	No
* Part A fees need to be paid on application. Part B fees are paid on issuing report & confirmation of the licence and rating. The issuing of the license will occur following payment of Part B fees.			
For licenses where there is more than one activity, the fee will be based on the applicant's main business activity as judged by the inspecting officer.			
Additional charges will be applied for secondary activities as outlined below.			
Additional Costs			No
Cattery, Kennel, Dog Day Care	61.00	62.00	No
Riding Establishments	123.00	125.00	No
Home Boarders	61.00	62.00	No
Breeders	61.00	62.00	No
Pet Shop	61.00	62.00	No
Keeping or Training Animals for Exhibition - Quote on appli	POA	POA	No
Vets fees to be recharged to the operator + Administration costs of £7.50 for Horse Riding Establishments and new breeders only			

Annex H6 continued...

Refuse Collection & Recycling	2019/20 charge £	2020/21 charge £	Does the charge include VAT?
<u>Bulky Waste Collection Service</u>			
Minimum charge for 2 items	17.50	17.50	No
Each additional item	8.75	8.75	No
Waste Electrical Equipment Collection Services (1 item)	17.50	17.50	No
Each additional item	8.75	8.75	No
Garden Waste Bags	1.20	1.20	No
<u>Garden Waste Collection Service</u>			
240 litre w heeled bin (online payment or DD)	35.00	n/a	No
240 litre w heeled bin (payment by DD)	35.00	40.00	No
240 litre w heeled bin (Other Payment Options)	45.00	46.00	No
Bin delivery charge	22.00	22.50	No
<u>Waste container supply and delivery (new developments)</u>			
Full set of containers, Green lidded bin, Grey lidded bin, Food Caddy	50.00	75.00	No
<u>Town and Parish Council Garden Waste weekend collection</u>			
Charge per hour	68.00	70.00	No
<u>Trade Waste Collection and Disposal Charges</u>			
Trade sacks (85 litres)	3.00	3.00	No
Bins 180 litres	6.00	6.14	No
Bins 240 litres	8.00	8.19	No
Bins 660 litres	13.22	13.54	No
Bins 1100 litres	20.39	20.88	No
Skip 8 cu yd	154.04	n/a	No
Skip - 12 cubic yard (light materials)	154.04	157.74	No
Skip - 12 cubic yard (heavy materials)	241.40	247.19	No

Print Room	2019/20 charge £	2020/21 charge £	Does the charge include VAT?
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.	41.50	41.50	No*

Annex H6 continued...

Housing	2019/20 charge £	2020/21 charge £	Does the charge include VAT?
<u>Garage Rents</u>			
Private (per week)	12.74	13.04	Yes
Tenants (per week)	10.62	10.87	No
<u>Sheltered Housing Scheme</u>			
Intensive Housing Management (IHM) (per week)	15.38	15.24	No
Housing Related Support (HRS) (per week)	6.26	5.92	No
<u>Allotments</u>			
Allotment per Rod (annually)	3.00	3.00	No
<u>Garden Welfare Services for Tenants</u>			
Regular Grass and Hedge Service (weekly charge)	3.60	3.60	Yes
Small one off Clearance	24.00	24.00	Yes
Large one off Clearance	54.00	54.00	Yes
<u>Guest Rooms - Sheltered Accommodation</u>			
Guest Room (per night)	18.00	18.00	Yes