

General Fund and Council Tax – 2021/22

Summary

1. This report sets out detailed revenue estimates for the General Fund and the Council Tax requirement for 2021/22. 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 £6,158,684 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 2021/22 considered earlier in this agenda.

Council Tax – 2021/22

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 40,121.39 to be used for setting the 2021/22 draft Council Tax, an increase of 0.63% on the 2020/21 figure of 39,868.68.
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 2,013.08 and this produces a taxbase for budget setting purposes of 38,108.31.
7. The 2020/21 UDC Band D equivalent Council Tax was £156.61. 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 2021/22 of £161.61. Multiplied by the taxbase, this produces a Council Tax yield of £6,158,684.
8. The Council is therefore required to balance its net budget to a Council Tax Requirement of £6,158,684; the increase in tax base and Band D equivalent for 2021/22 compared to 2020/21 is illustrated in the table below.

	2020/21	2021/22	% Change
Taxbase (gross)	39,868.68	40,121.39	0.63%
LCTS Discounts	(1,832.54)	(2,013.08)	9.85%
Taxbase (net)	38,036.14	38,108.31	0.19%
Band D	£156.61	£161.61	3.19%
Council Tax Yield	£5,956,840	£6,158,684	3.38%

9. The Council Tax Yield is higher than the equivalent sum for 2020/21 and an analysis of the income for the increase in taxbase and Band D equivalent is set out below:

Council Tax increases		
2020/21 Council Tax Requirement		£5,956,840
Additional income arising from Taxbase increases	£11,664	
Additional income arising from UDC £5 increase	£190,180	
2021/22 Council Tax Requirement		<u>£6,158,684</u>

10. The £6,158,684 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	2020/21 UDC Council Tax £	2021/22 UDC Council Tax £	Increase £5 £/year
A	6/9ths	104.41	107.74	3.33
B	7/9ths	121.81	125.70	3.89
C	8/9ths	139.21	143.65	4.44
D	9/9ths	156.61	161.61	5.00
E	11/9ths	191.41	197.52	6.11
F	13/9ths	226.21	233.44	7.22
G	15/9ths	261.02	269.35	8.33
H	18/9ths	313.22	323.22	10.00

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	2020/21	2020/21	2021/22	
	Original Budget	Current Budget	Original Budget	Increase / (Decrease)
Portfolio Budgets				
Net service expenditure	14,874	14,874	11,100	(3,773)
Corporate Items				
Capital Financing	1,672	8,160	3,626	(4,534)
Recharge to HRA	(1,747)	(1,747)	(1,552)	194
Other Corporate Items	(1,096)	(1,096)	(56)	1,040
Net Expenditure	13,703	20,191	13,117	(7,073)
Funding				
New Homes Bonus Grant	(3,635)	(3,634)	(2,823)	811
Business Rates Retention	(3,317)	(3,317)	2,721	6,038
Rural Services Grant	(279)	(279)	(293)	(13)
Covid 19 Support Funding	0	0	(890)	(890)
Council Tax - Collection Fund Balance	(20)	(20)	55	75
	(7,251)	(7,251)	(1,230)	6,021
Net Operating Expenditure	6,452	12,940	11,888	(1,052)
Net transfers to/(from) other earmarked reserves	(495)	(6,983)	(5,729)	1,254
	(495)	(6,983)	(5,729)	1,254
Council Tax Requirement	5,957	5,957	6,159	202
Council Tax (precept levied on Collection Fund)	(5,957)	(5,957)	(6,159)	(202)
	0	0	0	0

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

£'000	2020/21	2020/21	2021/22	
	Original Budget	Current Budget	Original Budget	Increase / (Decrease)
Employees	12,852	12,852	13,900	1,048
Premises	708	681	672	(9)
Transport	692	692	600	(92)
Supplies & Services	9,690	9,717	9,548	(169)
Third Party Payments	211	211	341	130
Transfer Payments	12,525	12,525	12,120	(405)
Expenditure	36,677	36,677	37,181	504
External Funding	(1,703)	(1,703)	(1,656)	47
Fees & Charges	(6,037)	(6,037)	(11,063)	(5,026)
Specific Government Grants	(13,475)	(13,475)	(12,999)	476
Other Income	(589)	(589)	(363)	226
Income	(21,804)	(21,804)	(26,081)	(4,277)
Net portfolio expenditure	14,874	14,874	11,100	(3,773)

14. The following table is a reconciliation of the movement from the 2020/21 budget to the 2021/22 budget.

	£'000	£'000
Council Tax Requirement - 2020/21		5,957
<u>Direct Service Budget Changes</u>		
Budget movements to restated base 20/21	(1,213)	
Inescapable growth	770	
Service growth	2,201	
Efficiency savings	(881)	
Changes to Income	(32)	
Commercial Investment rental income	(4,584)	
Other adjustments	(34)	
		(3,773)
<u>Corporate Items</u>		
Capital financing costs decrease	(4,534)	
Joint venture impact on charges to HRA	194	
Net treasury investment increase	1,611	
Triennial pension payment	(571)	
		(3,300)
<u>Funding Items</u>		
Change in New Homes Bonus	812	
Net impact of Collection Fund	6,113	
Covid impact funding	(890)	
Other net adjustments	(13)	
Net change in draw on reserves	1,254	
		7,275
Total net changes to base budget		202
Council Tax Requirement - 2021/22		6,159

15. A full analysis of all budget changes, savings, growth and adjustments are detailed in Annex H3 and 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 2020/21 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. Growth is direct service investment and includes the items approved by Council in the 2020 – 2025 updated MTFS, Business Recovery, Climate Change and the Major Sports Facilities Grants
- IV. Efficiencies have been achieved by the natural evolution of services and the way we deliver those services, there is no direct action for achieving savings in 2021/22. This includes savings on the Management Fees for the Norse JV and the review of the Garden Communities element of the Local Plan.

16. The key factor in the reduction of the cost of services is the rental income for commercial investments of £4.584m, if you remove this and the adjustment for previous year one off budgets; this gives an adjusted services budget net growth of £2.024m.

17. The net growth figure of £2.024m is supported by reserve contributions of £1.006m which reduces the cost of services growth to £1.018m. The following table sets out the growth and the reserve contributions;

	£'000	£'000
Direct Services Net Budget Movements		(3,773)
One off items - 2020/21	1,213	
Commercial Rental Income	4,584	
		5,797
Cost of Services actual net growth		2,024
Growth Items funded from Reserves		
Climate Change	(340)	
Economic Development Business Recovery	(340)	
Major Sports Facilities	(150)	
Local Highways Panel	(100)	
Homelessness	(76)	
Reserves Contribution to Services		(1,006)
Actual service growth cost to revenue		1,018

18. The Commercial rental income is discussed in the MTFs and includes details of the 5 year predictions. The following table sets out the total income we will receive in 2021/22 from our current year investment activity.

Commercial Investments		Income Return
	£'000	£'000
Completed Investments		
Chesterford Research Park	(2,317)	
Weston Homes	(1,142)	
Veterinary Surgery	(373)	
Waitrose Retail Distribution Centre	(2,267)	
Future Committed Investments		
Investment 7	(709)	
Investment 12	(786)	
		(7,594)
Cost of Borrowing		
Phoenix Loan	940	
Local authority short term borrowing	874	
		1,814
Net Investment Income total		(5,780)

19. The income for the Vets was an amount of £0.912m rental compensation to cover a period of just under 3 years received in advance. This was held in the MTFs reserve and will be released annually; this year's rental amount is £0.383m and is shown in the above table and in the reserves table later in the report.
20. The Capital Financing is the revenue cost of financing the capital programme and includes direct revenue contributions and the minimum revenue provision.
21. The HRA recharge are the overheads for support services charged to the housing service, e.g. IT, Finance, HR, utilities etc.

Funding

22. The Government announced a one year settlement for 2021/22, which means that both the Fair Funding Review and Business Rates Reforms are again postponed. This did mean that the New Homes Bonus was extended for a further year, again a one year only pot with no legacy payments.
23. The Government pledged that no Local Authority would be worse off in this year's settlement and provided all Lower Tier Authorities with a grant to bring us up to the same level of funding as last year; this grant assumes that we would increase council tax by the maximum amount.
24. The Council will receive two further grants providing additional funding to directly support the impact of the Covid 19 Pandemic during 2021/22.
25. The additional funding totals £0.890m and is made up of the following amounts;
 - I. £0.435m – Lower Tier Services Grant
 - II. £0.359m – Covid 19 Tranche 5 Grant
 - III. £0.096m – Support for additional cost of Local Council Tax Support
26. Of the above new funding, it is proposed that the lower tier and Covid 19 grants are added to reserves to support the future impacts of the Covid 19 pandemic including costs associated with Uttlesford Moving Forward.

Risks and Assumptions

27. 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 has been included in Annex H4.

Local Government Finance Settlement

28. The Government announced the provisional settlement on 17 December 2020 for 2021/22 and the final settlement is expected to be announced in late February 2021. It is unlikely there will be any changes to the settlement figures, but if there is these will be discussed with members and all reports and financial tables will be updated to reflect this.
29. 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

30. 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 £1.459m and has been included in the 2021/22 Budget.
31. 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).
32. The reserves estimated balance at the end of the 2020/21 financial year is £21.370m a net increase of £0.412m. The proposed net use of reserves for 2021/22 is £5.729m and these are detailed in the following table.

Movements in Reserves				
	To	(From)	Net Total	
Business Rates Reserve		(4,402)	(4,402)	Section 31 grant to fund additional business rate reliefs in 2020/21
		(383)	(383)	Funding for prior year deficit balance
		(1,338)	(1,338)	Allocation to offset current year deficit due to reduced collection rate
Licencing	13		13	Reserve top up in relation to the schedule of taxi licence renewals (3 or 5 year)
Working Balance		(37)	(37)	As per statutory requirement to meet the minimum contingency level as per section 25 report
Medium Term Financial Strategy		(373)	(373)	Rent compensation received in advance during 2020/21 drawn down to match rental due
		(100)	(100)	Local Highways panel funding undspent budget from 2020/21
Emergency Response	794		794	Support for future impacts due to the Covid 19 Pandemic and new ways of working
Economic Development	1000	(340)	660	Support for local businesses and initiatives in the recovery of the local economy from the Covid 19 closures/restrictions
Elections	30		30	Annual contribution to support cycle of local elections
Homelessness	188	(86)	102	Homelessness Grant (MHCLG) and current resource requirement
Neighbourhood Plan		(15)	(15)	To support the Neighbourhood planning process
Sustainable Communities		(640)	(640)	To fund specialist consultancy and additional fees relating to the Local Plan
Major Sports Facilities	150	(150)	0	Grant funding for major sports projects within the district
Depot - New Site	500	(500)	0	to support capital expenditure in the development of Little Canfield Business Park
Climate Change	300	(340)	(40)	Approved annual allocation and spend for climate change actions
Total	2,975	(8,704)	(5,729)	

Fees and Charges review

33. 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.
34. Where charges are statutory and outside the jurisdiction of Council these have not been included, but are available to view on the Councils website.
35. It is requested that the Director of Public Services is given delegated authority to set and/or amend the fees and charges for the following areas;
 - I. Section 106 monitoring fees – the table of fees and charges table states that this is a 'bespoke fee' and the Assistant Director of Planning and the Head of Legal Services are working on a fair and reasonable charge to cover all costs of administering these agreements
 - II. Trade Waste - where services are operating in competition with other commercial providers, the service manager needs to have the ability to negotiate as required where it is in the Council's best interests to do so.
 - III. Port Health – updated guidance around fees & charges from DEFRA's SPS Borders and Boundaries Programme has recently been issued by the Port Health Authorities. Due to the timing of the release this will need to be reviewed at a later date and amended if required, the PHA also states the following ;
'Guidance is designed to aid Port Health Authorities and other relevant local authorities in developing a charging and fees regime. It is based on existing practices, is not designed to be prescriptive and has no statutory basis.'

Impact

Communication/Consultation	Members, CMT and Budget Managers
Community Safety	No specific implications
Equalities	No specific implications
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

36. 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	2020/21	2020/21	2021/22	
	Original Budget	Current Budget	Original Budget	Increase / Decrease
Portfolio Budgets				
Communities & Partnerships	914	917	1,097	180
Housing & Economic Development	1,855	1,869	2,677	808
Environmental Services	5,065	5,106	4,265	(841)
Finance & Administration	7,040	6,982	3,062	(3,921)
Subtotal - Portfolio Budgets	14,874	14,874	11,100	(3,773)
Corporate Items				
Capital Financing Costs	1,672	8,160	3,626	(4,534)
PFI interest cost	372	372	360	(12)
Interest charge	788	788	1,814	1,026
Investment Income	(2,912)	(2,912)	(2,316)	596
Exceptional Corporate items	0	0	0	0
Pension Fund - Added years	85	85	85	0
Pension Triennial Payment	571	571	0	(571)
HRA share of Corporate Core	(372)	(372)	(385)	(13)
Recharge to HRA	(1,375)	(1,375)	(1,167)	208
Subtotal - Corporate Items	(1,171)	5,317	2,017	(3,300)
Funding				
Council Tax Collection Fund Balance	(20)	(20)	55	75
Business Rates - Collection Fund Balance	(26)	(26)	4,785	4,810
Business Rates - UDC Share (net of tariff)	(2,440)	(2,440)	(1,068)	1,372
Business Rates - Levy Payment (safety net reimbursement)	690	690	393	(296)
Business Rates - Renewable Energy Scheme	(133)	(133)	(107)	26
Business Rates - Section 31 Funding	(1,408)	(1,408)	(1,282)	126
Rural Services Grant	(279)	(279)	(293)	(13)
New Homes Bonus	(3,635)	(3,635)	(2,823)	812
Covid 19 Support funding	0	0	(890)	(890)
Subtotal - Funding	(7,251)	(7,251)	(1,230)	6,021
Subtotal - Net Operating Expenditure	6,452	12,940	11,888	(1,052)
Net Transfers to/(from) Reserves				
Business Rates	197	197	(6,123)	(6,321)
Department for Work and Pensions	0	0	0	0
Licensing	34	34	13	(20)
Capital Slippage	0	(1,984)	0	1,984
Working balance	0	0	(38)	(38)
Medium Term Financial Strategy	0	0	(473)	(473)
Transformation	(3)	(3)	0	3
EU Exit	0	0	0	0
Income Protection	0	0	0	0
Emergency Response	0	0	794	794
Economic Development	0	0	660	660
Elections	25	25	30	5
Homelessness	102	102	102	(0)
Health & Wellbeing	0	0	0	0
Planning and Development	(15)	(15)	(15)	0
Strategic Initiatives	0	0	0	0
Garden Communities	0	0	0	0
Sustainable New Communities	(835)	(835)	(640)	195
Pension Reserve	0	0	0	0
New Homes Bonus Ward Members	0	0	0	0
Voluntary Sector	0	0	0	0
Waste Depot Relocation Project	0	(4,504)	0	4,504
Waste Management	0	0	0	0
Private Finance Initiative	0	0	0	0
Major Sports Facilities	0	0	0	0
Climate change	0	0	(40)	(40)
Subtotal - Movement in Earmarked Reserves	(495)	(6,983)	(5,729)	1,254
Council Tax Requirement	5,957	5,957	6,159	202
Council Tax (Precept levied on Collection Fund)	(5,957)	(5,957)	(6,159)	(202)
(Surplus) / Deficit	0	0	0	0

Communities and Partnerships

£000	2020/21 Original Budget	2020/21 Current Budget	2021/22 Original Budget	Budget changes
Community Information	51	51	51	1
Day Centres	91	92	95	3
Emergency Planning	26	26	34	8
Grants & Contributions	394	394	568	174
Leisure & Performance	43	44	47	3
Saffron Walden Museum	227	229	240	11
New Homes Bonus	78	78	78	0
Private Finance Init	3	3	11	8
Renovation Grants	0	0	(27)	(27)
Portfolio Total	914	917	1,097	180

Finance and Administration

£000	2020/21 Original Budget	2020/21 Current Budget	2021/22 Original Budget	Budget changes
Asset management (New)	0	0	0	0
Benefits Admin	343	347	353	6
Business Improvement	0	0	0	0
Corporate Management	1,907	1,827	1,998	171
Conveniences	0	0	0	0
Central Services	457	459	463	4
Corporate Team	49	50	(4,584)	(4,634)
Conducting Elections	1	1	4	3
Electoral Registration	55	55	38	(17)
Financial Services	1,024	1,028	1,176	149
Housing Benefits	(77)	(77)	104	180
Human Resources	377	379	374	(5)
Internal Audit	150	152	159	7
Information Technology	1,532	1,535	1,585	50
Land Charges	(66)	(65)	(63)	3
Legal Services	182	183	374	191
Local Taxation	(100)	(100)	(100)	0
Norse Partnership (New)	0	0	0	0
Non Domestic Rates	(146)	(146)	(146)	0
Office Cleaning	213	213	217	5
Offices	688	688	420	(268)
Revenues Admin	597	602	671	69
Council Tax Discounts	(148)	(148)	18	166
Portfolio Total	7,040	6,982	3,062	(3,921)

Environmental Services

£000	2020/21 Original Budget	2020/21 Current Budget	2021/22 Original Budget	Budget changes
Animal Warden	8	8	6	(1)
Grounds Maintenance	355	357	364	6
Car Park	(668)	(668)	(573)	95
Development Control	(125)	(119)	(270)	(151)
Depots	53	53	56	3
Garden Communities	1,638	1,639	0	(1,639)
Street Cleansing	415	417	422	5
Housing Strategy	57	58	60	2
Highways	6	7	8	2
Local Amenities	(12)	(12)	(13)	(1)
Licensing	(282)	(280)	(261)	19
Vehicle Management	483	484	491	7
Public Health	678	684	718	34
Planning Management	407	410	422	12
Planning Policy	910	912	1,660	748
Planning Specialists	218	219	210	(10)
Waste Management	311	321	315	(6)
Community Safety	370	372	398	27
Street Services	240	242	250	8
Portfolio Total	5,065	5,106	4,265	(841)

Housing and Economic Development

£000	2020/21 Original Budget	2020/21 Current Budget	2021/22 Original Budget	Budget changes
Building Surveying	7	10	(11)	(20)
Committee Admin	288	290	308	18
Customer Services Centre	547	551	569	18
Democratic Represent	352	352	358	6
Economic Development	272	273	611	338
Energy Efficiency	34	34	424	389
Housing Grants	0	0	0	0
Health Improvement	169	171	193	23
Homelessness	107	108	143	35
Lifeline	(158)	(158)	(160)	(2)
Communications	237	238	241	3
Portfolio Total	1,855	1,869	2,677	808

Budget movements – 2021/22

CURRENT BUDGET 2020/21 to RESTATED BASE 2020/21			
Portfolio	Service	Description	£'000
Environmental Services	Planning Policy	Local Plan continuation work	(520)
Finance & Administration	Corporate Management	Funding for additional resources to support the Local Plan	(300)
Environmental Services	Development Control	Increased to reflect the current levels of appeals	(215)
Finance & Administration	Corporate Management	Member priorities allocated to services where spend has been identified	(145)
Finance & Administration	Central Services	Temporary post for GDPR compliance scanning	(23)
Communities & Partnerships	Grants & Contributions	Grants for expansion of Tourist Information Centres	(20)
Communities & Partnerships	Grants & Contributions	Civic pride funding for parish councils	(15)
Finance & Administration	Human Resources	Undertaking of staff wellbeing survey	(10)
Finance & Administration	Revenues Administration	In year restructure (HS to add further detail 11-01-20)	60
Finance & Administration	Offices	Removal of final budgets under the Uttlesford Norse Partnerships	(25)
			(1,213)
INESCAPABLE ADJUSTMENTS (£10K MINIMUM)			
Portfolio	Service	Description	£'000
Various	Staffing	Inflationary and incremental increases in salaries	376 On-going
Finance & Administration	Asset management	Running costs of new commercial assets	326 On-going
Environmental Services	Development Control	Support additional workload from appeals	45 One-off
Environmental Services	Waste Services	Assumed inflationary increase of 3% for Trade waste disposal charge	42 On-going
Finance & Administration	Information Technology	Inflationary increases of hardware and software	14 On-going
All	Various	Rates and utility inflationary increases	12 On-going
Environmental Services	Waste Services	Assumed fuel adjustment to match AA price plus inflation	(71) On-going
		Net other immaterial changes	26
			770

Annex H3 continued...

SERVICE GROWTH (£10K MINIMUM)				
Portfolio	Service	Description	£'000	
Housing & Economic Development	Energy Efficiency	Ecology and Climate Change Project costs	390	Fixed term
Housing & Economic Development	Economic Development	Economic Recovery funding	340	Fixed term
Finance & Administration	Corporate Management	Transformation costs for Uttlesford Moving Forward (the new way of working)	250	One-off
Finance & Administration	Corporate Management	Funding for additional resources to support Planning	240	On-going
Finance & Administration	Legal Services	Restructured Legal services costs	179	On-going
Communities & Partnerships	Grants & Contributions	Major Sports facilities funding	150	Fixed term
Finance & Administration	Financial Services	Broker fee increase as a result of funding of the commercial strategy	140	On-going
Finance & Administration	Corporate Management	Highways panel funding	100	Fixed term
Housing & Economic Development	Homelessness	2 posts to support housing options team	76	On-going
Communities & Partnerships	Grants & Contributions	Grants to support on-going Member priorities	65	Fixed term
Finance & Administration	Corporate Management	Member priority funding	60	On-going
Environmental Services	Licensing	2 additional posts to support increase in license application and processing	52	On-going
Finance & Administration	Offices	Project Officer for new depot site	45	Fixed term
Environmental Services	Licensing	Increase costs and additional materials required for processing and support across the district	27	On-going
Finance & Administration	Central Services	Resourcing for compliance scanning	23	One-off
Finance & Administration	Information Technology	Additional software and hardware to support transformational change	18	On-going
Finance & Administration	Financial Services	Additional resource to support business continuity and the financial implications	14	On-going
Environmental Services	Public Health	Growth in hours of Health and Safety officer	10	On-going
		Net other immaterial changes	23	
			2,201	
Growth to be offset against reserves or fees				
		Ecology and Climate Change action planning from Climate Change reserve	(340)	
		Business recovery and employment support funding from Economic Development reserve	(340)	
		Additional major sports facilities grants from Sports reserve	(150)	
		Highways panel funding from Medium term Financial Strategy reserve	(100)	
		Homelessness resource from Homelessness grant held in reserve	(76)	
			(1,006)	
		Total actual growth	1,195	

Annex H3 continued...

SERVICE EFFICIENCIES / SAVINGS (£10K MINIMUM)				
Portfolio	Service	Description	£'000	
Finance & Administration	Offices/Uttlesford Norse Partnership	Reduction in total fees for managed service	(292)	On-going
Finance & Administration	Corporate Management	Deletion of Assistant Director of Legal post corresponding restructure costs in Legal Services	(96)	On-going
Finance & Administration	Financial Services	Insurance premium reduction due to UNL joint venture reductions on officers and vehicles	(24)	On-going
Environmental Services	Garden Communities	Redirection of Local Plan and associated activities	(426)	On-going
Housing & Economic Development	Building Surveying	Restructure of staffing	(15)	On-going
All	Various	Savings from changes to working methods as a result of the pandemic	(28)	On-going
			<u>(881)</u>	
CHANGES IN INCOME (£10K MINIMUM)				
Portfolio	Service	Description	£'000	
Increases				
Finance & Administration	Asset management	Rental income and service charges as a result of the Commercial Strategy	(4,963)	On-going
Environmental Services	Licensing	Net increase in overall Licensing income	(69)	On-going
Finance & Administration	Offices	Additional office space put on market	(21)	On-going
Communities & Partnerships	Renovation Grants	Reimbursements of grants monies paid out	(27)	On-going
			<u>(5,080)</u>	
Decreases				
Finance & Administration	Corporate Management	Reduction in Director time recharged to Aspire subsidiary	37	On-going
Environmental Services	Car Parks	Net reduction in income recovery from Car Parks	94	On-going
		Net other immaterial changes	13	On-going
			<u>145</u>	
Uncontrollable changes				
Housing & Economic Development	Homelessness	Additional government (MHCLG) grant for supporting homelessness reduction	(38)	
Finance & Administration	Housing Benefits	Net change in Housing Benefit/rent rebate due to estimated annual use	180	
Finance & Administration	Council Tax Discounts	Income is generated from additional taxbase - pandemic has reduced collection	176	
			<u>319</u>	
		Total net changes to income	<u>(4,617)</u>	

Risks and Assumptions – 2021/22

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)
Revenues	Legal fees	This is hard to estimate, potentially there maybe 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	H		M
Benefits	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	M	L	M
Benefits	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	M	L	H
	Rent Allowance Expenditure	As above with the exception of HRA stock assumption and an additional risk of cost of private rents significantly increasing in the Uttlesford area.	M	L	H
Benefits	Housing Benefit 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 percentage	M	L	H
Benefits	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	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)
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 underspent. There is a risk of both under or overspending this budget in 2021/22. There is a particular risk this year as the Council will need to both train staff in the 'new way of working' and also provide support to staff during the pandemic	M	L	M
Human Resources	Consultants Budget	We may need to overspend on this budget if external consultants are needed to help shape and implement the 'new way of working'	M	L	M
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
Day Centres	All Day Centre Lines	With the continuation of COVID restrictions it is unknown when and how the Centres may open and in what format they will operate. There is a risk that there could be significant variances to the budget set as we enter the financial year.	H	M	L
Customer Service Centre	All CSC budget lines	With the continuation of COVID restrictions it is not yet known what format the CSC will operate in and from which locations. There is a risk that there could be variances to the budget set as we enter the financial year due to a required investment in remote technology and support.	H	M	L
Planning	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 impact of EU Exit and pandemic.	M		H
Planning	Local Plan doesn't get adopted	It is assumed that the Local Plan will eventually be adopted however there is a risk that it will be rejected by the Inspectors which could mean intervention from Government and additional cost.	L		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)
Planning	Building Control Income	There is a risk that the service will receive fewer applications than expected and would therefore see a reduction in income. This will be monitored throughout the year and any necessary adjustments made.	L		M
Planning	Building Control Income	Stansted Airport's anticipated expansion project will generate an inspection fee in the region of £70k which will cover possibly 2 or 3 years of inspections. There will be some increased staffing costs associated with this work. The time frame for construction of additional arrivals terminal capacity is uncertain and is currently on hold.	M	H	
Planning	Planning Appeals	It is assumed that the number of appeals will continue to increase given the amount of refused applications. The cost of officer time along with cost of Barristers and Consultants will increase. The risk is that whether there will be an appeal or not is an unknown. The Stansted Airport Inquiry has opened and the appellant has stated that there is potential for it to apply for a costs award.	H		H
Planning	Energy and 'Climate Change Emergency'	The council declared a 'Climate Change and Biodiversity Emergency'. The risk is the unknown cost of meeting the Net Carbon Zero objective.	M		M/H
Planning	Enforcement Conservation	The Conservation SLA with Place Services does not include resource to address enforcement issues relating to Heritage structures.	M		L
Planning	Planning Applications	Not having sufficient experienced resources to ensure that there is capacity to respond to reform of the planning system and speculative applications resulting in teams being overwhelmed, government targets not being met and government intervention occurs.	M		H
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

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)
Asset Management	Asset Management	Tenant defaults on rent	M	L	H
Public Health	ECC Better Care Fund allocation for Disabled Facilities Grants	There is a risk, although not anticipated that the BDF allocation will reduce in 21/22. In addition with the withdrawal of Council revenue funding, there is a risk of a substantial overspend in 21/22 or delays in adaptations	M	L	H
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
Public Health	Planning consultation advice	Incorrect advice could prevent the adoption of mitigation measures to protect residential amenity. There is a risk of potential claims against the Council should this occur	L	L	L
New Homes Bonus	Grants	May be a possibility that budgeted amounts are not realised.	M	M	L
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.	L	M	L
External Grants	CSP and H&W budget	Due to increasing funding pressure the grants may not stay at the same level or may be removed by external agencies.	L	L	L
Communications	Comms	It was decided in last year's budget (19/20) to remove the budget to fund the Uttlesford Life. There is a possibility that members may want to replace it with something similar.	M		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)
Car Parks	Dunmow Market	The income has been removed from the budget because there currently isn't anyone in charge of the market and therefore there is no one collecting the income. If there is any income then this may be reduced because of potential restrictions of who can trade during the pandemic.	L	L	
Car Parks	Fairycroft/Swann Meadow / Lower St Car Parks	It is assumed that the level of ticket purchases and season tickets for these car parks will remain low given the change in habits of how and where people are now working. Therefore, the budget reflects the reduction in car parking income.	M		M
Car Parks	Penalty Notices	It is assumed that the penalty notice will continue at a high rate. This is based on 2019/20 income and to date there has been a significant increase. Therefore the projected income has been increased.	L		L
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 card as the change in cash due to the closure of the cash desk continues	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
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 continuing uncertainty of Brexit notwithstanding the Trade Deal	M	L	H
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

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)
Recycling and Waste	Agency costs	With an increase in Covid-19 cases within the community and our own workforce it may be necessary to use more agency staff to keep front line services operating. Business continuity plans are in place to ensure service critical functions are maintained however it may be necessary to use agency workers to support this.	H		M
Recycling and Waste	Sale of recyclable materials and processing fees	Recycling markets have historically been volatile and the Council does have a Waste management reserve to help manage fluctuations in material processing fees. However as the global pandemic is likely to have a significant impact on the world economy it is possible that the reserve will be insufficient to cover a large variation.	M		M
Museum	General	The museum has been unable to open since March 2020. there could be an impact from further enforced closure during 2020/21 depending on further lockdowns. In addition, visitor numbers may be reduced. This affects museum income.	M		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)
Specific Covid-19 related on-going financial risks					
Revenues / Economic Development	Business Team	It is assumed that the Business Team will be able to manage the Business Grant process without any further resources. This is unlikely given the levels of work in administrating the grants and covering the normal day to day work. Further resources will be necessary however this will be covered by new burdens funding	H	L	M
IT	IT Costs	Additional IT products and licenses may need to be purchased to deliver Government Covid response. This will be met by the new burdens funding	H		L
Revenues	Fraud Team	Additional resource may need to be brought in to support the Compliance and Fraud work in respect of the Business grants and other Financial support such as Covid Hardship payments. The Government has promised new burdens funding to cover these costs	H		L
Offices	Office equipment	It maybe necessary to purchase additional home working office furniture to facilitate working securely and safely at home	H		L
Benefits	DWP Test and Trace Funding	It is assumed that if the government continue the Test and Trace Payment Scheme into 2021/22, the standard scheme will continue to be fully funded. There is a risk however that if the discretionary scheme continues, the finite fund allocated to UDC will not be sufficient to meet demand. Demand levels are difficult to predict as numbers are impacted by covid infection rates and contact tracing in area.	M	L	L
Planning	General	The impact of Covid on income from fees and charges is unknown, as is the impact of restrictions with teams working from home and limitations on carrying out site visits.	M		H

General Fund Reserves 2020/21

£000	2020/21 Quarter 2 Forecast				Estimated Balance 31 March 2021	2021/22 Estimates			
	Actual Balance 1 April 2020	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 2022
RINGFENCED RESERVES									
Business Rates	2,833	4,934	(8)		7,759		(6,123)		1,636
Department for Work and Pensions	71				71				71
Licensing	80	34	(78)		35	13			49
Capital Slippage	1,279		(1,384)		(105)				(105)
Working balance	1,311	185			1,496		(38)		1,459
TOTAL RINGFENCED RESERVES	5,574	5,153	(1,470)	0	9,257	13	(6,161)	0	3,109
USABLE RESERVES									
<u>Financial Management Reserves</u>									
Medium Term Financial Strategy	1,527	912			2,439		(473)		1,967
Transformation	1,142		(3)		1,139				1,139
EU Exit	513				513				513
Income Protection	1,060				1,060				1,060
	4,242	912	(3)	0	5,151	0	(473)	0	4,678
<u>Contingency Reserves</u>									
Emergency Response	40	500			540	794			1,334
	40	500	0	0	540	794	0	0	1,334
<u>Service Reserves</u>									
Economic Development	247				247	1,000	(340)		907
Elections	45	25			70	30			100
Homelessness	283	150	(31)		402	188	(86)		504
Health & Wellbeing	118				118				118
Planning	1,628		(1,000)		628				628
Neighbourhood Planning	58		(15)		43		(15)		28
Housing Strategy	25				25				25
Development Control	96				96				96
Strategic Initiatives	1,660				1,660				1,660
Garden Communities	0				0				0
Sustainable Communities	1,774		(835)		940		(640)		300
Pension Reserve	0				0				0
New Homes Bonus Ward Members	22				22				22
Voluntary Sector	0				0				0
Waste Depot Relocation Project	4,590	1,000	(4,504)		1,086	500	(500)		1,086
Waste Management	250				250				250
Private Finance Initiative	307				307				307
Major Sports Facilities	0	150			150	150	(150)		150
Climate change	0	380			380	300	(340)		340
	11,102	1,705	(6,385)	0	6,423	2,168	(2,071)	0	6,520
TOTAL USABLE RESERVES	15,384	3,117	(6,388)	0	12,114	2,962	(2,543)	0	12,532
TOTAL RESERVES	20,958	8,270	(7,858)	0	21,370	2,975	(8,704)	0	15,642

Fees and Charges – 2021/22

Building Control other charges	2020/21 charge £	2021/22 charge £	Does the charge include VAT?
Provision of Energy Performance Certificates (Depends on size of property)	POA	n/a	Yes
Copying charges (statutory limitations)	10p a sheet + 25.00 per hour officer time if job exceeds 1 hour		Yes

Street Naming and Numbering	2020/21 charge £	2021/22 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
Issuing a new address following demolition and reconstruction	n/a	35.00	No
Change to new addresses due to the development changing after the schedule has been issued (applies to all amended plots)	n/a	55.00	No

Annex H6 continued...

STANDARD CHARGES SCHEDULE 1- NEW DWELLINGS Dwelling houses and Flats						
Code	<u>New Build Houses or Bungalows Not Exceeding 250m²</u>		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						
Full Plans						
Code	Extension and New Build		Plan Charge	Inspection Charge*	Building Notice Charge Charge*	Regularisation Charge*
DX1	Separate single storey extension with floor area not exceeding 40m2	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 40m2 but not exceeding 100m2	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 40m2	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 40m2 but not exceeding 100m2	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 100m2	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 50m2	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	

Annex H6 continued...

STANDARD CHARGES						
SCHEDULE 2 WORK TO A SINGLE DWELLING						
Limited to work not more than 3 storeys above ground level						
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			300.00
		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)

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	

Annex H6 continued...

SCHEDULE 3- ALL OTHER NON-DOMESTIC WORK					
Limited to work not more than 3 storeys above ground level					
Alterations					
NO1	Cost of work not exceeding £5,000	Fee	65.00	145.00	262.50
		VAT	13.00	29.00	
		Total	78.00	174.00	
NO2	Replacement windows, roof lights, 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 £5,000 but not exceeding £25,000	Fee	140.00	270.00	512.50
		VAT	28.00	54.00	
		Total	168.00	324.00	
NO6	Replacement windows, roof lights, 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 £25,000 but not exceeding £100,000	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 £100,000 but not exceeding £250,000	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...

Car Parking	2020/21 charge £	2021/22 charge £	Does the charge include VAT?
<u>Saffron Walden</u>			
<i>Fairycroft</i>			
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
<i>Common</i>			
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
<i>Rose & Crown</i>			
30 Minutes	0.50	0.50	Yes
1 Hour	0.70	0.70	Yes
2 Hours	1.20	1.20	Yes
<i>Swan Meadow</i>			
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
<u>Coaches</u>			
5 Hours	3.00	3.00	Yes
9 Hours	6.00	6.00	Yes

Annex H6 continued...

Car Parking	2020/21 charge £	2021/22 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) - Renew als only	175.00	175.00	Yes
Season Ticket (per annum) - Renew als 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 elsew here (6 months)	320.00	320.00	Yes
Season Ticket - Commuter employed elsew here (per annum)	620.00	620.00	Yes
<i>Crafton Green</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 elsew here (6 months)*	220.00	220.00	Yes
Season Ticket - Commuter employed elsew here (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...

Environmental Health	2020/21 charge £	2021/22 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	92.50	94.00	No
Food disposal if required	At cost	At cost	Yes
Voluntary Surrender Certificate	92.50	94.00	No
Water Samples (Airport)	26.00	26.50	Yes
Private water supply sampling and analysis under Regulation 10 (small supplies) - per visit (plus laboratory fee)	47.50	48.00	Yes
Group A parameter sampling and analysis (large supplies) - per visit (plus laboratory fee)	47.50	48.00	Yes
Group B parameter sampling and analysis (large supplies) - per visit (plus laboratory fee)	95.00	96.50	Yes
Investigation (per hour)	59.50	60.50	No
Risk Assessment (per hour)	59.50	60.50	No
EIR information	116.50	118.00	No
Contaminated land	116.50	118.00	No
Officer charges for works in default - per hour	56.50	57.50	No
Chemical Water Samples on request	Charged at cost	Charged at Cost	Yes
<u>Imported Food Inspection Charges</u>			
POAO per CVED (Products of animal origin) (per consignment)	185.50	188.50	No
POAO per additional CVED on same AWB	51.50	52.50	No
POAO per CVED Out of Hours additional fee(Products of animal origin)	77.50	78.50	No
Organic product certificate office hours	72.00	73.00	No
Organic product certificate out of office hours	257.50	261.50	No
High Risk NAO per CED (Non animal origin)	56.50	57.50	No
High Risk NAO sampling fee + laboratory charges	67.00	68.00	No
High Risk NAO per CED Out of Hours	67.00	68.00	No
High Risk NAO Out of Hours sampling fee + laboratory charges	98.00	99.50	No
High Risk destruction charge + disposal costs	62.00	63.00	No
IUU Catch Certificate EEA	26.00	26.50	No
IUU Catch Certificate non EEA	51.50	52.50	No
CED rejection fee	77.50	78.50	No
Consignment abandon fee	62.00	63.00	No
ID check - Weekdays	51.50	52.50	No
ID check - Weekends	87.50	89.00	No
Organics check - Weekdays	41.00	41.50	No
Organics check - Weekends	62.00	63.00	No
Melamine check	77.50	78.50	No
Destruction Supervision	56.50	78.50	No

Annex H6 continued...

Environmental Health	2020/21 charge £	2021/22 charge £	Does the charge include VAT?
<u>Animals</u>			
Stray dog - administrative costs (plus kennel and vet fees if applicable)	52.50	53.50	No
Stray dog - statutory fee	26.00	26.50	No
<u>Other charges</u>			
<u>HMO (Homes of Multiple Occupancy) Licensing Fees</u>			
HMO licence fee for up to 5 bedrooms * part 1 fee	525.50	533.50	No
HMO licence fee for up to 5 bedrooms * part 2 fee	588.00	597.00	No
HMO licence fee for 5 letting rooms or more-charge per additional room	31.00	31.50	No
HMO licence fee for up to 5 bedrooms - Renewal charge	588.00	597.00	No
HMO licence fee - Incomplete Application	31.00	31.50	No
Reminder letter on failure to apply for a licence	31.00	31.50	No
Variation of licence i.e. change in address or new appointed manager	9.50	9.50	No
Missed appointment	132.00	134.00	No
Any other correspondence such as sending out a final reminder letter	31.00	31.50	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	173.00	175.50	No
Housing improvement notice - fixed price	253.50	257.50	No
Suspended improvement notice - fixed price	253.50	257.50	No
Prohibition order - fixed price	253.50	257.50	No
Suspended prohibition order - fixed price	253.50	257.50	No
Emergency prohibition order - fixed price	253.50	257.50	No
Emergency remedial action notice - fixed price	253.50	257.50	No

Annex H6 continued...

Land Charges	2020/21 charge £	2021/22 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
CON290*	18.00	18.00	Yes
* The following CON290 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)	2020/21 charge £	2021/22 charge £	Does the charge include VAT?
Lifeline units - Level 1 - Weekly charge - including evening and weekend emergency response visits	5.34	5.40	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	6.60	Yes*
*a zero rating for VAT will apply if the customer can provide evidence that they have a disability			

Democratic Services	2020/21 charge £	2021/22 charge £	Does the charge include VAT?
Road closure order	36.00	36.00	Yes

Annex H6 continued...

Museum	2020/21 charge £	2021/22 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
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	120.00	120.00	Yes
Taught session schools w hole day	210.00	210.00	Yes
On-line session for one school class*	n/a	60.00	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

Annex H6 continued...

Museum	2020/21 charge £	2021/22 charge £	Does the charge include VAT?
<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	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
On-line talk for local groups (in or outside Uttlesford)*	n/a	60.00	Yes
* New charge for 2021-22			

Annex H6 continued...

Housing	2020/21 charge £	2021/22 charge £	Does the charge include VAT?
<u>Garage Rents</u>			
Private (per week)	13.04	13.19	Yes
Tenants (per week)	10.87	10.99	No
<u>Sheltered Housing Scheme</u>			
Intensive Housing Management (IHM) (per week)	15.24	16.29	No
Housing Related Support (HRS) (per week)	5.92	6.05	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	4.20	Yes
Small one off Clearance	24.00	48.00	Yes
Large one off Clearance	54.00	90.00	Yes
<u>Guest Rooms - Sheltered Accommodation</u>			
Guest Room (per night)	18.00	18.00	Yes

Annex H6 continued...

Licensing	2020/21 charge £	2021/22 charge £	Does the charge include VAT?
<u>Taxi Licensing</u>			
Drivers (licence valid for 3 years)			
- New Application	216.00	218.00	No
- Renewal	215.00	218.00	No
Drivers (licence valid for 2 years)			
- New Application	199.00	202.00	No
- Renewal	198.00	202.00	No
Drivers (licence valid for 1 years)			
- New Application	182.00	186.00	No
- Renewal	181.00	186.00	No
Operators (licence valid for 5 years)			
- New Application	478.00	493.00	No
- Renewal	476.00	493.00	No
Vehicles (licence valid for 1 year)			
- New Application	108.00	145.00	No
- Renewal	96.00	145.00	No
Vehicle Licence Transfer Fee	100.00	105.00	No
CRB checks	Charged at cost	Charged at cost	No
<u>Caravan Site Licence Fees</u>			
<u>New Applications</u>			
1-5 pitches	417.00	423.50	No
6-10 pitches	417.00	423.50	No
11-20 pitches	500.50	508.00	No
21-50 pitches	586.00	595.00	No
51-100 pitches	769.50	781.00	No
>100 pitches	834.50	847.00	No

Annex H6 continued...

Licensing	2020/21 charge £	2021/22 charge £	Does the charge include VAT?
<u>Other Licences</u>			
Skin piercing premises & 1 person	185.50	188.50	No
Skin piercing additional person	10.50	10.50	No
Skin piercing additional Treatment (at same time)	36.00	36.50	No
Additional ear piercing operator added at a later date	41.00	41.50	No
Additional operator added at a later date (other)	62.00	63.00	No
Additional treatment added at a later date	72.00	73.00	No
Table and Chairs on the Highway	125.00	100.00	No
<u>Scrap Metal</u>			
Grant of a site or collectors licence	378.00	383.50	No
- each additional site after first site	198.00	201.00	No
Renewal of a site or collectors licence	331.50	336.50	No
- each additional site after first site	198.00	201.00	No
Variation of a site or collectors licence	134.00	136.00	No
- each additional site being added to the licence	331.50	336.50	No
<u>Alcohol Licensing Act 2003</u>			
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			
<u>Gambling Act 2005</u>			
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	2020/21 charge £	2021/22 charge £	Does the charge include VAT?
<u>Licences</u>			
Animal boarding establishment (cattery, kennel, dog day care)*			
- Part A fee	279.00	283.00	No
- Part B fee	181.50	184.00	No
- Re-inspection	133.00	135.00	No
- Variation	20.50	21.00	No
Riding Establishments *			
- Part A fee	344.00	349.00	No
- Part B fee	193.50	196.50	No
- Re-inspection	186.50	189.50	No
- Variation	20.50	21.00	No
Home boarding *			
- Part A fee	190.50	193.50	No
- Part B fee	198.00	201.00	No
- Re-inspection	133.00	135.00	No
- Variation	20.50	21.00	No
Dog breeding establishment *			
- Part A fee	257.50	261.50	No
- Part B fee	181.50	184.00	No
- Re-inspection	133.00	135.00	No
- Variation	20.50	21.00	No
Pet shop *			
- Part A fee	279.00	283.00	No
- Part B fee	184.50	187.50	No
- Re-inspection	133.00	135.00	No
- Variation	20.50	21.00	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
<p>* 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.</p> <p>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.</p> <p>Additional charges will be applied for secondary activities as outlined below .</p>			

Annex H6 continued...

Licensing	2020/21 charge £	2021/22 charge £	Does the charge include VAT?
<u>Additional Costs</u>			
Cattery, Kennel, Dog Day Care	62.00	63.00	No
Riding Establishments	125.00	127.00	No
Home Boarders	62.00	63.00	No
Breeders	62.00	63.00	No
Pet Shop	62.00	63.00	No
Keeping or Training Animals for Exhibition - Quote on application	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...

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	2020/21 charge £	2021/22 charge £	Does the charge include VAT?
Documents provided under Local Government Access to Information Act 1985 Documents - TPO, BPN, LB Planning & Building Regulation Decision Notices	10p a sheet plus 25.00 per hour if job exceeds 1 hour	10p a sheet plus 25.00 per hour if job exceeds 1 hour	Yes
Uttlesford Local Plan Adopted 2005	25.00	25.00	Yes
Emerging Local Plan	75.00	n/a	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 - planning applications	15%	15%	No
To retain a % of fee paid if the application is withdrawn; Pre-Applications	15%	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	2% - 5% depending on complexity	Yes
S106/Legal Agreement Monitoring Fee - including non-monetary value	Bespoke Fee	Bespoke Fee	Yes
Listed Building Authorisation Check (Vendor/Purchaser)	1,000.00	1,000.00	No
Solicitor's queries regarding compliance with Enforcement Notices - per 30 minutes	POA	110.00	No
Solicitor's queries regarding compliance with Enforcement Notices - additional charge if site visit required	n/a	276.00	No

Annex H6 continued...

Other Planning fees and charges	2020/21 charge £	2021/22 charge £	Does the charge include VAT?
Planning conditions - variation / removal discussion	n/a	200.00	Yes
Change of use to house in multiple occupation	n/a	150.00	Yes
Is Planning Permission required - requests seeking confirmation as to whether planning permission is required for development - Householder?	n/a	100.00	Yes
Is Planning Permission required - requests seeking confirmation as to whether planning permission is required for development - Anything else?	n/a	175.00	Yes
Informal confirmation of permitted use class (formal confirmation can only be obtained by a certificate of lawfulness) - A Planning history will be carried out and a response provided within 10 working days	n/a	150.00	Yes
Confirmation that Permitted Development Rights have not been removed - Householder	n/a	55.00	Yes
Confirmation that Permitted Development Rights have not been removed - all other development	n/a	150.00	Yes
Confirmation of Designated Area in response to customer requests we can provide confirmation of designated areas (self service is available) however, we can provide a list of constraints on a property within 3 working days	n/a	75.00	Yes
Copy of history	n/a	25.00	Yes
Copy of history and more investigation	n/a	110.00 per 30 minutes	Yes
Confirmation of Conditions and s106 Compliance	n/a	110.00 per 30 minutes	No
Confirmation of conditions and s106 Compliance - site visit	n/a	276.00 plus the per 30 minutes	No
Advice for variation or deletion of s106 Agreements (per 1hr meeting)	n/a	240.00	Yes
Other (not listed above)	n/a	110.00 per 30 minutes	Yes
What constitutes a material start? Material starts can only be confirmed by submitting a Cert of Law however we also offer an informal response from a case officer on what constitutes a material start.	n/a	75.00	Yes

Annex H6 continued...

Planning Pre-application advice	2020/21 charge £	2021/22 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	300.00	300.00	Yes
- Meeting 1 hr and written advice	450.00	450.00	Yes
- Follow up advice	225.00	225.00	Yes
MINOR development			
- Written Advice only	175.00	225.00	Yes
- Meeting 1 hr and written advice	375.00	390.00	Yes
- Follow up advice	175.00	175.00	Yes
MINOR development and Heritage* advice			
- Written Advice only	450.00	450.00	Yes
- Meeting 1 hr and written advice	550.00	550.00	Yes
- Follow up advice	275.00	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	2,700.00	See new fees below	Yes
- Follow up advice	1,000.00		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	2,000.00	See new fees below	Yes
- Meeting 1 hr and written advice	3,000.00		Yes
- Follow up advice	1,250.00		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	1,000.00	See new fees below	Yes
- Meeting 1 hr and written advice	1,500.00		Yes
- Follow up advice	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	1,500.00	See new fees below	Yes
- Meeting 1 hr and written advice	2,250.00		Yes
- Follow up advice	1,000.00		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	750.00	See new fees below	Yes
- Meeting 1 hr and written advice	1,250.00		Yes
- Follow up advice	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	900.00	See new fees below	Yes
- Meeting 1 hr and written advice	1,500.00		Yes
- Follow up advice	850.00		Yes
Planning Performance Agreements (PPAs)	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...

Planning Performance Agreement (PPA) band categories	Initiation Fee £	What is included?	Arrangement fee for setting up the PPA and Project time frame	What is included
Category A* Developments over 1000 residential units or large commercial areas over 20,000sqm net commercial floor space (including change of use)	5,000.00 + VA*	Initial meeting to share the proposal, discuss PPA.	50,000.00 + VAT	Virtual meetings w ith UDC officers x 6 Engagement w ith Parish/Tow n Council x up to 2 Presentation to Members x 1 Officers attending Design Panel x up to 2
Category B* 501 - 1000 residential units or 10,000 to 19,999sqm net commercial floor space (including change of use)	5,000.00 + VA*	Initial meeting to share the proposal, discuss PPA.	40,000.00 +VAT	Virtual meetings w ith UDC officers x 6 Engagement w ith Parish/Tow n Council x 1 Presentation to Members x 1 Officers attending Design Panel x 1
Category C* 251 to 500 residential units or betw een 5,000 to 9,999sqm net commercial floor space (including change of use)	5,000.00 + VA*	Initial meeting to share the proposal, discuss PPA.	30,000.00 + VAT	Virtual meetings w ith UDC officers x 6 Engagement w ith Parish/Tow n Council x 1 Presentation to Members x 1 Officers attending Design Panel x 1
Category D* 50 to 250 residential units or betw een 2,500 to 4,999sqm net commercial floor space (including change of use)	2,500.00 + VAT	Initial meeting to share the proposal, discuss PPA.	17,500.00 + VAT	Virtual meetings w ith UDC officers x 3 Engagement w ith Parish/Tow n Council x 1 Presentation to Members x 1 Officers attending Design Panel x 1
Category E* Up to 49 residential units or up to 2,499sqm net commercial floor space (including change of use)	2,500.00 + VAT	Initial meeting to share the proposal, discuss PPA.	12,500.00 + VAT	Virtual meetings w ith UDC officers x 3 Engagement w ith Parish/Tow n Council x 1 Presentation to Members x 1 Officers attending Design Panel x 1
UDC's reasonable legal costs incurred in association w ith the preparation of the S106 Agreement that may commence at pre-application stage.			Individually tailored to your development	
*The council's reasonable costs w hich may be incurred w ith the appointment of external and statutory consultants and stakeholders to progress the planning application to be agreed by the interested parties on a case by case basis. The cost of commissioning additional consultants w ill be covered by the interested parties w ith the agreement of the council on project scoping and draft reports.				
Additional Services - Charges on a cost recovery only. If additional w ork/meetings is required there w ill be an additional payment based on the relevant hourly rate of the officer/s required to participate.				

Annex H6 continued...

Saffron Walden Offices	2020/21 charge £	2021/22 charge £	Does the charge include VAT?
<u>Room charges - non wedding - minimum 2 hour charge applies</u>			
Room hire - Flitch (Chairman's room) (per hour)	36.00	37.00	Yes
Room hire - Flitch (Chairman's room) (per hour) Charity Rate	31.00	32.00	Yes
Room hire - Cutlers (Committee room) (per hour)	66.00	67.00	Yes
Room hire - Cutlers (Committee room) (per hour) Charity Rate	41.00	42.00	Yes
Room hire - Gibson (Council Chamber) (per hour)	87.00	89.00	Yes
Room hire - Gibson (Council Chamber) (per hour) Charity Rate	56.00	57.00	Yes
Refreshments - per 10 people	18.00	18.00	Yes
Tenants (Flitch Room) (per hour)	26.00	27.00	Yes
Tenants (Cutlers Room) (per hour)	31.00	32.00	Yes
Tenants (Gibson Room) (per hour)	51.00	52.00	Yes
<u>Room charges - wedding</u>			
Flitch (Chairman's Room) Mon-Thur	110.00	112.00	Yes
Flitch (Chairman's Room) Friday	159.00	162.00	Yes

Print Room	2020/21 charge £	2021/22 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...

Refuse Collection & Recycling	2020/21 charge £	2021/22 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 (payment by DD)	40.00	40.00	No
240 litre w heeled bin (Other Payment Options)	46.00	46.00	No
Bin delivery charge	22.50	22.50	No
<u>Waste container supply and delivery (new developments)</u>			
Full set of containers, Green lidded bin, Grey lidded bin, Food Caddy	75.00	75.00	No
<u>Town and Parish Council Garden Waste weekend collection</u>			
Charge per hour	70.00	70.00	No
<u>Trade Waste Collection and Disposal Charges</u>			
Trade sacks (85 litres)	3.00	3.00	No
Bins 180 litres	6.14	6.14	No
Bins 240 litres	8.19	8.19	No
Bins 660 litres	13.54	13.54	No
Bins 1100 litres	20.88	20.88	No
Skip - 12 cubic yard (light materials)	157.74	157.74	No
Skip - 12 cubic yard (heavy materials)	247.19	247.19	No

Annex H6 continued...

Day Centres	2020/21 charge £	2021/22 charge £	Does the charge include VAT?
<u>Thaxted</u>			
Meal	5.00	6.50	Yes
Hall hire per hour	8.00	10.00	Yes
Kitchen hire per hire	10.00	12.00	Yes
Kitchen and hall hire together - per hire and the charge per hour	15.00	20.00	Yes
Local Groups;			
Kitchen and hall hire together - per hire and the charge per hour	10.00	n/a	Yes
	8.00	n/a	Yes
<u>Saffron Walden</u>			
Meal (main)	6.00	6.50	Yes
Meal (dessert)	1.30	n/a	Yes
Hall hire per hour	8.50	10.00	Yes
Kitchen hire per hour	10.00	12.00	Yes
Kitchen and hall hire together - per hire and the charge per hour	15.00	20.00	Yes
Local Groups;			
Kitchen and hall hire together - per hire and the charge per hour	10.00	n/a	Yes
	8.50	n/a	Yes
<u>Takeley</u>			
Hall hire per hour	n/a*	n/a*	Yes
Kitchen Hire per hour	n/a*	n/a*	Yes
Kitchen and hall hire together - per hire and the charge per hour	n/a*	n/a*	Yes
	n/a*	n/a*	Yes
* Takeley no longer available for hire (decommissioned 1st November 2019)			