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SUPPLEMENTARY AGENDA 1

Dear Councillor

PLANNING AND LICENSING COMMITTEE - TUESDAY, 12TH DECEMBER, 2017

I am now able to enclose, for consideration at next Tuesday, 12th December, 2017 meeting of the Planning and Licensing Committee, the following reports that were unavailable when the agenda was printed.

Agenda No	Item
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- | | |
|----|-------------------------------------------------------------------------|
| 4. | <u>Taxis - Fees and Charges</u> (Pages 3 - 24) |
| 9. | <u>Planning and Building Control - Fees and Charges</u> (Pages 25 - 40) |

Yours sincerely

Head of Paid Service

Encs

12 December 2017

Planning and Licensing Committee

**Setting of Hackney Carriage and Private Hire Driver
Licence Fees for 2017/18**

Report of: Paul Adams, Principal Licensing Officer

Wards Affected: All

This report is: Public

1. Executive Summary

- 1.1 This report is to agree fees and charges associated with Hackney carriage and Private Hire Driver Licence applications for the 2017/18 period, for recommendation to Council for setting.

2. Recommendation(s)

- 2.1 To recommend to Council the adoption of the licence fees as detailed in Appendix B.**

3. Introduction and Background

- 3.1 Most licence applications attract a fee, different licensing regimes have different ways in which the fees are set, which generally is by one of three ways.
- A statutory set fee.
 - A locally set reasonable fee that has by statute, a capped maximum amount.
 - A locally set reasonable fee with no maximum cap.
- 3.2 With the exception of the statutory set fees, any fee charged must be based on cost recovery, no profit can be made on the licence fee income
- 3.3 Fees that are set by statute, cannot be varied and must be charged as they are set within the legislation.

- 3.4 Fees that can be set locally with a capped maximum must be set on a cost recovery basis up to the cap. If the cost recovery is less than the capped amount then less than the cap should be charged, if it is higher than the cap then a loss will need to be made.
- 3.5 Fees that can be set locally without a cap, must be set on a cost recovery basis only, they cannot be used to generate an income to perform other functions of the Council. This includes all types of Hackney Carriage and Private Hire Licences.
- 3.6 Guidance does exist in relation to fee setting in the form of:
- Home Office Guidance on setting Scrap Metal Dealers Act 2013 Fees,
 - LGA Guidance on Locally Set Fees,
 - Welsh Technical Panel templates,
 - Case law.
- 3.7 Generally, fees cannot make a profit, case law has established that any surplus must be carried forward, and any deficit can also be carried forward and recouped.
- 3.8 Benchmarking of fees could be used only as a comparison, and should not be used as a fee matching exercise. Each authority will have different costs, structures and processes which will significantly could create differences in fees.
- 3.9 Brentwood Council last set its Hackney Carriage and Private Hire Licence fees in 2016.

4. Issue, Options and Analysis of Options

- 4.1 Fee setting is usually carried out in preparation to bring into effect any changes at the start of each financial year. The Hackney Carriage and Private Hire Licence fees were not reviewed with all other licence fees for the 2017/18 period, as additional work was being undertaken on the costs associated with providing this licensing function.
- 4.2 This additional work has highlighted that the fee being charged for the Licensing of Hackney Carriage and Private Hire Drivers is significantly insufficient to cover the current calculated cost of providing the service.

This was due to previous years calculations using predicted data instead of actual data when it became available.

- 4.3 It has been agreed with the Chief Executive that the historic deficit of £44,415 that exists since the actual data has been used on the drivers account will not be carried forward into future fee calculations, and has been zeroed at the end of the 2016/17 financial year and written off.
- 4.4 It is proposed to review the Hackney Carriage and Private Hire Drivers application fees now, as a measure to reduce the impact of the insufficient cost recovery of this element of the Licensing Service. This review uses actual data from the previous financial year with predicted data for this current financial year.
- 4.5 A copy of the licensing accounts for 15/16 and the fee income prediction for 17/18 is attached as Appendix A.
- 4.6 A Schedule scheduled of proposed fees for the 2017/18 period are attached as Appendix B.
- 4.7 It is intended that the fees will come into effect from 1 February 2018, subject to approval by Council.

Hackney Carriage and Private Hire Drivers Licences

- 4.8 All Hackney Carriage or Private Hire Drivers Licences are currently granted for 3 years, unless there is a good reason not to do so.
- 4.9 Currently the cost of the DBS check is charged in addition to the fee. This fee will rise to £52 from £44 to reflect the current cost incurred of this check.
- 4.10 A DVLA Licence check will be carried out annually, the cost of this is now included in the cost of the licence application.
- 4.11 A DVLA Group 2 Medical is required every three years unless age or medical conditions require otherwise, the cost of the medical is met by the applicant and is not included in this fee.
- 4.12 The application fee for new applicants is to include up to 4 attempts to pass the Knowledge Test, further attempts will be subject to an additional fee as provided in Appendix B.
- 4.13 It is proposed to increase the new licence fee to £456 from £300 and the renewal fee will rise to £406 from £240.
- 4.14 The situation will be monitored and will be reviewed at the end of this year once changes to the Licensing Team structure and process have imbedded and revised time monitoring undertaken.

5. Reasons for Recommendation

- 5.1 The fees and charges have to be agreed by Council and can not be set by this committee. The fees proposed are on a cost recovery basis where possible.

6. Consultation

- 6.1 There is no consultation required under legislation relating to any of the discretionary fees outlined in this report that are subject to change. However, these will be published on the Council's website and are in all cases open to challenge by way of Judicial Review should they be inappropriately set.
- 6.2 Although no consultation is required by legislation, the proposed fee has been consulted with Brentwood's Taxi Trade Consultative Group, and the response from their agreed representative for this matter is attached as Appendix C.
- 6.3 The TTCG makes reference to five points in paragraph 9 of their response that they would like assurances on, for them not to oppose the proposed fee. Assurances can be given that these matters will be in place if not already in place for future accounting and fee calculation. A full response to all the points raised by the TTCG has been sent to them and is attached as Appendix D.
- 6.4 As an additional measure to provide assurance around the fee setting an audit was requested by the Head of Paid Services and Financial Services Manager to provide an independent review on fees relevant to taxi driver licensing. The purpose of the audit is to provide assurance that the proposed fees and charges for 2017-18 have been calculated correctly.
- 6.5 The Audit report provides that based upon the work undertaken and the information available at the time of the audit, the figures used in the setting of the taxi driver licensing fees for 2017-18 have been set with reference to the Council's approved budgets for the year and a reasonable assessment of actual costs to be incurred over the next three years, such that the Drivers Trading Account can be brought back into a break even financial position. The Audit Key findings is attached as Appendix E.
- 6.6 The draft management response to the key findings are given below, and are subject to approval at the Audit Committee;

- Ref 2 - Financial Services Managers accepts that more transparency could be made to the TTCG, and sharing budget monitoring results could be of an effective approach. Actual Expenditure incurred is continually under review and is fed into the usual year end adjustments to the Driver Trading budget, however this is accepted that it could be done in a more timely manner.
- Ref 3 – this has always been accepted by the Council that the time monitoring exercise be repeated to capture the amount of time that is spent on each area of licensing to ensure the cost recover model remains accurate. The current time monitoring will be continued for a period of at least one year or for longer if necessary to ensure an accurate picture is obtained, which is in line with the recommendation. Evidence of the review and the results from timesheet analysis and the impact upon the Driver Licenses Trading account will be shared with the TTCG.

7. References to Corporate Plan

7.1 None

8. Implications

Financial Implications

Name & Title: Jacqueline Van Mellaerts, Financial Services Manager

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jacqueline.vanmellarts@brentwood.gov.uk

8.1 The impact of the revised fees and charges will be incorporated within the medium term financial plan.

Legal Implications

Name & Title: Surinder Atkar Senior Planning Solicitor

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8.2 There are potential cost implications in the event of failure to calculate or advertise fees in the proper manner, however, the fees proposed in this report have been calculated on a cost recovery basis using a robust system of accounting which has been developed over time to ensure they are as accurate as possible.

8.3 The recovery of a fee for drivers licenses for hackney carriages and PHVs is under section 53 (2) Local Government (Miscellaneous Provisions) Act 1976 so that any fee must be reasonable with a view of recovering the costs of administration and issue.

Vehicle and operator's license fees are recoverable under section 70 of the same Act and any fee can only charge for the reasonable costs of carrying out the inspections of both types of vehicles for determining if a license should be granted, any reasonable costs for providing hackney carriage stands and any administrative or other costs relating to the control and supervision of vehicles.

Other Implications (where significant) – i.e. Health and Safety, Asset Management, Equality and Diversity, Risk Management, Section 17 – Crime & Disorder, Sustainability, ICT.

None

9. Background Papers (include their location and identify whether any are exempt or protected by copyright)

9.1 Local Government (Miscellaneous Provisions) Act 1976.

10. Appendices to this report

- Appendix A - Licensing Accounts and Fee workings.
- Appendix B - Proposed 17/18 Taxi Licensing Fees and Charges.
- Appendix C – Consultation response on behalf of the TTGC.
- Appendix D – Response to the TTGC representation.
- Appendix E – Audit key findings.

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Appendix A

Driver Licences				Drivers							
				2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	
				£	£	£	£	£	£	£	
				ACTUAL	ACTUAL	ESTIMATE	ESTIMATE	ESTIMATE	ESTIMATE	ESTIMATE	
Total Costs (Increase 1% Year on year from 17/18)				73,458	59,017	51,528	52,044	52,564	53,090	53,621	
TOTAL EXPENDITURE				73,458	59,017	51,528	52,044	52,564	53,090	53,621	
				Anticipated Income							
No of Licences	Current Fee	Proposed Fee		ACTUAL	ACTUAL	ESTIMATE	ESTIMATE	ESTIMATE	ESTIMATE	ESTIMATE	
	£	£									
Income 2013/14											
Total Income for 2013/14											
Income 2014/15				4,517							
Total Income for 2014/15											
Income 2015/16											
Total Income for 2015/16				62,476							
Income 2016/17											
New 3 Year Licence	25	300.00			2,500	2,500	2,500				
Renewed 3 year Licence	124	240.00			9,920	9,920	9,920				
ADJ TO MATCH FIN SYSTEM						2,181	2,181				
Total Income for 2016/17				149	0	12,420	14,601	14,601	0		
Income 2017/18											
New 3 Year Licence	30	300.00	456.00			4,560	4,560	4,560			
Renewed 3 year Licence	32	240.00	406.00			4,331	4,331	4,331			
Total Income for 2017/18				62	0	0	8,891	8,891	8,891	0	0
Income 2018/19											
New 3 Year Licence	30		456.00				4,560	4,560	4,560		
Renewed 3 Year Licence	169		406.00				22,871	22,871	22,871		
Total Income for 2018/19				199	0	0	27,431	27,431	27,431	0	0
Income 2019/20											
New 3 Year Licence	30		456.00					4,560	4,560	4,560	
Renewed 3 Year Licence	179		406.00					24,225	24,225	24,225	
Total Income for 2019/20				209	0	0	0	28,785	28,785	28,785	
Income 2020/21											
New 3 Year Licence	30		456.00						4,560	4,560	
Renewed 3 Year Licence	32		406.00						4,331	4,331	
Total Income for 2020/21				62	0	0	0	0	8,891	8,891	
Income 2021/22											
New 3 Year Licence	30		456.00							4,560	
Renewed 3 Year Licence	169		406.00							22,871	
Total Income for 2021/22				199	0	0	0	0	0	0	27,431
OTHER INCOME (inc knowledge tests, badge replacements)					20,477	2,182	0	0	0	0	0
TOTAL INCOME					82,953	14,602	23,492	50,923	65,107	65,107	65,107
Surplus / (Deficit)					9,495	-44,415	-28,037	-1,121	12,543	12,017	11,486
Reserves											
				2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	
Brought Forward					-5,292	4,204	0	-28,037	-29,157	-16,615	-4,598
Surplus/(Deficit)					9,495	-44,415	-28,037	-1,121	12,543	12,017	11,486
Carry Forward					4,204	0	-28,037	-29,157	-16,615	-4,598	6,888

Breakdown Accumulated Reserve Position as at 31st March 2017

	Drivers Account	Vehicles Account	Operators Account	Total	Other Licensing	TOTAL
16/17 (-Surplus)/Deficit	16.83%	24.65%	0.55%		57.97%	
Reserve Accumulated Total as at 31st March 2016	-4,203.54	33,477.83	9,757.21	39,031.49	0.00	39,031.49
Expenditure:						
Employees Related Expenses	25,867.68	38,131.95	840.77	64,840.40	88,617.55	153,457.95
Supplies and Services:						
Printing, Stationery & Office Expenditure	245.39	10,266.73	0.00	10,512.12	25.00	10,537.12
CRB Checks	6,377.00	0.00	0.00	6,377.00	0.00	6,377.00
DVLA Checks	135.00	9.00	0.00	144.00	0.00	144.00
Communications & Computing	1,753.69	2,055.59	38.59	3,847.87	3,572.06	7,419.93
Equipment, Furniture & Materials	0.00	0.00	0.00	0.00	0.00	0.00
Refunds	0.00	0.00	0.00	0.00	0.00	0.00
Inspection Costs	0.00	21,600.00	0.00	21,600.00	0.00	21,600.00
Legal Expenses	0.00	0.00	0.00	0.00	1,500.00	1,500.00
Other Fees & Services	0.00	0.00	0.00	0.00	1,321.30	1,321.30
Subscriptions	94.08	137.79	3.07	234.95	674.05	909.00
Refunds / Other	0.00	131.25	0.00	131.25	501.90	633.15
Depreciation	0.00	0.00	0.00	0.00	-0.26	-0.26
Recharges from Other Services:						
Corporate Leadership Team	1,088.88	1,594.82	35.58	2,719.28	3,750.57	6,469.85
Corporate Support	649.71	951.60	21.23	1,622.54	2,237.89	3,860.43
Design & Print	149.10	218.38	4.87	372.36	513.57	885.93
Financial Services	4,554.59	6,670.86	148.84	11,374.29	15,688.02	27,062.31
Human Resources	1,213.76	1,777.73	39.67	3,031.15	4,180.72	7,211.87
Information and Communications Technology	3,397.21	4,975.71	111.02	8,483.94	11,701.51	20,185.45
Internal Audit	1,453.89	2,129.44	47.51	3,630.85	5,007.85	8,638.70
Legal	991.16	1,451.70	32.39	2,475.26	3,414.00	5,889.26
Office Accommodation	2,405.23	3,522.81	78.60	6,006.64	8,284.67	14,291.31
Payroll	156.19	228.76	5.10	390.06	537.99	928.05
Business Transformation	0.00	0.00	0.00	0.00	0.00	0.00
Customer Contact Centre	4,271.63	6,256.42	139.60	10,667.64	14,713.38	25,381.02
Environmental Health Admin	4,212.69	6,170.10	137.67	10,520.46	14,510.37	25,030.83
Cost of Democracy	0.00	0.00	0.00	0.00	0.00	0.00
Income:						
Fees & Charges	-14,601.50	-107,930.00	-707.40	-123,238.90	-101,565.51	-224,804.41
Grants & Contributions	0.00	0.00	0.00	0.00	0.00	0.00
(-Surplus)/Deficit Total for 16/17	44,415.37	350.65	977.13	45,743.14	79,186.65	124,929.79
Reserve Accumulated Total as at 31st March 2017	40,211.82	33,828.48	10,734.34	84,774.63	0.00	84,774.63

Breakdown Accumulated Reserve Position as at 31st March 2018

17/18 (-Surplus)/Deficit	Drivers Account	Vehicles Account	Operators Account	Total	Other Licensing	TOTAL
	12.83%	24.65%	0.55%		61.97%	
Reserve Accumulated Total as at 31st March 2017	0.00	33,828.48	10,734.34	44,562.81	0.00	44,562.81
Expenditure:						
Employees Related Expenses	19,064.10	36,627.44	817.25	56,508.78	92,081.22	148,590.00
Supplies and Services:						
Printing, Stationery & Office Expenditure	1,347.15	11,588.25	57.75	12,993.15	6,506.85	19,500.00
CRB Checks	6,600.00	0.00	0.00	6,600.00	0.00	6,600.00
DVLA Checks	1,900.00	0.00	0.00	1,900.00	0.00	1,900.00
Communications & Computing	1,120.06	2,151.95	48.02	3,320.02	5,409.98	8,730.00
Equipment, Furniture & Materials	0.00	0.00	0.00	0.00	0.00	0.00
Refunds	0.00	0.00	0.00	0.00	0.00	0.00
Inspection Costs	0.00	19,000.00	0.00	19,000.00	0.00	19,000.00
Legal Expenses	384.90	739.50	16.50	1,140.90	2,859.10	4,000.00
Other Fees & Services	0.00	0.00	0.00	0.00	0.00	0.00
Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00
Refunds / Other	1,200.00	500.00	0.00	1,700.00	200.00	1,900.00
Depreciation	0.00	0.00	0.00	0.00	0.00	0.00
Recharges from Other Services:						
Corporate Leadership Team	868.59	1,668.81	37.24	2,574.63	4,195.37	6,770.00
Corporate Support	455.47	875.08	19.53	1,350.07	2,199.94	3,550.00
Design & Print	106.49	204.60	4.57	315.65	514.35	830.00
Financial Services	3,643.72	7,000.60	156.20	10,800.52	17,599.48	28,400.00
Human Resources	919.91	1,767.41	39.44	2,726.75	4,443.25	7,170.00
Information and Communications Technology	2,770.00	5,321.94	118.75	8,210.68	13,379.32	21,590.00
Internal Audit	1,404.89	2,699.18	60.23	4,164.29	6,785.72	10,950.00
Legal	532.45	1,022.98	22.83	1,578.25	2,571.76	4,150.00
Office Accommodation	2,269.63	4,360.59	97.30	6,727.51	10,962.49	17,690.00
Payroll	111.62	214.46	4.79	330.86	539.14	870.00
Business Transformation	0.00	0.00	0.00	0.00	0.00	0.00
Customer Contact Centre	3,686.06	7,081.95	158.02	10,926.02	17,803.98	28,730.00
Environmental Health Admin	3,143.35	6,039.25	134.75	9,317.35	15,182.65	24,500.00
Cost of Democracy	0.00	0.00	0.00	0.00	0.00	0.00
Income:						
Fees & Charges	-23,491.67	-118,070.00	-770.00	-142,331.67	-101,910.00	-244,241.67
Grants & Contributions	0.00	0.00	0.00	0.00	0.00	0.00
(-Surplus)/Deficit Total for 17/18	28,036.70	-9,206.07	1,023.11	19,853.74	101,324.59	121,178.33
Reserve Accumulated Total as at 31st March 2018	28,036.70	24,622.41	11,757.45	64,416.55	0.00	64,416.55

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TAXI LICENSING						
FEES & CHARGES SCHEDULE FROM 1 November 2017						
DESCRIPTION OF CHARGE	VAT	FEE	CURRENT CHARGES April 2017-March 2018		PROPOSED CHARGES Nov 2017-March 2018	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT
SERVICE AREA: LICENSING						
CHARGING AREA: Licence Fees						
<u>Vehicle Licence - Hackney Carriage</u>						
Vehicle Licence - including Plate	O	S	243.00	243.00	243.00	243.00
Vehicle Replacement	O	S	75.00	75.00	75.00	75.00
<u>Vehicle Licence - Private Hire</u>						
Vehicle Licence - including Plate	O	S	225.00	225.00	225.00	225.00
Vehicle Replacement	O	S	75.00	75.00	75.00	75.00
<u>Vehicle Inspections - Hackney Carriage and Private Hire</u>						
Vehicle Inspection	O	S	47.00	47.00	47.00	47.00
Trailer Inspections - Non Braked	O	S	15.00	15.00	15.00	15.00
Trailer Inspections - Braked	O	S	23.00	23.00	23.00	23.00
Re-Inspection	O	S	12.50	12.50	12.50	12.50
Re-Inspection 2	O	S	47.00	47.00	47.00	47.00
<u>Drivers Licence - Hackney Carriage and Private Hire</u>						
Combined Driver New - 3 years	O	S	300.00	300.00	456.00	456.00
Combined Driver Renewal - 3 years	O	S	240.00	240.00	406.00	406.00
Re-Test - Knowledge Test	O	S	35.00	35.00	35.00	35.00
Disclosure and Barring Service (DBS) Check	O	S	44.00	44.00	52.00	52.00
Driver and Vehicle Licensing Agency (DVLA) Check	O	S	5.00	5.00	5.00	5.00
<u>Replacements</u>						
ID	O	S	6.00	6.00	6.00	6.00
PHV Cards	O	S	6.00	6.00	6.00	6.00
Tariff Cards	O	S	6.00	6.00	6.00	6.00
Replacement Plates	O	S	12.00	12.00	12.00	12.00
Replacement Door Signs (pair)	O	S	15.00	15.00	15.00	15.00
Plate Platforms (optional)	O	S	6.00	6.00	6.00	6.00
<u>Private Hire Operators</u>						
Single Vehicle Operators Licence	O	S	325.00	325.00	325.00	325.00
Operator Licence - 2 to 5 Vehicles	O	S	1,085.00	1,085.00	1,085.00	1,085.00
Operator Licence - more than 5 Vehicles	O	S	1,345.00	1,345.00	1,345.00	1,345.00

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Appendix C

Members of the Planning and Licensing Committee

The Brentwood Taxi Trade Consultative Group (TTCG) was set up many years ago to provide a forum for the trade, officers and councillors to meet and discuss policy in a relatively informal yet also constructive way. Over the years, the TTCG has been key to ensuring that the trade in Brentwood works to high standards with a shared appreciation of the agreeing and then maintaining those standards by the trade as a whole. We appreciate that the group does not make decisions and that the discussions held do not in any way bind the individual councillors who attend the Planning and Licensing Committee.

The TTCG members have been appointed to represent Hackney Carriage and Private Hire drivers. Hackney Carriage and Private Hire proprietors as well as taxi operators in the Borough. The TTCG members work closely with all aspects of the trade who work both in Brentwood and Shenfield and the TTCG members jointly represent over 350 individuals who work within this trade.

The TTCG members have spent many months discussing the fees for Driver Licences which is now on the agenda of the Planning and Licensing Committee.

We would like you to make you aware of the points below which we hope you will consider when making your decision on this proposal which has been put forward by the Principal Licensing Officer, Paul Adams.

1. The fee for renewing a driver licence is currently £240 which if this proposal is agreed by members will increase to £406. This is a substantial increase and is way above inflation.
2. The trade in Brentwood is increasingly under threat from Uber drivers who operate under TFL rules which are much less stringent than those in Brentwood. Uber drivers have no topographical knowledge of Brentwood and recently the criminal record checks as well as the medical records of 13,000 Uber drivers have been brought into question. Uber drivers in Brentwood are paid a “retainer” of between £8.50 and £12.50 per hour just to sit and wait for potential bookings. The Uber platform is looking to achieve market domination to such a level that Brentwood Licensed drivers will be forced out of their trade.
3. The TTCG members have been inundated with complaints from hundreds of our drivers pointing out that the level of service from the Licensing Department has reached an all-time low. We are being asked to pay an increased fee for a declining level of service.
4. The TTCG and its members have been supplied with numerous financial statements over the past 2 years which have proven, when their accuracy was questioned by the trade, to be factually incorrect and flawed and later rescinded by the finance department and the licensing department. The TTCG have been informed by the Principle Licensing Officer that his predecessor, Gary O’Shea, made fundamental errors when presenting information to members and the anticipated £41,716 **surplus** on this account shown in the Agenda papers for the Planning and Licensing Committee of 3rd November 2015 was in fact a £40,000 **deficit**. This is, quite frankly, incredulous and we require a full written explanation from Head of Service.
5. The TTCG need to understand why the cost from Financial Services to the Drivers Licence account was £3,792.99 as at 31st March 2016 and yet the cost of Financial Services on this account was £8,594.47 as at 31st March 2015, £10,941.28 as at 31st March 2014 and £11,768.48 as at 31st March 2013.

6. It is incredulous that as at 31st March 2013 £31,207.16 was charged for Financial Services to the taxi trade and £29,888.94 was charged in 2014 just for issuing our licences! Once again, we require a full written explanation from Head of Service.
7. The TTCG have requested information regarding time monitoring of Licensing staff which we were assured was being completed and we were assured at previous TTCG meetings that these Licensing team time records were being used to calculate this year's licence fees. However, when we requested copies of these time monitoring sheets (which we are entitled to view under the FOI Act), we were advised that no such sheets existed and were not being filled out. It beggars belief that these actions are deemed acceptable within this department.

Going forwards

8. The TTCG would request that accurate time recording of officers' time is carried out in order to set the fees in line with the legislation. This is vital because the Licensing department has been completely restructured over the last 12 months. Accounting for officer time is now further complicated by the fact that officers time is now split between Brentwood and Thurrock local authorities. The rationale for the changes was to improve efficiency and reduce costs. So, the changes should have led to a welcome reduction in licence fees, rather than any further increase.
9. The TTCG will not object to the fees as proposed if we can be provided with certain assurances. These assurances are:
 - i) accurate recording of officer activity will take place,
 - ii) that the time recording will be subject to quarterly review by managers,
 - iii) quarterly reviews take place of the different taxi licence accounts, measuring performance against the budgets,
 - iv) that the management information relating to these quarterly reviews is shared with representatives of the TTCG,
 - v) that the TTCG is consulted on any action which it is proposed be taken to deal with any consequent deficit or surplus on all or any of the taxi licence fee accounts.
10. If assurances can be given re points i) to v) above, then the TTCG would not oppose the proposed licence fees, on the understanding that this is being done, so that in the future there can be certainty on the accuracy of the recording of time and expenditure and confidence that the fees levied are lawfully set at the correct level.

Yours sincerely

A handwritten signature in black ink, appearing to be 'D. Bond'.

Signed on behalf of:

Members of the Taxi Trade Consultative Group

Appendix D

Dear, Steve Smith, on behalf of the TTCG.

With reference to your response to the consultation in relation to the setting of Driver Licence fees, that has been presented to the Licensing Committee in full for their consideration, when deciding on the fees. You specifically requested a written response to two points in your letter from the Head of Service, as the position of Head of Service no longer exists for either The Licensing Department or Financial Services, I will be making the response as the Environmental Health and Trading Services Licensing Manager which has the oversight of the Licensing Department at Brentwood. I will deal with all points of your response in turn:

1. There is no disagreement that there is a substantial increase in the fee. However, the current figure of £240 does not include the additional £52 for the DBS check or the additional £15 that also has to be paid by drivers for the DVLA annual check during the duration of the three year licence whereas the £406 proposed fee does include these charges.

The increase in the renewal fee is £99 and not £166 as suggested in your representation when you include all the relevant costs given above

The increase whilst substantial is essential to ensure that the service operates on a cost recovery basis.

2. There is no disagreement that TFL licensed drivers, such as those operated by Uber, are providing an increasing competition for Brentwood licensed drivers which is likely to be having an impact on the income of the Brentwood licensed trade. However, the fees proposed are based on a cost recovery model and only reflect the cost to Brentwood Council of licensing their drivers.
3. With approximately 350 licensed drivers, the Council have not been in receipt of the same level of complaints regarding the service received from the Licensing Department. The Council generally is changing the way it engages with its customers, and is trying where possible to utilise online and email communication, as opposed to telephone and face to face contact. This supports the Council's new ways of working such as hot desking/remote working. The Licensing Department has a dedicated email address licensing@brentwood.gov.uk which they are advising communication through where possible, and most applications are now accessible via the website. The way in which drivers access the service has changed, but this has not resulted in a drop in the level of service, most enquires, and requests are responded to within an appropriate time frame dependent on their urgency.
4. The Report that went to Committee on the 3 November 2015 did have two fundamental issues, the first related to the prediction of the income for future

years. This principally related to the prediction that had been made with the expected number of new or renewed licences that would be processed in the following years. As an example, the predicted number of renewals for the 17/18 period was given at committee as 151, whereas the actual figure drawn from the licensing database shows that this figure for renewal will only be 31, which resulted in a £28,800 reduction in income, based on a £240 application fee.

It was also provided in the notes at the bottom of Appendix C of the report of the 3 November 2015, on page 43 that:

“From 1 October 2016 there will be a significant reduction (estimated at approximately £25,000 PA) in income caused by the loss of 1 and 2-year licences. Whilst this would be likely to require an increase in fees, there should be an associated reduction in costs by 2017/18. Therefore, this will be monitored and adjusted as appropriate.

Whilst expecting to make a year on year loss from 2016/17, there is an expected surplus of £41,716 by the end of the current financial year. In order to reduce this, the overall fees have been reduced by £115. However, these will need to be closely monitored and assessed to reflect potential changes following the change to three-year licences only, which will reduce income and may reduce expenditure to compensate.”

The second issue that contributed to the accumulated deficit, was discovered after TTCG questioned the figures from previous years, when Finance looked back at the figures it was noted that the figures that had been used by licensing in the preparation of the 3 November 2015 report had been based on predicted income over the previous years and the spreadsheet at the end of the relevant financial years had not been updated with actual data for that year. Once this data was refreshed it contributed further to the deficit on the account.

It is accepted that these errors have hidden what was a deficit on the account. The proposal to not carry forward this deficit into future fee setting is the recognition of this error and there is no cost passed onto the trade.

5. Central support calculations are a very lengthy process and has to be looked at across the Council as a whole. The methodologies used for the Council's Central Support recharges are reviewed on an annual basis. Financial Services is one of the recharging departments and its full costs including recharges received from other central support departments (e.g. Office Accommodation and Human Resources) are apportioned to services across the Council. The figures reported are those that were attributed to the Licensing Accounts for those periods.

As an example, the total cost of Financial Services for 2012/13 was £1,376,994 and in accordance with accounting practice this full value is then recharged to each of the services which the Finance function supports. For 2012/13, a total recharge of £68,958 was made to Licensing, this equates to 5% of the total costs

of Financial Services. From this figure, £31,207 was then charged to the Taxi Licensing trading accounts based on time allocations from the direct operational staff. This equates to 2.27% of the Total costs of the Finance Department.

The cost of Financial services has reduced over the years as efficiency savings and restructures have taken place, this is reflected in the 16/17 accounts which allocate £11,374 to the taxi licensing which is a reduction on the years that you refer to.

6. This point has been addressed in point 5 above.
7. Time monitoring by the Licensing Department has been undertaken during periods since August 2017 there is no requirement in legislation or any guidance on fee setting that requires continuous time monitoring at all times. It is for the Council to utilise a system that it can accurately allocate its time spent against each licensing regime. For the last two years there has been no time monitoring undertaken.

In 2013 time monitoring was carried out constantly for that year which demonstrated that it spends 18.64% of its time on driver licensing related activities. The service has not really changed much between then and 2016, where there was a reduction in the team with the post of licensing administrator being deleted and the position of Principal Licensing Officer being reduced to two days per week. It's worth noting that the current percentage of time that is allocated to drivers licences for this current year is 12.83% which has been estimated down to reflect the changes in staffing structure.

The TTCG have been previously advised that time monitoring will be reinstated so that it can re assess the percentage of time it is providing to each licensing regime, particularly to reassess the time that is being spent with the new structure.

A system is now in place that is recording the time spent by all members of the Licensing Team. This process will be continued for as long as the Council feels necessary to justify its fees, and will be revisited where necessary in the future. There is no commitment or requirement that this will be a process that will be carried on continuously, but is something that will be reviewed where there are further significant changes or when the council feels necessary. The results of the time monitoring will be incorporated into the fee calculations, and if less time is being spent then costs will be reduced, conversely if the time is greater costs will rise.

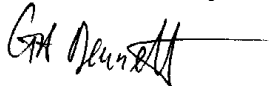
8. This point has been addressed in point 7 above, although it is emphasized that it is not required in legislation that time recording is undertaken.
9. Assurances can be given that:

- i) As mentioned above in point 7, time recording is now in place and will continue for as long as necessary to establish the cost of each licensing regime.
- ii) Time recording is already and will be subject to at least a quarterly review by management to ensure that all members of staff are recording their time correctly.
- iii) A system is already in place between Finance and the Licensing Department to monitor the budgets for the accounts relating to Licensing Department on at least a quarterly basis.
- iv) A summary will be made of the quarterly review findings which will be shared at TTCG meetings.
- v) As per current process the TTCG will be consulted on any fee setting, which would include consultation over any future deficit or surplus on any of the taxi licensing accounts.

10. Assurances have been given to you in relation to all the points you have requested, which I hope satisfies your requirement to not oppose the proposed licence fees.

I understand the frustrations of the trade with the previous confusion around the fee setting process and in particular the potential to have year to year changes in fees to balance as closely as possible the fees collected for driver licences with the costs to the Council of administering these licences. Staff turnover prevents us from calling upon officers in post at the time of previous fee setting processes to clarify the circumstances around their decisions at that time, however I am confident that with the level of scrutiny that both Paul Adams and the Finance Department have given to ensure the accuracy of the historical information, and with the systems that they have put in place to accurately monitor the budgets and to collate the relevant information, will ensure a transparent fee setting process on a cost recovery basis.

Yours sincerely



Gavin Dennett
Environmental Health and Licensing Manager

DETAILED FINDINGS AND RECOMMENDATIONS

The Driver Trading Account does not show the accurate financial position to the end of 2016-17

Ref.	Results of internal audit review	Sig.	Recommendation
1.	<p>We reviewed the accuracy of the figures within Appendix A Driver Fees Accounts and Fee Workings accompanying the paper “Setting of Hackney Carriage and Private Hire Driver Licence Fees for 2017/18” presented to the Planning and Licensing Committee on 11 October 2017.</p> <p>We have concluded that the figures reflect the accurate position as recorded in the general ledger of the Council’s financial systems:</p> <ul style="list-style-type: none"> • Direct costs and employee related expenditure had been subject to appropriate budgetary controls via the Council’s routine collaborative planning (CP) process to confirm that they had been correctly coded to the Licensing Team’s cost centres (G319 and G754) • Indirect costs (corporate departmental overheads) charged to cost centre G754 had been attributed in accordance with the established framework used across the council (e.g. HR costs attributed by number of full-time equivalents, office accommodation by desk-space) • Income relating to the 2016-17 year had been fully accounted for in cost centre G319. <p>Therefore the reported financial position of £44,415 deficit for 2016-17 on the Driver License Trading Account can be confirmed as accurate.</p> <p>The Council’s Statement of Accounts for year ended 31 March 2017 have also been signed off with an unqualified opinion by the external auditors. This outcome was reported to the meeting of the Audit Committee on 13 September 2017.</p>	N/A	No recommendations raised.

DETAILED FINDINGS AND RECOMMENDATIONS

The anticipated costs on which the trading account break even position for 2017-18 has been calculated are inaccurate

Ref.	Results of internal audit review	Sig.	Recommendation																								
2.	<p>We reviewed the accuracy of the figures used by the Council to determine the costs and income to be included in the budget for the Driver Trading Account for 2017-18.</p> <p>We have found that:</p> <ul style="list-style-type: none"> Employee related expenditure budgets are broadly comparable to the actual costs incurred in 2016-17 Employee related budgets reflect accurately only the costs of the employees working in the Licensing Team and the approved 40% of the costs of the Principal Licensing Officer, as agreed with Thurrock Council The Licensing Team budgets for the following costs appear high based upon actual costs incurred last year and expenditure incurred in 2017-18 to date: <table border="1"> <thead> <tr> <th>Area</th> <th>Budget 2017-18</th> <th>Actual 2016-17</th> <th>Actual 2017-18 to date</th> </tr> </thead> <tbody> <tr> <td>Purchases - General Equipment</td> <td>£7,500 revised to £5,000</td> <td>£939.95</td> <td>£70</td> </tr> <tr> <td>Books and CDs</td> <td>£2,000 revised to £1,000</td> <td>£112.90</td> <td>£0</td> </tr> <tr> <td>Printing Materials</td> <td>£1,000</td> <td>£0</td> <td>£0</td> </tr> <tr> <td>Legal Fees</td> <td>£3,000</td> <td>£0</td> <td>£0</td> </tr> <tr> <td>Training Expenses</td> <td>£3,500</td> <td>£372.50</td> <td>£310</td> </tr> </tbody> </table> <ul style="list-style-type: none"> We note however that the latest projected year end expenditure for the above items is in line with revised budgets for 2017-18 as shown in the table above. Budgets in respect of corporate overheads have been allocated to the Licensing Team in accordance with the Council's framework. <p><i>Continued overleaf...</i></p>	Area	Budget 2017-18	Actual 2016-17	Actual 2017-18 to date	Purchases - General Equipment	£7,500 revised to £5,000	£939.95	£70	Books and CDs	£2,000 revised to £1,000	£112.90	£0	Printing Materials	£1,000	£0	£0	Legal Fees	£3,000	£0	£0	Training Expenses	£3,500	£372.50	£310	Med.	<p>a) Actual expenditure incurred relating to direct costs, Licensing Team support costs and corporate overheads should continue to be kept under review and fed into the usual year end adjustments to the Driver Trading budget calculations for future years as appropriate.</p> <p>b) As part of the regular meetings with the Taxi Trade Consultancy Group and in the interests of transparency the results of budget monitoring via the Collaborative Planning approach in the Council and the impact upon the Driver Trading account should be shared.</p>
Area	Budget 2017-18	Actual 2016-17	Actual 2017-18 to date																								
Purchases - General Equipment	£7,500 revised to £5,000	£939.95	£70																								
Books and CDs	£2,000 revised to £1,000	£112.90	£0																								
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Legal Fees	£3,000	£0	£0																								
Training Expenses	£3,500	£372.50	£310																								

DETAILED FINDINGS AND RECOMMENDATIONS

The anticipated costs on which the trading account break even position for 2017-18 has been calculated are inaccurate				
Ref.	Results of internal audit review	Sig.	Recommendation	
2.	<p>... Continued</p> <ul style="list-style-type: none"> Analysis shows that in the main the budgets for corporate overheads assigned to the Licensing Team are less than the actual expenditure incurred during 2016-17. The indirect budgeted costs are in total £23,285 lower than the actual costs incurred in 2016-17. The proportion of costs allocated to the Drivers Trading Account is £9,121 less than actual costs incurred in 2016-17. We note that the actual costs will be allocated across departments and teams at the end of the financial year as part of routine year end processes. <p><i>We have considered the use of timesheets on the next page to allocate corporate overheads from the Licensing Team to the Drivers Trading Account in findings and recommendations 3.</i></p> <ul style="list-style-type: none"> Income budgets are based upon reasonable assumptions about the number of taxi drivers operating in the borough and the spread of the renewal of licence fees over a rolling three year period. 			
MANAGEMENT RESPONSE			RESPONSIBILITY AND IMPLEMENTATION DATE	

DETAILED FINDINGS AND RECOMMENDATIONS

The time [sheets] on which the taxi driver licensing fees calculations are based do not reflect the current position				
Ref.	Results of internal audit review	Sig.	Recommendation	
3.	<p>We have not been able to confirm with reference to timesheets or other evidence that the figures of 16.83% used to allocate the costs for 2016-17 and 12.83% used to allocate the budget for 2017-18 relating to the Licensing Team and Corporate Overheads to the Driver Trading Accounts are reasonable.</p> <p>We have confirmed that a time-recording system has been in place within the Licensing Team since 31 July 2017 to record how time is spent, to enable more accurate determination of the percentages to be assigned across the various activities undertaken.</p> <p>Verbal instructions on how to complete the timesheets have been provided to the team. A review is to be undertaken by the Principal Licensing Manager in December 2017, following which a formal guidance procedure document will be produced.</p> <p>We have been advised that the work of the team in relation to taxi driver licensing will fluctuate across the months and years based upon the number of applications and renewals processed.</p> <p>It is the responsibility of the Principal Licensing Officer to review and monitor the timesheets submitted by the team and to confirm their accuracy and completeness. It is currently the intention to carry out monitoring on a quarterly basis.</p> <p>A specific timeframe has not been set for the length of time that the team will continue the use of the timesheets or how the results will be shared with the TTCG.</p>	Med.	<p>a) The timesheets recording system should be run until for a period of at least one year or a longer period until such time as the full effect of fluctuations in activity can be seen.</p> <p>b) Based upon the data collected via the timesheets recording system, adjustments to the Drivers Trading budget calculations for future years should be made as appropriate.</p> <p>c) Monitoring of timesheets should be undertaken regularly and on a timely basis to feed into the regular meetings with the Taxi Trade Consultancy Group. In the interests of transparency evidence of the review and the results from timesheet analysis and the impact upon the Driver Licenses Trading account should be shared.</p>	
MANAGEMENT RESPONSE			RESPONSIBILITY AND IMPLEMENTATION DATE	

12 December 2017

Planning and Licensing Committee

Planning and Building Control Fees and Charges Review

Report of: *Nick Howard/Caroline McCaffrey - Team Leader Development Management (Planning)*
Gary Price-Sampson – Building Control Team Leader

Wards Affected: *All*

This report is: *Public*

1. Executive Summary

- 1.1 This report sets out the Council's Planning and Building Control non-statutory fees and charges. Planning fees are set by central government and building fees continue to be led by market conditions.
- 1.2 It is also proposed to review the planning pre-application charging schedule on a quarterly basis and adjust those fees where appropriate, to reflect the quality of service and resources provided. Otherwise, building control fees and other non-statutory fees will be reviewed on an annual basis.
- 1.3 There are no proposed fee increases to either Local Land Charges, or to photocopying charges.
- 1.4 Building Control fees and charges are reviewed annually. Brentwood Council building control fees have remained unchanged since 1st April 2015. However, as a result of local benchmarking and a budget challenge review, it is now proposed to be increase the standard charges by 10% as from 1st April 2018.

2. Recommendation

- 2.1 That all Planning and Building Control non-statutory fees and charges, and Local Land Charges fees, are reviewed annually; and that Planning pre-application fees are reviewed quarterly; to be revised where appropriate as agreed by the Chief Executive and the Chair of Planning and Licensing Committee.**
- 2.2 That members agree the fees and charges as in Appendix A and B.**

3. Introduction and Background

- 3.1 Local authorities charge for the Planning and Building Control services they provide. Certain fees and charges such as planning application fees are set by Government and so cannot be changed at the local level. However, other fees and charges such as pre-planning application advice to developers is not a statutory function and so can be charged as it is the choice of the developer/applicant whether to utilise such services. Consequently, fees for these non-statutory services can be set by the Council. However, the rates set need to be reasonable and broadly reflect the cost of providing the service.
- 3.2 The Council's Planning and Building Control non-statutory fees and charges were reviewed in March 2015. The Building Control fees were increased by 5% and Planning pre-application fees adjusted to reflect comparative services delivered by neighbouring Essex and London authorities, along with the cost and level of service provided.
- 3.3 Fees and charges for non-statutory services are currently considered to be at a level that addresses the level of resource required to provide the demands of the service. As the emerging Brentwood Local Development Plan moves closer towards submission and adoption it is anticipated that the requirement from the development industry to engage in complex pre-application discussions will increase placing additional resource requirements on the Council. It is therefore proposed charges for those elements of the service are reviewed on a regular basis in order to meet the costs of delivering an effective service without making charges prohibitive for applicants.
- 3.4 The principal regulations governing the Local Land Charges Register, maintenance, access and the charging of fees are set in the Local Land Charges Act of 1975 and Rules of 1977. Fees and charges should normally be set to recover the full cost of the service, which should usually be the total cost of all resources used in providing the service. This includes direct and indirect costs, including a full proportional share of overhead costs, distribution costs, insurance, depreciation and costs of capital.

4. Existing Planning, Building Control and Local Land Charges Fees and Charges

- 4.1 The Borough's current fees and charges are set out on the Council's website so that those preparing a planning application or undertaking a Local Land Charges search are informed of rates in advance. Appendix A of this report sets out the fees and charges for Building Control, planning applications, pre-application advice, and Local Land Charges.

5. Reasons for Recommendation

- 5.1 Ongoing budget constraints facing the public sector continue to be a factor in Council services seeking to generate income wherever possible to contribute to the provision of high quality services to residents and businesses. At this juncture it is not considered that an increase to non-statutory fees and charges is required, but this should continue to be reviewed on a regular basis and adjusted to reflect both the level of demand from the development industry and the Council's resources to provide a high standard of service. It is therefore proposed that all Planning and Building Control non-statutory fee income continues to be ring-fenced to the Planning and Development service area in order to justify charges and reassure applicants that the service they are paying for will be delivered.
- 5.2 Local Land Charge fees, having regard to the 1975 Act, are considered to be at a level that addresses the level of resource required to provide the demands of the service at cost. The fees have been reviewed in order to ensure that a cost recovery service is maintained and will be reviewed in line with any future legislative changes.

6. Consultation

- 6.1 Discussions with staff, planning agents and the managed service provider for Development Management have assisted in the preparation of this report.

7. References to Vision for Brentwood 2016-19

- 7.1 Proposals in this report support a range of themes in the Council's corporate plan Vision for Brentwood 2016-19. These include providing services that deliver sustainable development, and supporting the Transformation agenda to ensure modern and efficient service delivery whilst considering resources and income generation.

8. Implications

Name/Title: Jacqueline Van Mellaerts, Financial Services Manager

Tel/Email: 01277 312829 jacqueline.vanmellaerts@brentwood.gov.uk

- 8.1 Approving fees and charges for Council departments is an essential part of setting the budget for 2018/19. Although no substantive increases are deemed appropriate at present for Planning and Land Charges the recommendation is to ensure regular review is undertaken to accurately reflect a balance between income generation and resource management. This is informed by market demand and so income cannot be guaranteed due to reliance on the development industry coming forward with proposals and agreeing to pay non-statutory fees and charges proposed. However, maintaining a quality service that is competitively priced will ensure a significant contribution is made towards the Council's budget deficit.
- 8.2 Building Control Fees & Charges, have been subject to a Budget challenge and benchmarking review, which imposes a 10% increase. This increase will be monitored, along with the departments expenditure, to ensure a cost neutral effect is maintained over a three year period as statutory guidance suggests.

Legal Implications

Name/Title: Daniel Toohey, Head of Legal Services and Monitoring Officer

Tel/Email: 01277 312860 / daniel.toohey@brentwood.gov.uk

- 8.3 The Local Government Act 1999 provides that the Council is under a general duty to "make arrangements to secure continuous improvement in the way its functions are exercised, having regard to a combination of economy, efficiency and effectiveness" Statutory Guidance, revised in March 2015, emphasises that authorities should engage service users and the wider community in consultation on options for the future and reshaping of the service.
- 8.4 Charges for discretionary services such as pre-application advice and planning performance agreements are, in principle, allowed by the Local Government Act 2003.

Other Implications (where significant) – i.e. Health and Safety, Asset Management, Equality and Diversity, Risk Management, Section 17 – Crime & Disorder, Sustainability, ICT.

- 8.5 No other implications are identified.

9. Background Papers

- 9.1 None

10. Appendices to this report

Appendix A - Proposed 18/19 Planning & Land Charges Fee and Charges

Appendix B - Proposed 18/19 Building Control Fees and Charges

Report Author Contact Details:

Name: Nick Howard/Caroline McCaffrey - Team Leader Development Management (Planning)
Gary Price-Sampson – Building Control Team Leader

E-mail: nick.howard@brentwood.gov.uk/caroline.mccaffrey/
gary.price-sampson@brentwood.gov.uk

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**PLANNING AND LICENSING
FEES & CHARGES SCHEDULE FROM 1 APRIL 2018**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2017-March 2018 Excl VAT	Inc VAT	April 2018-March 2019 Excl VAT	Inc VAT

SERVICE AREA: LAND CHARGES

CHARGING AREA: Land Charges

* Note - Change to standard rated VAT on some of the elements. Implementation date 1st January 2017.

Search Fees

LLC1	O	S	20.00	20.00	20.00	20.00
CON 29R	S*	S	81.65	97.98	81.65	97.98
CON 29R including LLC1	S/O*	S	101.65	117.98	101.65	117.98
CON 290 optional enquiries, except Q22	S*	S	11.75	14.10	11.75	14.10
CON 290 optional enquiries, Q22 only	S*	S	14.00#	16.80#	14.00#	16.80#
Any other additional enquiries	O	S	28.75	28.75	28.75	28.75
Additional parcels of Land	S*	S	35.80	42.96	35.80	42.96

In relation to CON 290, Q.22 only, additional parcels of land are proceed at £1 per parcel, subject to maximum of 6 parcels of land, there being a £20 maximum fee payable in this regard

Copy Documents

Tree Preservation Order	O	S	16.90	16.90	16.90	16.90
Planning Decision Notice	O	S	14.98	14.98	14.98	14.98
S106 etc	O	S	33.80	33.80	33.80	33.80
Enforcement notice	O	S	16.90	16.90	16.90	16.90

**PLANNING AND LICENSING
FEES & CHARGES SCHEDULE FROM 1 APRIL 2018**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2017-March 2018 Excl VAT	Inc VAT	April 2018-March 2019 Excl VAT	Inc VAT

SERVICE AREA: PLANNING DEVELOPMENT MANAGEMENT

CHARGING AREA: Planning Application Fees

All Outline Applications

Up to 2.5 hectare, per 0.1 hectare	O	S	385	385	385	385
More than 2.5 hectares	O	S	9,527	9,527	9,527	9,527
Each 0.1 hectare in excess of 2.5 hectares to a maximum of £125,000	O	S	115	115	115	115

Householder Applications

Alterations/extensions to a single dwelling	O	S	172	172	172	172
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Full Applications

Alterations/extensions two or more dwellings	O	S	339	339	339	339
New Dwellings (up to 50) per dwelling	O	S	385	385	385	385
New Dwellings more than 50	O	S	19,049	19,049	19,049	19,049
Each dwelling in excess of 50 to a maximum of £250,000	O	S	115	115	115	115

Erection of buildings (not dwellings, agricultural, glasshouses, plant nor machinery)

Gross Floor up to 40sq m	O	S	195	195	195	195
Gross Floor 40 sq m to 75 sq m	O	S	385	385	385	385
Gross Floor 75sq m to 3750 sq m each 75 sq m or part thereof	O	S	385	385	385	385
Gross Floor more than 3750 sq m	O	S	19,049	19,049	19,049	19,049
Each additional 75 sq m in excess of 3750 sq m to a maximum of £250,000	O	S	115	115	115	115

Erection of building (on land used for agriculture for agricultural purposes)

Gross Floor Space up to 465 sq m	O	S	80	80	80	80
Gross Floor 465 sq m to 540 sq m	O	S	385	385	385	385
Gross Floor 540 sq m to 4215 sq m each 75 sq m in excess of 540 sq m	O	S	385	385	385	385
Gross Floor more than 4215 sq m	O	S	19,049	19,049	19,049	19,049
Each additional 75 sq m in excess of 4215 sq m to a maximum of £250,000	O	S	115	115	115	115

Erection of glasshouses

Gross Floor no more than 465 sq m	O	S	80	80	80	80
Gross Floor more than 465 sq m	O	S	2,150	2,150	2,150	2,150

Erection/Alterations/Replacement of Plant and Machinery

Site Area not more than 5 hectares - per 0.1 hectare or part thereof	O	S	385	385	385	385
Site Area more than 5 hectares	O	S	19,049	19,049	19,049	19,049
Each additional 0.1 hectare in excess of 5 hectares up to a maximum of £250,000	O	S	115	115	115	115

Applications other than Building Works

Car parks, Service Roads or other accesses	O	S	195	195	195	195
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Waste (Use of land for disposal of refuse or waste materials or deposit of amterial remaining after extraction or storage minerals)

Site Area no more than 15 hectares per 0.1 hectare	O	S	195	195	195	195
Site Area more than 15 hectares	O	S	29,112	29,112	29,112	29,112
Each 0.1 hectare in excess of 15 hectares up to a maximum of £65,000	O	S	115	115	115	115

Operations connected with exploratory drilling for oil or natural gas

Site area not more than 7.5 hectares each 0.1 hectare	O	S	423	423	423	423
Site area more than 7.5 hectares	O	S	31,725	31,725	31,725	31,725
Each 0.1 hectare in excess of 7.5 hectares up to a maximum of £250,000	O	S	126	126	126	126

Operations (other than exploratory drilling) for the winning and working of oil or natural gas

Site area not more than 15 hectares each 0.1 hectares	O	S	214	214	214	214
Site area more than 15 hectares	O	S	32,100	32,100	32,100	32,100
Each 0.1 hectare in excess of 15 hectares up to a maximum of £65,000	O	S	126	126	126	126

Operations (winning and working of minerals) excluding oil or natural gas

Site area not more than 15 hectares each 0.1 hectares	O	S	195	195	195	195
Site area more than 15 hectares	O	S	29,112	29,112	29,112	29,112
Each 0.1 hectare in excess of 15 hectares up to a maximum of £65,000	O	S	115	115	115	115

Other operations (not coming within any of the above categories)

Any site area per 0.1 hectares up to a maximum of £1690	O	S	195	195	195	195
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Lawful Development Certificate

Existing Use or operation	O	S	Same As Full	Same As Full	Same As Full	Same As Full
Existing use or operation - lawful not to comply with any condition or limitation	O	S	195	195	195	195

Proposed use or operation	O	S	Half normal planning fee	Half normal planning fee	Half normal planning fee	Half normal planning fee
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For further clarification on the planning fee's please refer to the The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012

**PLANNING AND LICENSING
FEES & CHARGES SCHEDULE FROM 1 APRIL 2018**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2017-March 2018		CHARGES April 2018-March 2019	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: PLANNING DEVELOPMENT MANAGEMENT

CHARGING AREA: Planning Application Fees

Prior Approval

Agricultural and Forestry buildings & operations or demolition of buildings	O	S	80	80	80	80
Telecommunications Code Systems Operators	O	S	385	385	385	385
Proposed Change of Use to State Funded School or Registered Nursery	O	S	80	80	80	80
Proposed Change of Use of Agricultural Building to a State-Funded School or Registered Nursery	O	S	80	80	80	80
Proposed Change of Use of Agricultural Building to a flexible use within Shops, Financial and Professional services, Restaurants and Cafes, Business, Storage or Distribution, Hotels, or Assembly or Leisure	O	S	80	80	80	80
Proposed Change of Use of a building from Office (Use Class B1) Use to a use falling within Use Class C3 (Dwellinghouse)	O	S	80	80	80	80
Proposed Change of Use of Agricultural Building to a Dwellinghouse (Use Class C3), where there are no Associated Building Operations	O	S	80	80	80	80
Proposed Change of Use of Agricultural Building to a Dwellinghouse (Use Class C3), and Associated Building Operations	O	S	172	172	172	172
Proposed Change of Use of a building from a Retail (Use Class A1 or A2) Use or a Mixed Retail and Residential Use to a use falling within Use Class C3 (Dwellinghouse), where there are no Associated Building Operations	O	S	80	80	80	80
Proposed Change of Use of a building from a Retail (Use Class A1 or A2) Use or a Mixed Retail and Residential Use to a use falling within Use Class C3 (Dwellinghouse), and Associated Building Operations	O	S	172	172	172	172
Notification for a Prior Approval for a Change of Use from Storage or Distribution Buildings (Class B8) and any land within its curtilage to dwellinghouses (Class C3)	O	S	80	80	80	80
Notification for prior Approval for Change of Use from Amusements Arcades/Centres and Casinos (Sui Generis Uses) and any land within its curtilage to Dwellinghouses (Class C3)	O	S	80	80	80	80
Notification for prior Approval for Change of Use from Amusements Arcades/Centres and Casinos (Sui Generis Uses) and any land within its curtilage to Dwellinghouses (Class C3) and Associated Building Operations	O	S	172	172	172	172
Notification for Prior Approval for a Change of Use from Shops (Class A1) Financial and Professional Services (Class A2) Betting Offices and Payday Loan Shops and Casinos (Sui Generis Uses) to restaurants and cafes (Class A3)	O	S	80	80	80	80
Notification for Prior Approval for a Change of Use from Shops (Class A1) Financial and Professional Services (Class A2) Betting Offices and Payday Loan Shops and Casinos (Sui Generis Uses) to restaurants and cafes (Class A3) and Associated Building Operations	O	S	172	172	172	172
Notification for Prior Approval for a Change of Use from Shops (Class A1) Financial and Professional Services (Class A2) Betting Offices and Payday Loan Shops and Casinos (Sui Generis Uses) to restaurants and cafes (Class A3) to Assembly and Leisure Use (Class D2)	O	S	80	80	80	80

Reserved Matters

Application for approval of reserved matters following outline approval	O	S	Full Fee due or if paid £385	Full Fee due or if paid £385	Full Fee due or if paid £385	Full Fee due or if paid £385
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Approval/Variation/Discharge of condition

Application for removal or variation of a condition following grant of planning permission	O	S	195	195	195	195
Request for confirmation that one or more planning conditions have been complied with - Householder	O	S	28	28	28	28
Request for confirmation that one or more planning conditions have been complied with - Other	O	S	97	97	97	97

Change of Use of a building to use as one or more separate dwellings houses or other cases

Not more than 50 dwellings - each dwelling	O	S	385	385	385	385
More than 50 dwellings	O	S	19,049	19,049	19,049	19,049
Each dwelling in excess of 50 up to a maximum of £250,000	O	S	115	115	115	115
Other Changes of use of a building or land	O	S	385	385	385	385

Advertising

Relating to the business on the premises	O	S	110	110	110	110
Advance signs which are not situated on or visible from the site, directing the public to a business	O	S	110	110	110	110
Other advertisements	O	S	385	385	385	385

Application for a New Planning Permission to replace an Extant Planning Permission

Applications in respect of major developments	O	S	575	575	575	575
Applications in respect of householder developments	O	S	57	57	57	57
Applications in respect of other developments	O	S	195	195	195	195

Application for a Non-material Amendment following a grant of Planning Permission

Applications in respect of householder development	O	S	28	28	28	28
Applications in respect of other developments	O	S	195	195	195	195

For further clarification on the planning fee's please refer to the The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012

For further clarification on the planning fee's please refer to the The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012

**PLANNING AND LICENSING
FEES & CHARGES SCHEDULE FROM 1 APRIL 2018**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2017-March 2018		CHARGES April 2018-March 2019	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: PLANNING DEVELOPMENT MANAGEMENT

CHARGING AREA: Pre-Application Advice

Pre-Application Advice

Householder - written response only	S	D	66.66	80.00	66.66	80.00
Band A - Brentwood businesses, non residents of Brentwood - written response only	S	D	83.33	100.00	83.33	100.00
Band B - Development of 10 dwellings or fewer or non-residential development of less than 1000 sq m	S	D	416.66	500.00	416.66	500.00
Band C - Developments in excess of ten dwellings or 1000 sq m of non-residential development	S	D	1,250.00	1,500.00	1,250.00	1,500.00
Band D - Larger or more complex than Band B or C	S	D		negotiable		negotiable

**PLANNING AND LICENSING
FEES & CHARGES SCHEDULE FROM 1 APRIL 2018**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2017-March 2018 Excl VAT	Inc VAT	April 2018-March 2019 Excl VAT	Inc VAT

SERVICE AREA: PLANNING POLICY

CHARGING AREA: Design Panel Review

Design Panel Review

Panel review session, tailored to reflect the proposal

S D

negotiable

negotiable

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FEES & CHARGES SCHEDULE FROM 1 APRIL 2018

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2017-March 2018 Excl VAT	Inc VAT	April 2018-March 2019 Excl VAT	Inc VAT

SERVICE AREA: BUILDING CONTROL

CHARGING AREA: NEW DWELLINGS NOT EXCEEDING 300m²

HO1

Houses Bungalows less than 4 storeys 1 plot Plan and Inspection	S	D	587.98	705.57	646.75	776.10
Houses Bungalows less than 4 storeys 1 plot Building Notice	S	D	646.78	776.13	711.42	853.70
Houses Bungalows less than 4 storeys 1 plot Regularisation	O	D	892.55	892.55	981.80	981.80

HO2

Houses Bungalows less than 4 storeys 2 plot Plan and Inspection	S	D	830.56	996.67	913.58	1,096.30
Houses Bungalows less than 4 storeys 2 plot Building Notice	S	D	913.62	1,096.34	1,005.00	1,206.00
Houses Bungalows less than 4 storeys 2 plot Regularisation	O	D	1,260.79	1,260.79	1,386.90	1,386.90

HO3

Houses Bungalows less than 4 storeys 3 plot Plan and Inspection	S	D	1,162.57	1,395.08	1,278.83	1,534.60
Houses Bungalows less than 4 storeys 3 plot Building Notice	S	D	1,278.83	1,534.59	1,406.75	1,688.10
Houses Bungalows less than 4 storeys 3 plot Regularisation	O	D	1,764.78	1,764.78	1,941.30	1,941.30

HO4

Houses Bungalows less than 4 storeys 4 plot Plan and Inspection	S	D	1,357.49	1,628.99	1,493.25	1,791.90
Houses Bungalows less than 4 storeys 4 plot Building Notice	S	D	1,493.24	1,791.89	1,642.58	1,971.10
Houses Bungalows less than 4 storeys 4 plot Regularisation	O	D	2,060.67	2,060.67	2,266.70	2,266.70

HO5

Houses Bungalows less than 4 storeys 5 plot Plan and Inspection	S	D	1,611.32	1,933.58	1,772.42	2,126.90
Houses Bungalows less than 4 storeys 5 plot Building Notice	S	D	1,772.45	2,126.94	1,949.67	2,339.60
Houses Bungalows less than 4 storeys 5 plot Regularisation	O	D	2,445.98	2,445.98	2,690.60	2,690.60

FO1

Houses Bungalows less than 4 storeys 1 flat Plan and Inspection	S	D	532.29	638.74	585.50	702.60
Houses Bungalows less than 4 storeys 1 flat Building Notice	S	D	585.52	702.62	644.08	772.90
Houses Bungalows less than 4 storeys 1 flat Regularisation	O	D	808.01	808.01	888.80	888.80

FO2

Houses Bungalows less than 4 storeys 2 flat Plan and Inspection	S	D	756.66	907.99	832.33	998.80
Houses Bungalows less than 4 storeys 2 flat Building Notice	S	D	832.33	998.79	915.58	1,098.70
Houses Bungalows less than 4 storeys 2 flat Regularisation	O	D	1,148.61	1,148.61	1,263.50	1,263.50

FO3

Houses Bungalows less than 4 storeys 3 flat Plan and Inspection	S	D	946.76	1,136.12	1,041.42	1,249.70
Houses Bungalows less than 4 storeys 3 flat Building Notice	S	D	1,041.44	1,249.73	1,145.58	1,374.70
Houses Bungalows less than 4 storeys 3 flat Regularisation	O	D	1,437.19	1,437.19	1,580.90	1,580.90

FO4

Houses Bungalows less than 4 storeys 4 flat Plan and Inspection	S	D	1,207.37	1,448.85	1,328.08	1,593.70
Houses Bungalows less than 4 storeys 4 flat Building Notice	S	D	1,328.11	1,593.73	1,460.92	1,753.10
Houses Bungalows less than 4 storeys 4 flat Regularisation	O	D	1,832.79	1,832.79	2,016.10	2,016.10

FO5

Houses Bungalows less than 4 storeys 5 flat Plan and Inspection	S	D	1,409.44	1,691.32	1,550.42	1,860.50
Houses Bungalows less than 4 storeys 5 flat Building Notice	S	D	1,550.38	1,860.46	1,705.42	2,046.50
Houses Bungalows less than 4 storeys 5 flat Regularisation	O	D	2,139.52	2,139.52	2,353.50	2,353.50

CV01

Conversion to a Single Dwelling House Plan and Inspection	S	D	650.63	780.76	715.67	858.80
Conversion to a Single Dwelling House Building Notice	S	D	715.70	858.83	787.25	944.70
Conversion to a Single Dwelling House Regularisation	O	D	987.66	987.66	1,086.40	1,086.40

CV02

Conversion to a Single Flat Plan and Inspection	S	D	586.91	704.29	645.58	774.70
Conversion to a Single Flat Building Notice	S	D	645.60	817.37	710.17	852.20
Conversion to a Single Flat Regularisation	O	D	939.97	939.97	1,034.00	1,034.00

ED

Notifiable Electrical Work where a satisfactory certificate will not be issued by a Part P registered electrician.	S	D	315.00	378.00	346.50	415.80
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**PLANNING AND LICENSING
FEES & CHARGES SCHEDULE FROM 1 APRIL 2018**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2017-March 2018		CHARGES April 2018-March 2019	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: BUILDING CONTROL

CHARGING AREA: WORK TO A SINGLE DWELLING (NOT MORE THAN 3 STOREYS HIGH ABOVE GROUND LEVEL)

DW00							
Single Storey extension not exceeding 10 sq m Plan and Inspection Charge	S	D	267.75	321.30	294.50	353.40	
Single Storey extension not exceeding 10 sq m Building Notice	S	D	294.53	353.43	324.00	388.80	
Single Storey extension not exceeding 10 sq m Regularisation Charge	O	D	406.44	406.44	447.10	447.10	
DW01							
Single Storey extension not exceeding 40 sq m Plan and Inspection Charge	S	D	505.87	607.04	556.42	667.70	
Single Storey extension not exceeding 40 sq m Building Notice	S	D	556.46	667.75	612.08	734.50	
Single Storey extension not exceeding 40 sq m Regularisation Charge	O	D	767.91	767.91	844.70	844.70	
DW02							
Single Storey extension not exceeding 100 sq m Plan and Inspection Charge	S	D	631.89	758.27	695.08	834.10	
Single Storey extension not exceeding 100 sq m Building Notice	S	D	695.08	834.09	764.58	917.50	
Single Storey extension not exceeding 100 sq m Regularisation Charge	O	D	959.21	959.21	1,055.10	1,055.10	
DW03							
Extension with some part 2 or 3 storeys in height and total floor not exceeding 40 sq m Plan and Inspection Charge	S	D	589.05	706.86	647.92	777.50	
Extension with some part 2 or 3 storeys in height and total floor not exceeding 40 sq m Building Notice	S	D	647.96	777.55	712.75	855.30	
Extension with some part 2 or 3 storeys in height and total floor not exceeding 40 sq m Regularisation Charge	O	D	894.18	894.18	983.60	983.60	
DW04							
Extension with some part 2 or 3 storeys in height and total floor not exceeding 100 sq m Plan and Inspection Charge	S	D	655.45	786.54	721.00	865.20	
Extension with some part 2 or 3 storeys in height and total floor not exceeding 100 sq m Building Notice	S	D	721.00	865.20	793.08	951.70	
Extension with some part 2 or 3 storeys in height and total floor not exceeding 100 sq m Regularisation Charge	O	D	994.98	994.98	1,094.50	1,094.50	
DW05							
Erection of non-exempt domestic extension comprising of garage, carport or store not exceeding 100 sq m Plan and Inspection Charge	S	D	322.37	386.85	354.58	425.50	
Erection of non-exempt domestic extension comprising of garage, carport or store not exceeding 100 sq m Building Notice	S	D	354.61	425.53	390.08	468.10	
Erection of non-exempt domestic extension comprising of garage, carport or store not exceeding 100 sq m Regularisation Charge	O	D	489.36	489.36	538.30	538.30	
DW06							
Erection of non-exempt detached non-habital domestic building not exceeding 100 sq m Plan and Inspection Charge	S	D	414.48	497.37	455.92	547.10	
Erection of non-exempt detached non-habital domestic building not exceeding 100 sq m Building Notice	S	D	455.92	547.11	501.50	601.80	
Erection of non-exempt detached non-habital domestic building not exceeding 100 sq m Regularisation Charge	O	D	629.18	629.18	692.10	692.10	
DW07							
First Floor & Second Floor loft conversion Plan and Inspection Charge	S	D	486.77	584.12	535.42	642.50	
First Floor & Second Floor loft conversion Building Notice	S	D	535.45	642.54	589.00	706.80	
First Floor & Second Floor loft conversion Regularisation Charge	O	D	738.92	738.92	812.80	812.80	
DW08							
Other Works Plan and Inspection Charge	S	D	289.17	347.00	318.08	381.70	
Other Works Building Notice	S	D	318.09	381.70	349.92	419.90	
Other Works Regularisation Charge	O	D	438.96	438.96	482.90	482.90	
DW09							
Re-roofing, installation of solar panels or photovoltaic cells Plan and Inspection Charge	S	D	176.72	212.06	194.42	233.30	
Re-roofing, installation of solar panels or photovoltaic cells Building Notice	S	D	194.39	233.26	213.83	256.60	
Re-roofing, installation of solar panels or photovoltaic cells Regularisation Charge	O	D	268.25	268.25	295.10	295.10	
DW10							
Replacement of windows, roof lights, roof windows or external glazed doors Plan and Inspection Charge	S	D	158.51	190.21	174.33	209.20	
Replacement of windows, roof lights, roof windows or external glazed doors Building Notice	S	D	174.36	209.23	191.83	230.20	
Replacement of windows, roof lights, roof windows or external glazed doors Regularisation Charge	O	D	240.62	240.62	264.70	264.70	
DW11							
Cost of work not exceeding £5,000 Plan and Inspection Charge	S	D	211.52	253.83	232.67	279.20	
Cost of work not exceeding £5,000 Building Notice	S	D	232.67	279.21	255.92	307.10	
Cost of work not exceeding £5,000 Regularisation Charge	O	D	321.09	321.09	353.20	353.20	
DW12							
Cost of work exceeding £5,000 but not exceeding £25,000 Plan and Inspection Charge	S	D	410.55	492.66	451.58	541.90	
Cost of work exceeding £5,000 but not exceeding £25,000 Building Notice	S	D	451.61	541.93	496.75	596.10	
Cost of work exceeding £5,000 but not exceeding £25,000 Regularisation Charge	O	D	623.21	623.21	685.50	685.50	
DW13							
Cost of work exceeding £25,000 but not exceeding £100,000 Plan and Inspection Charge	S	D	678.30	813.96	746.17	895.40	
Cost of work exceeding £25,000 but not exceeding £100,000 Building Notice	S	D	746.13	895.36	820.75	984.90	
Cost of work exceeding £25,000 but not exceeding £100,000 Regularisation Charge	O	D	1,029.66	1,029.66	1,132.60	1,132.60	
ED							
Notifiable electrical work where a satisfactory certificate will not be issued by a Part P registered electrician	S	D	315.00	378.00	346.50	415.80	

**PLANNING AND LICENSING
FEES & CHARGES SCHEDULE FROM 1 APRIL 2018**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2017-March 2018 Excl VAT	Inc VAT	April 2018-March 2019 Excl VAT	Inc VAT

SERVICE AREA: BUILDING CONTROL

CHARGING AREA: ALL OTHER NON-DOMESTIC WORK (NOT MORE THAN 3 STOREYS ABOVE GROUND LEVEL)

Extensions and New Builds

ND01

Single Storey extension not exceeding 40 sq m Plan and Inspection Charge	S	D	499.80	599.76	549.75	659.70
Single Storey extension not exceeding 40 sq m Regularisation Charge	O	D	767.55	767.55	844.30	844.30

ND02

Single Storey extension not exceeding 100 sq m Plan and Inspection Charge	S	D	571.20	685.44	628.33	754.00
Single Storey extension not exceeding 100 sq m Regularisation Charge	O	D	865.73	865.73	952.30	952.30

ND03

Extension with some part 2 or 3 storeys in height and total floor not exceeding 40 sq m Plan and Inspection Charge	S	D	624.75	749.70	687.25	824.70
Extension with some part 2 or 3 storeys in height and total floor not exceeding 40 sq m Regularisation Charge	O	D	946.05	946.05	1,040.70	1,040.70

ND04

Extension with some part 2 or 3 storeys in height and total floor not exceeding 100 sq m Plan and Inspection Charge	S	D	678.30	813.96	746.17	895.40
Extension with some part 2 or 3 storeys in height and total floor not exceeding 100 sq m Regularisation Charge	O	D	1,026.38	1,026.38	1,129.00	1,129.00

Alterations

ND05

Cost of work not exceeding £5,000 Plan and Inspection Charge	S	D	267.75	321.30	294.50	353.40
Cost of work exceeding £5,000 but not exceeding £25,000 Regularisation Charge	O	D	401.63	401.63	441.80	441.80
Replacement of windows, roof lights, roof windows or external glazed doors Plan and Inspection Charge	S	D	232.05	278.46	255.25	306.30
Replacement of windows, roof lights, roof windows or external glazed doors Regularisation Charge	O	D	339.15	339.15	373.10	373.10
Renewable energy systems not exceeding £20,000 Planning and Inspection Charge	S	D	249.90	299.88	274.92	329.90
Renewable energy systems not exceeding £20,000 Regularisation Charge	O	D	357.00	357.00	392.70	392.70
Installation of new shop front and work not exceeding £5,000 Plan and Inspection Charge	S	D	249.90	299.88	274.92	329.90
Installation of new shop front and work not exceeding £5,000 Regularisation Charge	O	D	357.00	357.00	392.70	392.70

ND06

Cost of work exceeding £5,000 but not exceeding £25,000 Plan and Inspection Charge	S	D	410.55	492.66	451.58	541.90
Cost of work exceeding £5,000 but not exceeding £25,000 Regularisation Charge	O	D	624.75	624.75	687.20	687.20
Replacement of windows, rooflights, roof windows or external glazed doors (exceeding 20 units) Plan and Inspection Charge	S	D	321.30	385.56	353.42	424.10
Replacement of windows, rooflights, roof windows or external glazed doors (exceeding 20 units) Regularisation Charge	O	D	499.80	499.80	549.80	549.80
Installation of raised storage platform not exceeding 250 sqm within an existing building Plan and Inspection Charge	S	D	392.70	471.24	432.00	518.40
Installation of raised storage platform not exceeding 250 sqm within an existing building Regularisation Charge	O	D	553.35	553.35	608.70	608.70

ND07

Cost of work exceeding £25,000 and not exceeding £100,000 Plan and Inspection Charge	S	D	714.00	856.80	785.42	942.50
Cost of work exceeding £25,000 and not exceeding £100,000 Regularisation Charge	O	D	1,088.85	1,088.85	1,197.70	1,197.70
Fit out of building up to 100 sq m Plan and Inspection Charge	S	D	481.95	578.34	530.17	636.20
Fit out of building up to 100 sq m Regularisation Charge	O	D	669.46	669.46	736.40	736.40

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