

# RIBBLE VALLEY BOROUGH COUNCIL

## REPORT TO PLANNING AND DEVELOPMENT COMMITTEE

Agenda Item No 9

meeting date: 10 NOVEMBER 2011  
title: REVIEW OF FEES AND CHARGES  
submitted by: DIRECTOR OF RESOURCES  
principal author: LAWSON ODDIE

### 1 PURPOSE

- 1.1 To seek member approval on proposals to increase this committee's fees and charges with effect from 1 April 2012.
- 1.2 These proposals are the first stage in the review of this committee's budget for the forthcoming 2012/13 financial year.

### 2 BACKGROUND

- 2.1 The Council's fees and charges are reviewed on an annual basis as part of the budget setting process.
- 2.2 This report requests that members consider proposals for the increase in fees and charges for this committee's services. Such charges would be implemented with effect from the 1 April 2012 and would operate for the duration of the 2012/13 financial year.
- 2.3 The council's latest budget forecast allows for a 2.5% increase in the level of income raised from fees and charges. The review aims to increase budgeted income for 2012/13 by this amount as a minimum. Proposed charges are rounded up to the nearest 5p to minimise any problems with small change. This inevitably impacts on the individual percentage rise for each separate charge.
- 2.4 As members will be aware, for 2012/13 the council must identify savings in the region of £600,000. In addressing the savings needed through the service reviews that have recently taken place, some proposals will have an impact on the fees and charges proposals. As the service review proposals are currently under consultation, they have been disregarded for the purposes of this report.

### 3 REVIEW OF THE FEES AND CHARGES

- 3.1 Each year as part of the budget process a review of our Fees and Charges is undertaken with a view to implementing increases from 1 April. This review is coordinated by financial services, working together with heads of service and budget holders.

- 3.2 Following discussions a proposed set of fees and charges for implementation from 1 April 2012 has been produced for this committee and is shown at Annex 1. This annex provides details of:
- the current charge for 2011/12
  - an estimate of the level of 2011/12 income attributable to each charge
  - the proposed charges for implementation from 1 April 2012
  - an indication of the potential income that may be achieved in 2012, should the proposals be agreed
  - the proposed percentage increase from 2011/12 to 2012/13
- 3.3 Charges for building regulations and pre-application planning advice fees are also set by this committee, but will be subject to separate consideration when reports are brought to a future meeting of this committee.
- 3.4 The indication of potential income which is shown throughout Annex 1 is provided for guidance purposes only and is based on past and current activity levels. No account is taken of any change in service use which may be influenced by a change in charge levels.
- 3.5 Work is still underway on forecasting income budget levels for 2012/13 and such budget proposals will be reported back to this committee in January 2012 for approval.
- 4 CONCLUSION
- 4.1 Substantial work has been undertaken by financial services, heads of service and budget holders in reviewing the fees and charges operated by this committee. This review has now been completed as part of the budget process, for implementation from 1 April, should the proposals be approved.
- 5 RECOMMENDATION THAT COMMITTEE
- 5.1 Consider the charges at Annex 1 and approve them for implementation with effect from the 1 April 2012, for the 2012/13 financial year.

HEAD OF FINANCIAL SERVICES

PD9-11/LO/AC  
31 October 2011

**PLANNING AND DEVELOPMENT COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2012**

PLANNING - PLANG	Ledger Code	VAT Liability	Current Charge 2011/12 £	Budgeted Income Net of VAT for 2011/12 £	Proposed Charges for 2012/13 £	Indication of Potential Income Net of VAT for 2012/13 £	Percentage Increase in Charge %
Planning Decision Notices	PLANG/8231m	Non Vatable	15.00	5,000	15.50	5,160	3.23%

HIGH HEDGES - HIGHH	Ledger Code	VAT Liability	Current Charge 2011/12 £	Budgeted Income Net of VAT for 2011/12 £	Proposed Charges for 2012/13 £	Indication of Potential Income Net of VAT for 2012/13 £	Percentage Increase in Charge %
Submission of High Hedges Complaint	HIGHH/8460u	Non Vatable	515.00	0	515.00	0	0.00%

BUILDING CONTROL – BLDGC	Ledger Code	VAT Liability	Current Charge 2011/12 £	Budgeted Income Net of VAT for 2011/12 £	Proposed Charges for 2012/13 £	Indication of Potential Income Net of VAT for 2012/13 £	Percentage Increase in Charge %
Building Control Decision Notices	BLDGC/8231m	Non Vatable	15.00	800	15.50	830	3.23%