

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO PLANNING AND DEVELOPMENT COMMITTEE

Agenda Item No

meeting date: 7 NOVEMBER 2013
title: REVIEW OF FEES AND CHARGES
submitted by: DIRECTOR OF RESOURCES
principal author: TRUDY HOLDERNESS

1 PURPOSE

- 1.1 To seek member approval on proposals to increase this committee's fees and charges with effect from 1 April 2014.
- 1.2 These proposals are the first stage in the review of this committee's budget for the forthcoming 2014/15 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 2014 and would operate for the duration of the 2014/15 financial year.
- 2.3 The council's latest budget forecast allows for a 2.75% increase in the level of income raised from fees and charges. The review aims to increase budgeted income for 2014/15 by this amount as a minimum.
- 2.4 After applying this percentage increase, proposed charges have generally been rounded up or down to minimise any problems with small change. This inevitably impacts on the individual percentage rise for each separate charge, particularly when the current charge is low.
- 2.5 Planning fees are currently set by the Department for Communities and Local Government. In November 2010 it consulted on proposals to decentralise responsibility for setting fees to Local Authorities. Following the results from the consultation exercise it is now working on revised proposals.

3 ADVICE OF BUDGET WORKING GROUP

- 3.1 In September 2013, a report was taken to Budget Working Group on the review of the council's fees and charges for 2014/15.
- 3.2 The report asked for a steer on the level of increase that should be sought in the review, whether there were any areas of charging that they thought should not be reviewed this year and conversely whether there were any areas that should be increased at a higher rate.
- 3.3 At their meeting, Budget Working Group agreed with the proposals to increase the council's fees and charges for 2014/15 by 2.75%, allowing for roundings to the nearest 5p which may result in higher increases.

4 REVIEW OF THE FEES AND CHARGES

- 4.1 The review of the fees and charges is coordinated by financial services, working together with heads of service and budget holders. The main Building Control fees and charges will be brought to committee in January for consideration. This is to comply with the Building (Local Authority Charges) Regulations 2010 which states that the charges should be based on achieving a full cost recovery. Work on forecasting budgeted costs for 2014/15 is currently being carried out.
- 4.2 Following discussions a **proposed** set of fees and charges for implementation from 1 April 2014 has been produced for this committee and is shown at Annex 1. This annex provides details of:
- the current charge for 2013/14
 - an estimate of the level of 2013/14 income raised by each charge (Net of VAT)
 - the proposed charges for implementation from 1 April 2014
 - an indication of the potential income that may be achieved in 2014/15, should the proposals be agreed (Net of VAT)
 - the resulting percentage increase from 2013/14 to 2014/15
 - Date that each charge was last increased (They are all reviewed annually, but may not necessarily be increased)
- 4.3 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.
- 4.4 Work is still underway on forecasting income budget levels for 2014/15 and such budget proposals will be reported back to this committee in January 2014 for approval.

5 RISK ASSESSMENT

- 5.1 The approval of this report may have the following implications:
- Resources – Fees and Charges provide a key income source for the Council. Fees and charges also provide a mechanism to target concessions, and also to charge service users directly rather than allowing the financial burden of certain service provision to fall on the council tax.
 - Technical, Environmental and Legal – The Local Government Acts of 2000 and 2003 extended authorities' powers to charge for discretionary services.
 - Political – none
 - Reputation – Substantial increases to charges can generate adverse publicity.
 - Equality and Diversity – One of the aims of the fees and charges mechanism on many services is to pass on service concession in order to increase inclusivity.

6 CONCLUSION

- 6.1 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.

7 RECOMMENDATION THAT COMMITTEE

- 7.1 Consider the charges at Annex 1 and approve them for implementation with effect from 1 April 2014.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PD7-13/TH/AC
18 OCTOBER 2013

For further information please ask for Trudy Holderness extension 4433

PLANNING AND DEVELOPMENT COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2014

PLANNING - PLANG		Ledger Code	VAT Liability	Date of Last Change	Current Charge 2013/14 £	Budgeted Income Net of VAT for 2013/14 £	Proposed Charges for 2014/15 2.75% Inflation £	Indication of Potential Income Net of VAT for 2014/15 £	Percentage Increase in Charge % £
Planning Decision Notices		PLANG/8231m	Non Vatable	01 April 2013	17.50	5,080	18.00	5,230	2.86%
Pre- Application Fees	Site History	PLANG/8496n	VAT Inclusive	01 April 2013	40.00	110	41.00	110	2.50%
	Permitted Development Rights (check if removed)	PLANG/8495n	VAT Inclusive	01 April 2013	40.00	0	41.00	0	2.50%
	Minor Developments	PLANG/8495n	VAT Inclusive	01 April 2013	185.00	12,180	190.00	12,510	2.70%
	Intermediate Developments	PLANG/8495n	VAT Inclusive	01 April 2013	370.00	5,780	380.00	5,940	2.70%
	Major Developments - Up to two meetings	PLANG/8495n	VAT Inclusive	01 April 2013	750.00	10,990	775.00	11,360	3.33%
	Major Developments - Additional Meeting	PLANG/8495n	VAT Inclusive	01 April 2013	370.00	0	380.00	0	2.70%
	Householders - Without Meeting	PLANG/8495n	VAT Inclusive	01 April 2013	50.00	1,530	50.00	1,530	0.00%
	Householders - With Meeting	PLANG/8495n	VAT Inclusive	01 April 2013	90.00	2,520	90.00	2,520	0.00%
	High Hedge or Tree Issues	PLANG/8495n	VAT Inclusive	01 April 2013	50.00	0	55.00	0	10.00%
	Advertisement Advice	PLANG/8495n	VAT Inclusive	01 April 2013	50.00	0	55.00	0	10.00%
	Prior Notification and Telecommunications	PLANG/8495n	VAT Inclusive	01 April 2013	95.00	0	100.00	0	5.26%
	Repair Works				No Charge	No Charge	No Charge	No Charge	No Charge
	Listed Buildings /Conservation Areas:	PLANG/8495n	VAT Inclusive	01 April 2013	95.00	0	Delete	0	Delete

PLANNING AND DEVELOPMENT COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2014

HIGH HEDGES - HIGHH	Ledger Code	VAT Liability	Date of Last Change	Current Charge 2013/14 £	Budgeted Income Net of VAT for 2013/14 £	Proposed Charges for 2014/15 2.75% Inflation £	Indication of Potential Income Net of VAT for 2014/15 £	Percentage Increase in Charge % £
Submission of High Hedges Complaint	HIGHH/8460u	Non Vatable	01 April 2013	530.00	0	555.00	0	4.72%

BUILDING CONTROL – BLDGC	Ledger Code	VAT Liability	Date of Last Change	Current Charge 2013/14 £	Budgeted Income Net of VAT for 2013/14 £	Proposed Charges for 2014/15 2.75% Inflation £	Indication of Potential Income Net of VAT for 2014/15 £	Percentage Increase in Charge % £
Building Control Decision Notices	BLDGC/8231m	Non Vatable	01 April 2013	17.50	930	18.00	960	2.86%