

Date: 7 June 2017



District Council

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Dear Councillor A Todd

Services Portfolio Holder Meeting Agenda - 15 June 2017

A meeting is to be held with Officers at 8.30 am, on Thursday, 15 June 2017, in the Whelpdale Room, Mansion House, Penrith to consider the following matters:

1 Declarations of Interest

To receive declarations of the existence and nature of any private interests, both disclosable pecuniary interests and any other registrable interests, in any matter to be considered or being considered.

2 Building Control Charges (Pages 3 - 20)

To consider report CD32/17 from the Assistant Director Technical Services which seeks an increase to the building Control Charges of 5% and a new Building Control Scheme of Charges.

RECOMMENDATION that the proposed hourly rate of £50 and the standard Building Control Scheme of Charges in Annex A (of the report) be agreed and implemented from 1 July 2017.

3 Services Portfolio Plan 2016 - 2017 Year End Monitoring (Pages 21 - 30)

To consider report CD34/17 from the Assistant Director Technical Services which reports the out-turn (as at 31 March 2017) against actions and targets in the Services Portfolio Plan 2016 – 2017 as set out in Appendix A to this report.

RECOMMENDATION that the out-turn of actions in the Services Portfolio Plan for 2016 – 2017 is noted.

Yours sincerely

Matthew Neal
Deputy Chief Executive (Monitoring Officer)

Democratic Services Contact: John Greenbank

Encs

For Attention

Portfolio Holder – Councillor A Todd

For Information by Email to: - All remaining Members of the Council

Report No: CD32/17

Eden District Council

Services Portfolio

15 June 2017

Building Control Charges

Portfolio:	Services
Report from:	Assistant Director Technical Services
Wards:	All Wards
OPEN PUBLIC ITEM	

1 Purpose

- 1.1 To enable consideration to be given to an increase in the Building Control Charges of 5% and a new Building Control Scheme of Charges.

2 Recommendation

That the proposed hourly rate of £50 and the standard Building Control Scheme of Charges in Annex A be agreed and implemented from 1 July 2017.

3 Report Details

- 3.1 The basic principle behind the Building (Local Authority) Charges Regulations 2010 ("the Charges Regulations") is that customers only pay for those aspects of dealing with applications that are directly chargeable to them as customers. Local authorities are required to implement a system which will ensure that this objective is achieved.
- 3.2 Under the Charges Regulations a Local Authority shall, not less than seven days before the date on which a charging scheme (including any replacement scheme) is to come into effect, publish in their area, in such manner as they consider appropriate, the fact that they have made the charging scheme, the date on which it comes into effect and the address where it may be inspected. The approval of this report and the charges contained will meet this deadline.
- 3.3 It is considered that an increase in the Building Control Charges of 5% is necessary to support the increase in staffing in Building Control as part of the agreed larger re-organisation of the Planning Service.

4 Policy Framework

- 4.1 The Council has four corporate priorities which are:
- Decent Homes for All;
 - Strong Economy, Rich Environment;
 - Thriving Communities; and
 - Quality Council
- 4.2 This report meets the Strong Economy, Rich Environment corporate priority.

- 4.3 This report addresses the 'ensure that new developments are sustainable and take account of infrastructure requirements' strategic action in the Council Plan.

5 Consultation

- 5.1 There has been no external consultation on this report.

6 Implications

6.1 Financial and Resources

- 6.1.1 Any decision to reduce or increase resources or alternatively increase income must be made within the context of the Council's stated priorities, as set out in its Council Plan 2015-19 as agreed at Council on 17 September 2015.
- 6.1.2 The aim of the revised scheme of charges is to ensure full cost recovery in the provision of the Chargeable Building Regulations Activities. These charge out rates are recommended to ensure that a break even situation arises over a three year rolling timescale. Local authorities can amend their charge out rates, giving seven days' notice under the Charging Regulations, if the charge out rates appear to be generating a large surplus or deficit.

6.2 Legal

- 6.2.1 Section 91 of the Building Act 1984 requires Local Authorities to provide a building control service. The objective of the Charging Regulations is to ensure income derived by the Local Authority from performing chargeable functions and providing chargeable advice in its District, as nearly as possible equate to the costs incurred by the Local Authority in performing chargeable functions and provision of chargeable advice ie Local Authorities should always aim to 'break even'. Local authorities are also required to review their charges at the end of each financial year for the purpose of achieving this overall objective.
- 6.2.2 The government has issued general guidance on the implementation of the Charging Regulations. With the assistance of the Department for Communities and Local Government, the Chartered Institute of Public Finance and Accountancy (CIPFA) has issued guidance for authorities in England and Wales to aid them to implement the Charges Regulations. The CIPFA guidance provides:
- a summary of the principles of the Charges Regulations;
 - guidance on what costs should be reflected in the building regulations chargeable service and how these costs can be isolated from other building control activities, in order to calculate charges that fully recover (as far as practical) the cost of the building regulations chargeable service;
 - guidance on the calculation of standard and individually determined charges for providing services in relation to the chargeable functions and chargeable advice;
 - advice on how local authorities can monitor the recovery of the building regulations chargeable costs, the use of earmarked reserves and governance arrangements;

- advice on how pre-determined productive hourly rates for the two activities, chargeable and non-chargeable, can be used to provide useful management information for local authorities in making informed decisions to keep building regulations chargeable costs within income; and
- illustrative worked examples.

6.2.3 Under the Council's constitution, each portfolio holder has responsibility for setting fees and charges in the areas which fall within their portfolio.

6.3 Human Resources

6.3.1 The increase in charges is required in order to generate additional income in order to support the increase in staffing in Building Control as part of the agreed larger re-organisation of the Planning Service.

6.4 Statutory Considerations

Consideration:	Details of any implications and proposed measures to address:
Equality and Diversity	There are no implications.
Health, Social Environmental and Economic Impact	Whilst there is a modest increase in charges proposed within this report, it is not considered that it will be so significant as to have any detrimental economic impact. There are no health, social or environmental impacts arising out of the proposals within this report.
Crime and Disorder	There are no implications.
Children and Safeguarding	There are no implications.

6.5 Risk Management

Risk	Consequence	Controls Required
That the charge out rate and the Charges Schedule are not set correctly	A deficit or surplus may be generated.	Six monthly reviews of the income from the proposed charges.

7 Other Options Considered

7.1 No alternative options have been considered as the proposals within this report allow the scheme of charges to be set at a lawful rate.

8 Reasons for the Decision/Recommendation

- 8.1 To allow the Council to comply with the Charging Regulations and to ensure that charges are set at the correct level to recover all costs connected with the Building Control chargeable cost.

Tracking Information

Governance Check	Date Considered
Chief Finance Officer (or Deputy)	8 May 2017
Monitoring Officer (or Deputy)	8 May 2017
Relevant Assistant Director	8 May 2017

Background Papers: The government's general guidance on the implementation of the Charging Regulations

Chartered Institute of Public Finance and Accountancy (CIPFA) has issued guidance on the implementation of the Charging Regulations

Appendices: Revised Building Control Scheme of Charges

Contact Officer: Alastair Richmond, Principal Building Control Surveyor (South)



Building Control Services

The Building (Local Authority Charges) Regulations 2010

Scheme of Charges



Scheme for the Recovery of Building Regulations Charges

Building Act 1984 Pursuant to and incorporating the terms of the Building (Local Authority Charges) Regulations 2010

Issued: 01 May 2017

Implementation: 01 July 2017

This scheme and schedules of charges of Eden District Council have been prepared in accordance with the Building (Local Authority Charges) Regulations 2010, and may be amended, revoked or replaced by Eden District Council at any time.

Definitions

The following definitions apply to this Charging Scheme and should be read in conjunction with the other clauses and schedules which constitute the Charging Scheme:

‘building’ means any permanent or temporary building but not any other kind of structure or erection, and a reference to a building includes a reference to part of a building.

‘building notice’ means a notice given in accordance with Regulations 12 and 13 of the Building Regulations 2010.

‘building work’ means:

- a. the erection or extension of a building;
- b. the provision or extension of a controlled service or fitting in or in connection with a building;
- c. the material alteration of a building, or a controlled service or fitting;
- d. work required by Regulation 6 of the Building Regulations 2010 (requirements relating to material change of use);
- e. the insertion of insulating material into the cavity wall of a building;
- f. work involving the underpinning of a building;
- g. work required by Regulation 23 of the Building Regulations 2010 (requirements relating to thermal elements);
- h. work required by Regulation 22 of the Building Regulations 2010 (requirements relating to a change of energy status);
- i. work required by Regulation 28 of the Building Regulations 2010 (consequential improvements to energy performance).

‘chargeable function’ means a function relating to the following:

- 1) the passing or rejection of plans of proposed building work which has been deposited with the council in accordance with Section 16 of the Building Act 1984 (as amended);
- b. the inspection of building work for which plans have been deposited with the council in accordance with the Building Regulations 2010 and with Section 16 of the Building Act 1984 (as amended);

- c. the consideration of a building notice which has been given to the council in accordance with the Building Regulations 2010;
- d. the consideration of building work reverting to the council under the Building (Approved Inspectors etc.) Regulations 2010;
- e. the consideration of a regularisation application submitted to the council under Regulation 18 of the Building Regulations 2010.

‘competent person’ means a person / body that is accredited to undertake certain work under one of the Governments competent person schemes.

‘cost’ does not include any professional fees paid to an architect, quantity surveyor or any other person.

‘dwelling’ includes a dwelling-house and a flat.

‘dwelling-house’ does not include a flat or a building containing a flat.

‘flat’ means a separate and self-contained premises constructed or adapted for use for residential purposes and forming part of a building from some other part of which it is divided.

‘floor area of a building or extension’ is the total floor area of all the storeys which comprise that building. It is calculated by reference to the finished internal faces of the walls enclosing the area, or, if at any point there is no enclosing wall, by reference to the outermost edge of the floor.

‘relevant person’ means:

- a. in relation to a plan charge, inspection charge, reversion charge or building notice charge, the person who carries out the building work or on whose behalf the building work is carried out;
- b. in relation to a Regularisation charge, the owner of the building; and
- c. in relation to chargeable advice, any person requesting advice for which a charge may be made pursuant to the definition of ‘chargeable advice’.

Principles of this Scheme

The set charges or method of establishing the charge have been established in this scheme for the functions prescribed in the Building (Local Authority Charges) Regulations 2010 (referred to as the chargeable functions), namely:

- **A plan charge**, payable when plans of the building work are deposited with the Local Authority.
- **An inspection charge**, payable on demand after the authority carry out the first inspection in respect of which the charge is payable.
- **A building notice charge**, payable when the building notice is given to the authority, the Building Notice charge is same as the Full Plans charge.
- **A reversion charge**, payable for building work in relation to a building:
 - a. In which has been substantially completed before plans are first deposited with the Authority in accordance with Regulation 19(2)(a)(i) of the Approved Inspectors Regulations; or

- b. In respect of which plans for further building work have been deposited with the Authority in accordance with the Regulation 19(3) of the Approved Inspectors Regulations, on the first occasion on which those plans are or have been deposited.
- **A regularisation charge**, payable at the time of the application to the authority in accordance with Regulation 18 of the Building Regulations 2010. The Regularisation charge is the Full Plans charge plus 50%.
- **Chargeable advice**, Local Authorities can make a charge for giving advice in anticipation of the future exercise of their chargeable functions (i.e. before an application or notice is received for a particular case), which is payable after the first hour of advice, on demand after the authority has given notice required by Regulation 7(7) of the Building (Local Authority) Charges Regulations 2010 (i.e. the charge has been confirmed in writing following an individual determination). This charge can be discounted from a subsequent application or notice received for the work in question.
- The above charges are payable by the 'relevant person'.
- Any charge which is payable to the authority may, in a particular case, and with the agreement of the authority, be paid by instalments of such amounts payable on such dates as may be specified by the authority. If the applicant and an authority are agreeable, an inspection charge can be fully or partly paid up front with the plans charge.
- The charge for providing a chargeable function or chargeable advice is based on the principle of achieving full cost recovery. The charges will be calculated by using the Council officers' average hourly rate stated in the charging scheme, multiplied by the time taken to carry out the functions/advice, taking the following factors into account, as applicable, in estimating the time required by officers to carry out the function/advice:
 - a. The existing use of a building, or the proposed use of the building after completion of the building work;
 - b. The different kinds of building work described in Regulation 3 of the Building Regulations 2010;
 - c. The floor area of the building or extension;
 - d. The nature of the design of the building work and whether innovative or high risk construction techniques are to be used;
 - e. The estimated duration of the building work and the anticipated number of inspections to be carried out;
 - f. The estimated cost of the building work;
 - g. Whether a person who intends to carry out part of the building work is a person mentioned in Regulation 12(6), 20 and 43(2) of the Building Regulations 2010 (ie related to competent person/self-certification schemes);

- h. Whether in respect of the building work a notification will be made in accordance with Regulation 41 of the Building Regulations 2010 (i.e. where design details approved by Robust Details Ltd have been used);
- i. Whether an application or building notice is in respect of two or more buildings or building works all of which are substantially the same as each other;
- j. Whether an application or building notice is in respect of building work, which is substantially the same as building work in respect of which plans have previously been deposited or building works inspected by the same local authority;
- k. Whether chargeable advice has been given which is likely to result in less time being taken by a local authority to perform that function;
- l. Whether it is necessary to engage and incur the costs of a consultant to provide specialist advice in relation to a particular aspect of the building work.

Principles of the scheme in respect of the erection of domestic buildings, garages, carports and extensions

- Where the charge relates to the erection of a dwelling the charge includes for the provision of a detached or attached domestic garage or carport providing it is constructed at the same time as the dwelling.
- Where any building work comprises or includes the erection of more than one extension to a building, the total floor areas of all such extensions may be aggregated to determine the relevant charge payable, providing that the building work for all the aggregated extensions is carried out at the same time.

Exemption from charges

The Authority has not fixed by means of its scheme, nor intends to recover a charge in relation to an existing dwelling that is, or is to be, occupied by a disabled person as a permanent residence; and where the whole of the building work in question is solely:

- a. for the purpose of providing means of access for the disabled person by way of entrance or exit to or from the dwelling or any part of it; or
- b. for the purpose of providing accommodation or facilities designed to secure the greater health, safety, welfare or convenience of the disabled person.

The council has not fixed by means of its scheme, nor intends to recover a charge for the purpose of providing accommodation or facilities designed to secure the greater health, safety, welfare or convenience of a disabled person in relation to an existing dwelling, which is, or is to be, occupied by that disabled person as a permanent residence where such work consists of:

- a. the adaptation or extension of existing accommodation or an existing facility or the provision of alternative accommodation or an alternative facility where the existing accommodation or facility could not be used by the disabled person or could be used by the disabled person only with assistance; or
- b. the provision of extension of a room which is or will be used solely:

- i. for the carrying out for the benefit of the disabled person of medical treatment which cannot reasonably be carried out in any other room in the dwelling, or
- ii. for the storage of medical equipment for the use of the disabled person, or
- iii. to provide sleeping accommodation for a carer where the disabled person requires 24-hour care.

Note: 'disabled person' means a person who is within any of the descriptions of persons to whom Section 29(1) of the National Assistance Act 1948, as extended by virtue of Section 8(2) of the Mental Health Act 1959, applied but disregarding the amendments made by paragraph 11 of Schedule 13 to the Children Act 1989. The words in section 8(2) of the Mental Health Act 1959 which extend the meaning of disabled person in section 29(1) of the National Assistance Act 1948, are prospectively repealed by the National Health Service and Community Care Act 1990, section 66(2), Schedule 10, as from a day to be appointed.

Information required in order to determine charges

If the authority requires additional information to enable it to determine the correct charge the authority can request the information under the provisions of Regulation 9 of The Building (Local Authority Charges) Regulation 2010.

The standard information required for all applications is detailed on the authority's Building Regulation application forms. This includes the existing and proposed use of the building and a description of the building work.

Additional information may be required in relation to:

- The floor area of the building or extension.
- The estimated duration of the building work and the anticipated number of inspections to be carried out.
- The use of competent persons or Robust Details Ltd.
- Any accreditations held by the builder or other member of the design team.
- The nature of the design of the building work and whether innovative or high-risk construction is to be used.
- The estimated cost of the building work. If this is used as one of the factors in establishing a charge the 'estimate' is required to be such reasonable amount as would be charged by a person in business to carry out such building work (excluding the amount of any value added tax chargeable).

Establishing the Charge

The authority has established standard charges using the principles contained within The Building (Local Authority Charges) Regulation 2010. Standard charges are detailed in the following schedules. In the schedules below, any reference to number of storeys includes each basement level as one-storey and floor areas are cumulative.

Other matters relating to calculation of charges

- In calculating these charges, refunds or supplementary charges, an officer hourly rate of £50 has been used.
- Any charge payable to the authority shall be paid with an amount equal to any value added tax payable in respect of that charge.
- Charges are not payable for the first hour when calculating an advice charge.
- The authority may accept payment by installments in respect of building work where the total charge exceeds £1500. The authority, on request, will specify the amounts payable and dates on which installments are to be paid.

Reductions

The authority shall make a reduction in a standard or individually determined charge when chargeable advice has been given before receipt of an application or notice for proposed building work, which is likely to result in less time being taken by the local authority to perform the chargeable function for that work.

When it is intended to carry out building work on a dwelling to which Schedule 2 applies and at the same time undertake work to which Schedule 3 applies, the charge will be individually determined based on estimated costs under Schedule 3.

Refunds and supplementary charges

If the basis on which the charge has been set or determined changes, the authority may refund or request a supplementary charge. We will provide a written statement setting out the basis of the refund or supplementary charge and also state how this has been calculated. If an application is withdrawn the authority maintains the right to deduct the cost of work undertaken on the application from the original sum paid. Refunds and Supplementary charges will be based on the hourly rate of £47.

Non-Payment of a Charge

Your attention is drawn to Regulation 8(2) of the Building (Local Authority Charges) Regulations 2010, which explains that plans are not treated as being deposited for the purposes of Section 16 of the Building Act or building notices given unless the Council has received the correct charge. In other words, the statutory timescales do not start until the payment has been received. The debt recovery team of the authority will also pursue any non-payment of a charge.

Complaints about Charges

If you have a complaint about the level of charges you should initially raise your concern with the relevant officer. The Council has a comprehensive complaint handling process. If your complaint is not satisfactorily responded to by the officer concerned, details of how to resolve your complaint is available on request and can be viewed on the Council's web site.

Standard Charges

Details of our Standard Charges are contained within Schedule 1, 2 & 3.

Standard charges are set by using the average hourly rate of officers' time, multiplied by the estimated time taken to carry out their building regulation functions in relation

to that particular piece of building work and taking into account the applicable factors listed in regulation 7(5) of the charges regulations.

Standard charges include works of drainage in connection with the erection or extension of a building or buildings, even where those works are commenced in advance of the plans for the building(s) being deposited.

These standard charges have been set by the authority on the basis that the building work does not consist of, or include, innovative or high risk construction techniques and that the duration of the building work from commencement to completion does not exceed 12 months.

The charges have also been set on the basis that the design and building work is undertaken by a person or company that is competent to carry out the design and building work referred to in the standard charges schedules, which they are undertaking. If not, the work may incur supplementary charges.

Individually Determined Charges

If the building work that you are undertaking is not listed as a standard charge, it will be individually determined in accordance with the principles and relevant factors contained within The Building (Local Authority Charges) Regulation 2010. If the authority considers it necessary to engage and incur the costs of a consultant to provide specialist advice or services in relation to a particular aspect of building work, those costs shall also be included in setting the charge.

When the charge is individually determined the authority shall calculate the charge in the same way a standard charge was set by using the average hourly rate of officers' time, multiplied by the estimated time taken to carry out their building regulation functions in relation to that particular piece of building work and taking into account the applicable factors listed in regulation 7(5) of the charges regulations.

Individually determined charges will be confirmed in writing specifying the amount of the charge and the factors that have been taken into account in determining the charge.

The building regulation charges for the following types of building work will be individually determined and the authority will state which factors in regulation 7(5) of the charges regulations it has taken into account in establishing a standard or individually determined charge.

Charges for the following work types will be determined on an individual basis:

- When providing a competitive quotation for the provision of the service;
- A reversion charge;
- The building work is in relation to more than one building;
- Building work where the estimated cost exceeds £50,000;
- The work consists of a domestic extension or garage with a floor area over 60m²;
- The work consists of the erection or conversion of 20 or more dwellings;
- The work consists of the conversion of a building to a dwelling, dwelling house or flat(s) and the floor area exceeds 300m².

- Work which does not fall within any of the standard charge categories of Schedules 1 to 3 (inclusive);
- Buildings which use innovative or high risk construction techniques;
- The duration of the building project exceeds 12 months from commencement to completion.

Schedule 1 Charges for new dwellings

Figures in brackets are VAT at 20% (VAT is not payable on a Regularisation Charge)

Figures in bold are the charges including VAT

Number of dwellings	Full Plans		Building Notice Charge £	Regularisation Charge £
	Plan Charge £	Inspection Charge £		
1	212.50 (42.50) 255	458.33 (91.67) 550	670.83 (134.17) 805	1006
2	295.83 (59.17) 355	583.33 (116.67) 700	879.17 (175.83) 1055	1318
3	387.50 (77.50) 465	812.50 (162.50) 975	1200 (240) 1440	1800
4	483.33 (96.67) 580	945.83 (189.17) 1135	1429.17 (285.83) 1715	2143
5	579.17 (115.83) 695	1154.17 (230.83) 1385	1733.33 (346.67) 2080	2600
6	683.33 (136.67) 820	1300 (260) 1560	1983.33 (396.67) 2380	2975
7	695.83 (139.17) 835	1416.67 (283.33) 1700	2112.50 (422.50) 2535	3168
8	741.67 (148.33) 890	1620.83 (324.17) 1945	2362.50 (472.50) 2835	3543
9	766.67 (153.33) 920	1850 (370) 2220	2616.67 (523.33) 3140	3925
10	770.83 (154.17) 925	2104.17 (420.83) 2525	2875 (575) 3450	4312

Number of dwellings	Full Plans		Building Notice Charge £	Regularisation Charge £
	Plan Charge £	Inspection Charge £		
11	783.33 (156.67) 940	2304.17 (460.83) 2765	3087.50 (617.50) 3705	4631
12	787.50 (157.50) 945	2504.17 (500.3) 3005	3291.67 (658.33) 3950	4937
13	795.83 (159.17) 955	2708.33 (541.67) 3250	3504.17 (700.83) 4205	5256
14	804.17 (160.83) 965	2870.83 (574.17) 3445	3675 (735) 4410	5512
15	808.33 (161.67) 970	3070.83 (14.17) 3685	3879.17 (775.83) 4655	5818
16	820.83 (164.17) 985	3270.83 (654.17) 3925	4091.67 (818.33) 4910	6138
17	785 (165) 990	3470.83 (694.17) 4165	4295.83 (859.17) 5155	6444
18	829.17 (165.83) 995	3670.83 (734.17) 4405	4500 (900) 5400	6750
19	841.67 (168.33) 1010	3820.83 (764.17) 4585	4662.50 (932.50) 5595	6994

Notes:

- For 20 or more dwellings, or if the floor area of the dwelling exceeds 300m², the charge is individually determined.
- For electrical work not covered under a Competent Person Scheme, the basic charge per dwelling will be £250 inclusive of VAT (account will be given to repetitive work and a discount may be applied).

Schedule 2

Charges for small buildings, extensions and alterations

Figures in brackets are VAT at 20% (VAT is not payable on a Regularisation Charge)

Figures in bold are the charges including VAT

Type of Work	Full Plans		Building Notice Charge £	Regularisation Charge £
	Plan Charge £	Inspection Charge £		
The erection or extension of a garage, carport or both, floor area less than 60m ² which is not an exempt building.	304.17 (60.83) 365	-	304.17 (60.83) 365	456.25
Any extension of a dwelling the total floor area of which does not exceed 10m ²	304.17 (60.83) 365	-	304.17 (60.83) 365	456.25
Any extension of a dwelling the total floor area of which exceeds 10m ² , but does not exceed 40m ² .	154.17 (30.83) 185	300 (60.00) 360	454.17 (90.83) 545	681
Any extension of a dwelling the total floor area of which exceeds 40m ² , but does not exceed 60m ² .	154.17 (30.83) 185	445.83 (89.17) 535	600 (120) 720	900
A loft conversion - alteration of a dwelling to provide one or more rooms in a roof space.	154.17 (30.83) 185	300 (60.00) 360	454.17 (90.83) 545	681
Conversion of a barn or other building to create a dwelling with a total floor area not exceeding 300m ² .	208.33 (41.67) 250	625 (125) 750	833.33 (166.67) 1000	1250
Conversion of an attached / integral garage to domestic use.	208.33 (41.67) 250	-	208.33 (41.67) 250	312.50

Notes:

- For electrical work not covered under a Competent Person Scheme, the basic charge per dwelling will be £250 inclusive of VAT.
- Extensions which exceed 60m² or where the estimated cost exceeds £50,000 will be individually determined.
- Alterations where the estimated cost exceeds £50,000 will be individually determined.
- Conversions to create a dwelling with a floor area over 300m² will be individually determined.

Schedule 3
Charges for all other work

Figures in brackets are VAT at 20% (VAT is not payable on a Regularisation Charge)

Figures in bold are the charges including VAT

Fixed price based on estimated cost bands	Full Plans		Building Notice Charge £	Regularisation Charge £
	Plan Charge £	Inspection Charge £		
£0 - £1,000	100 (20) 120	-	100 (20) 120	150
£1001 - £2,000	150 (30) 180	-	150 (30) 180	225
£2001 - £5,000	208.33 (41.67) 250	-	208.33 (41.67) 250	312.50
£5,001 - £10,000	70.83 (14.17) 85	195.83 (39.17) 235	266.67 (53.33) 320	400
£10,001 - £20,000	91.67 (18.33) 110	270.83 (54.17) 325	362.50 (72.50) 435	543.75
£20,001 - £30,000	116.67 (23.33) 140	337.50 (67.50) 405	454.17 (90.83) 545	681.25
£30,001 - £40,000	137.50 (27.50) 165	412.50 (82.50) 495	550 (110) 660	825
£40,001 - £50,000	162.50 (32.50) 195	491.67 (98.33) 590	654.17 (130.83) 785	981.25
£50,001 - £60,000	187.50 (37.50) 225	566.67 (113.33) 680	754.17 (150.83) 905	1131.25
£60,001 - £70,000	212.50 (42.50) 255	637.50 (127.50) 765	850 (170) 1020	1275
£70,001 - £80,000	237.50 (47.50) 285	712.50 (142.50) 855	950 (190) 1140	1425
£80,001 - £90,000	262.50 (52.50) 315	783.33 (156.67) 940	1045.83 (209.17) 1255	1568.75

Fixed price based on estimated cost bands	Full Plans		Building Notice Charge £	Regularisation Charge £
	Plan Charge £	Inspection Charge £		
£90,001 - £100,000	283.33 (56.67) 340	858.33 (171.67) 1030	1141.67 (228.33) 1370	1712.50

Notes:

- a. The charge is individually determined for schemes exceeding £50,000.

Minimum Charges –

- a. **Replacement Windows:**

For dwellings, the charge for replacement windows and/or doors, not being carried out under a competent person scheme is £100 plus £20 VAT, total **£120**.

For non-domestic work, the charge is based on 20% of the estimated cost of the work, subject to a minimum charge of £100 plus £20 VAT, total **£120**.

- b. **Chimney Lining:** The charge for chimney lining installations not being carried out under a competent person scheme is £100 plus £20 VAT, total **£120**.

- c. **Electrical Work:** For dwellings, the following charges apply for work not being carried out under a competent person scheme £208.33 plus £41.67 VAT, total **£250**.

- d. **Replacement Roof Coverings:**

For dwellings, the charge for replacement roof coverings, not being carried out under a competent person scheme is £100 plus £20 VAT, total **£120**.

For non-domestic work, the charge is based on 20% of the estimated cost of the work, subject to a minimum charge of £100 plus £20 VAT, total **£120**.

For fitting a solid roof to a Conservatory, the charge is £175 plus £35 VAT, total **£210**.

- e. **Wind Turbines:** The charge for the installation of a wind turbine attached to a building £100 plus £20 VAT, total **£120**.

- f. **Solar / Photovoltaic Panels:** The charge for the installation of solar / photovoltaic panels attached to a building not being carried out under a competent person scheme is £100 plus £20 VAT, total **£120**.

- g. **Replacement Waste Treatment Plant:** The charge for a replacement waste treatment plant is £208.33 plus £41.67 VAT, total **£250**.

- h. **Sewer Connection:** The charge for a connection to the public sewer is £208.33 plus £41.67 VAT, total **£250**.

- i. **Cavity Wall Insulation:** The charge for installing cavity wall insulation, not being carried out under a competent person scheme is £100 plus £20 VAT, total **£120**.

Eden District Council

Services Portfolio

15 June 2017

Services Portfolio Plan 2016-2017 Year End Monitoring

Portfolio:	Services Portfolio
Report from:	Assistant Director Technical Services
Wards:	All Wards
OPEN PUBLIC ITEM	

1 Purpose of Report

- 1.1 To report on out-turn (as at 31 March 2017) against actions and targets in the Services Portfolio Plan 2016-2017 as set out in Appendix A to this report.

2 Recommendation:

That the out-turn of actions in the Services Portfolio Plan for 2016-2017 is noted.

3 Report Details

- 3.1 The Services Portfolio Plan takes from the Council Plan 2015-2019 the priorities, objectives and strategic actions which are relevant to the Services Portfolio. The Action Plan in each Portfolio Plan includes a number of delivery actions and targets, by which progress may be monitored and reported.
- 3.2 The Action Plan in Appendix A includes a column with the heading; 'Out-turn Progress at 31 March 2017' and it is the contents of this column which are the subject of this report. It can be seen from this column that all delivery actions for Services Portfolio are either on target or have been completed.

4 Policy Framework

- 4.1 The Council has four corporate priorities which are:
- Decent Homes for All;
 - Strong Economy, Rich Environment;
 - Thriving Communities; and
 - Quality Council
- 4.2 This report meets corporate priorities: Strong Economy, Rich Environment, Thriving Communities and Quality Council.
- 4.3 Portfolio Plans are the means by which the priorities, objectives and strategic actions in the Council Plan are delivered.

5 Consultation

- 5.1 Portfolio plans are the means of implementing the Council Plan. All delivery actions in the Council's Portfolio Plans are directly linked to the priorities, objectives and strategic actions contained in the Council Plan. The Council Plan 2015-2019 was subjected to a period of extensive public and internal consultation throughout its development, between July 2014 and September 2015.

6 Implications

6.1 Legal

- 6.1.1 There are no legal implications arising from this report.

6.2 Financial

- 6.2.1 Any decision to reduce or increase resources must be made within the context of the Council's stated priorities, as set out in its Council Plan 2015-2019 as agreed at Council on 17 September 2015.
- 6.2.2 There are no proposals in this out-turn report that would reduce or increase resources.

6.3 Human Resources

- 6.3.1 There are no human resources implications.

6.4 Statutory Considerations

Consideration:	Details of any implications and proposed measures to address:
Equality and Diversity	There are no equality and diversity issues arising out of this report.
Health, Social Environmental and Economic Impact	The activities set out within the this report were all intended to have a positive impact in terms of health, social cohesion and the Eden economy
Crime and Disorder	There are no crime and disorder implications arising from this report
Children and Safeguarding	There are no child or safeguarding protection implications arising from this report

6.7 Risk Management

Risk	Consequence	Controls Required
Targets agreed and monitored during the year are not attained	Poor performance and objectives not achieved	The 2016-2017 Services Portfolio Plan was monitored on a monthly basis, and outturn reported now and to other Members

7 Other Options Considered

- 7.1 No other options have been considered.

8 Reasons for decision/recommendation

- 8.1 To ensure that that Executive functions included in the portfolios relating to the Services Portfolio are actioned and monitored.

Tracking Information

Governance Check	Date Considered
Chief Finance Officer (or Deputy)	18 May 2017
Monitoring Officer (or Deputy)	18 May 2017
Relevant Assistant Director	22 May 2017

Background Papers: None

Appendices: Appendix A Services Portfolio Plan 2016-2017

Contact Officer: Jane Langston, Assistant Director Technical Services

Appendix A – Services Portfolio Plan 2016-2017

Portfolio Plan	Services
Priority (general)	Quality Council
Priority (detail)	Delivering accessible, effective and value for money services
Year	2016-2017
Portfolio Holder	Cllr Adrian Todd
Lead Officer	Jane Langston, Assistant Director Technical Services

This Portfolio Plan is a summary of key activities and priorities for 2016-17 and the resources available to meet them.

Responsibilities of the Portfolio			
Service/Function	£	Department	Section
Public Conveniences	223450	Communities	Technical Services
Street Cleaning	322030	Communities	Technical Services
Provision of Amenities	68550	Communities	Technical Services
Footway Lighting	156370	Communities	Technical Services
Recycling	265850	Communities	Technical Services
Refuse Collection	838300	Communities	Technical Services
Appleby Fair	71470	Communities	Technical Services/ Environmental Health

Responsibilities of the Portfolio			
Service/Function	£	Department	Section
Environmental Enhancement and Conservation	35320	Communities	Planning
Cemeteries	69820	Communities	Technical Services
Closed Churchyards and War Memorials	26430	Communities	Technical Services
Vehicle Parking – off street	-48,130	Communities	Technical Services
Parks and open spaces	756030	Communities	Technical Services
Building regulations	81530	Communities	Building Control
Other building control	30700	Communities	Building Control
Development control and enforcement	307890	Communities	Building Control
TOTAL	£3,205,610		

Outside Bodies

Cumbria Strategic Waste Partnership

Key Policies and Plans relevant to this Portfolio

Service contracts
Waste Management strategy
Sand bag policy
Footway lighting policy
Street Naming and numbering policy
Public toilet policy
(Technically, Environmentally, Economically Practical) TEEP Assessments

Action Plan - 2016-17 for Services Portfolio

Objective TC3: Support Eden's communities in protecting and enhancing the built and natural environment to have well-kept towns and villages

Strategic action	Delivery action	Target/measure	Progress at 30 September 2016	Outturn - progress at 31 March 2017	Reason for any under performance and revised date when target will be met
TC3a: Continue to support communities in their efforts to reduce waste, tackle fly tipping and littering and encourage recycling across the district.	Prepare and undertake a campaign for reducing fly tipping and reducing litter. Information to go out to Parish and Town Councils.	Cases of fly tipping and litter reported increase initially and thereafter reduce.	Campaign 'Clean up for the Queen' complete and fly tipping and littering enforcement information sent out. Still to monitor if changes in cases undertaken.	Action complete.	
	Review current recycling rates and trends. Areas for improvement identified and implemented.	Performance on current recycling scheme improves.	Working with Waste & Resources Action Programme (WRAP) and other Local Authorities on a consistency project for Cumbria. The outcomes will be reviewed before April. In discussions with Cumbria Waste Management on ways of increasing recycling through the collection of additional recyclates.	Interim findings from WRAP reported to Members on 15 February 2016. Officers have signed up to the second phase of the project.	Project will continue into 17/18 portfolio plan.
	Look at proposals for increased recycling to meet the statutory 50% recycling rate by 2020.	Recommendations for changes made and implemented giving an improvement in recycling to meet the statutory target.			

Strategic action	Delivery action	Target/measure	Progress at 30 September 2016	Outturn - progress at 31 March 2017	Reason for any under performance and revised date when target will be met
			Press release to be given 2 weeks before Christmas on recycling.		

Action Plan - 2016-17 for Services Portfolio

Objective QC5: Continue to provide efficient and cost effective statutory and discretionary services

Strategic action	Delivery action	Target/measure	Progress at 30 September 2016	Outturn - progress at 31 March 2017	Reason for any under performance and revised target date
QC5a: Effectively monitor our contracts to ensure the services provided are high quality and cost efficient. (also in Resources Portfolio Plan 2016-17)	Review the waste collection contracts and identify changes in service to deliver savings. Assess the options for fortnightly collections for domestic waste.	Report to Council in March 2017 on options and costs.	As with recycling working with WRAP and other Local Authorities on a consistency project for Cumbria. The outcomes will be reviewed before April. Also in discussions with Amey to look at two/three weekly collections.	As previous, Interim findings from WRAP reported to Members on 15 February 2016. Officers have signed up to the second phase of the project	

Strategic action	Delivery action	Target/measure	Progress at 30 September 2016	Outturn - progress at 31 March 2017	Reason for any under performance and revised target date
	Review and report on any proposed changes to collection of commercial waste.	Changes to service agreed with Amey and reported to Council in March 2017.	Discussions have taken place with Amey regarding changes to the service but unlikely to reach an agreement. On hold for now.	No further progress. Without Contractor buy in this project is unable to progress.	
	Review the garden waste service and identify changes in service. Investigate and report on proposals for changes to the garden waste service with options to extend garden waste to whole district and consideration of charging for the service.	Proposals identified and options reported to Council in December 2016.	Reviewing current participation and costs. Again the outcomes of the consistency project will influence any proposals for changes to the current service.	As previous, Interim findings from WRAP reported to Members on 15 February 2016. Officers have signed up to the second phase of the project.	
	Footway lighting costs are controlled and options for low cost solutions are considered. Explore options for reducing footway lighting costs.	Review complete and reported to Council in July 2016.	Discussions with Cumbria County Council but unable to use their framework contracts.	Footway lighting update report went to Council in April 2016, no requirement to date for a further report.	

Strategic action	Delivery action	Target/measure	Progress at 30 September 2016	Outturn - progress at 31 March 2017	Reason for any under performance and revised target date
	Provide a fit for purpose depot which meets the requirements of the contractor and provides a viable asset for the Council. Facilitate and manage the upgrade of the depot on the existing site. Obtain planning permission and building regulation approval for the site.	Measures undertaken to allow for depot reorganisation. Approval given.	Planning permission granted for the depot refurbishment on 12 October 2016. Application for building regulations progressing. Currently planning on a February start on site.	Planning permission and building control approvals given. Contract for refurbishment of depot awarded.	