

# Ex.58

## MINUTES OF A MEETING OF THE EXECUTIVE

HELD AT THE SEMINAR ROOM 1,  
COSENER'S HOUSE, ABBEY  
CLOSE, ABINGDON ON FRIDAY,  
7TH OCTOBER, 2005

### Open to the Public, including the Press

PRESENT:

MEMBERS: Councillor Jerry Patterson (Chair), Tony de-Vere (Vice-Chair), Mary de-Vere, Joyce Hutchinson and Tessa Ward

OFFICERS IN ATTENDANCE Steve Bishop, Steve Culliford, Terry Stock and Nick Burroughs

NON-PARTICIPATING MEMBERS: Councillors Richard Farrell and Derek Rawson

NUMBER OF MEMBERS OF THE PUBLIC: Nil

#### Ex.88 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Jim Moley and Roz Smith.

#### Ex.89 MINUTES

The minutes of the meeting held on 2 September 2005 were adopted and signed as a correct record.

#### Ex.90 URGENT BUSINESS AND CHAIR'S ANNOUNCEMENTS

The Chair announced that Councillor Jim Moley had formally resigned from the Executive. Councillor Richard Farrell was the nominee replacement to be appointed at the next Council meeting.

Members wished Councillor Moley well after his short illness.

#### Ex.91 REFERRALS FROM THE OVERVIEW AND SCRUTINY COMMITTEES AND OTHER COMMITTEES

##### (a) Strategic Review Committee - Review of the Grants Allocation Formula (Time: 2.39pm to 2.54pm)

The Strategic Review Committee, at its meeting on 6 September 2005, had received an update from the Grants Review Panel on its review of the Council's Grants Allocation Formula. The Panel had identified three options for allocating the total grants budget across the Executive and each of the Area Committees, as follows:

- £600 lump sum and 50p for each elector
- £500 lump sum and 58p for each elector
- £400 lump sum and 67p for each elector

Each of the options investigated proposed a lump sum payment to each Parish (in the case of Abingdon and Wantage to each Ward) irrespective of size, together with a variable figure based on the number of electors in each Parish and/or Ward. Each of the options proposed was based on the 2005/06 grants budget allocation. A table

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detailing each of the options and the proposed allocation of grant monies across the Executive and each Area Committee was appended to the Executive's agenda.

There was some concern expressed that the suggestions by the Strategic Review Committee had not taken into account the index of deprivation across the Vale. It was noted that the Area Committees were also being asked to adopt a prospectus to better target the resources to meet the Area Committees' priorities. Any new apportionment of the community grants budget should take these factors into account.

It was suggested that Town and Parish Councils and Vale Members should be consulted on these suggestions. Careful explanation was needed of the existing mechanism and the suggestions from the Strategic Review Committee. Views should be sought on whether the suggestions would bring any improvement together with reasons why. Members also welcomed any other suggestions on how the grants budget could be apportioned.

## *RESOLVED*

*that authority be delegated to the Chief Executive in consultation with the portfolio holder for Leisure, Councillor Joyce Hutchinson, to approve the letter of consultation to seek the views of Town and Parish Councils and Vale Members on the apportionment of the community grants budget and that these views be considered at the Executive's meeting on 2 December 2005.*

(b) Scrutiny Committee – Procurement of Financial Services  
(Time: 2.54pm to 3.25pm)

The Scrutiny Committee, at its meeting on 22 September 2005, had considered a report of the Strategic Director which gave an update on the joint work currently being undertaken by this Council and South Oxfordshire District Council on exploring the scope for shared financial services. The Scrutiny Committee had recommended to the Executive that the Committee should establish a small group of Members to operate as an advisory group to advise the Executive on the joint work with South Oxfordshire District Council in exploring the scope for shared financial services. The Committee had suggested that this would keep it informed of developments and avoid the need for any future call-in. The Committee had also suggested that an Executive Member should be appointed to support the in-house bid.

The Chief Executive explained that there would need to be an Executive Member appointed to work with the in-house team and sign off the Council's in-house bid. The remainder of the Executive would have to consider the tenders and select the preferred service provider in February 2006. It was suggested that the Scrutiny Committee should mirror this arrangement.

The Executive considered that an informal group should be established to advise the Scrutiny Committee, rather than establishing a formal Advisory Group.

## *RESOLVED*

- (a) *that the Scrutiny Committee be invited to establish a small informal group of Members to advise on the joint work with South Oxfordshire District Council in exploring the scope for shared financial services;*
- (b) *that the Chair of the Executive be invited to delegate authority to an Executive Member to support and approve the in-house bid; and*

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- (c) *that the Scrutiny Committee be invited to hold a special meeting to consider the in-house bid and invite the relevant Executive Member to attend.*

Ex.92 FORWARD PLAN  
(Time: 3.25pm to 3.27pm)

The Executive received the Forward Plan containing Executive decisions to be taken from October 2005 to January 2006. It was noted that the review of Parish Cleansing Grants would now be considered by the Executive in November.

*RESOLVED*

*that the Forward Plan for October 2005 to January 2006 be received.*

Ex.93 REVIEW OF TREASURY MANAGEMENT ACTIVITIES 2004/05  
(Time: 3.27pm to 3.29pm)

The Executive received and considered report 134/05 of the Strategic Director regarding the Council's Treasury Management performance in 2004/05. In accordance with the Treasury Management Policy, the report analysed the performance over the last year of the funds managed in-house and the performance of the re-appointed investment fund manager, Investec. It also provided a general overview of the current situation in the investment market.

Members noted that the rates of return on cash investments had been 4.75% for the in-house team (resulting in £741,580 at the year end) and 4.72% (after fees) for Investec (a year end balance of £15,077,085). This compared well to the Local Authority 7-day rate published by the Local Government Chronicle for 2004/05 at 4.58%. It was noted that the in-house team's result had been boosted by a two year £4m investment, which was no longer available. Results in future years were likely to reflect this.

Independent investment advisers, Butlers, believed that the current economic situation was making it difficult to get good returns on investment funds. Poor returns on bonds and the very flat yield curve on interest rates was making the generation of profits hard to achieve.

The Council's property investment income during 2004/05 fell short of the revised budget by £49,225 (£1,513,205 to £1,562,430, equating to 3%). Considering the downturn in the economy, it was considered that the return on cash investments was satisfactory, although interest rates were starting to fall and investment income might be a little lower than that estimated in the medium term plan.

*RESOLVED*

- (a) *that the return on cash invested during 2004/05 and the balances of funds at 31 March 2005 be noted;*
- (b) *that the re-appointment of the external Fund Manager be noted.*

Ex.94 ROLL FORWARD BUDGET TO 2006/07  
(Time: 3.29pm to 3.48pm)

The Executive received and considered report 137/05 of the Strategic Director which highlighted the opening position for the 2006/07 budget preparation. The report set out the potential roll forward position from 2005/06, taking into account the outturn from 2004/05. The

issues that would require further consideration throughout the budget setting process were also set out.

The Medium Term Plan presented in the February 2005 budget showed that, with the assumptions made at that point, the General Fund Balance would be sustainable through to 2009. The assumptions had been revised in the light of the latest information available, enabling the Executive to make an initial budget proposal for consultation.

The challenge to set an achievable annual budget within a sustainable medium term financial strategy was still difficult, even given the early achievement of many of the cost-reduction measures set out in last year's budget. Members recognised the need to take firm decisions regarding affordable service levels and the Council Tax required to fund them. That process involved a complex amalgamation of many factors set out in the report for consideration.

Members noted that there were several emerging issues that would impact on the budget and they asked that detail on the likely financial impact was provided as soon as possible in order to prepare the draft budget for consultation.

*RESOLVED*

that the information contained in report 137/05 be used as the basis for the budget deliberations and consultation.

Ex.95 ACCESS TO CONTINGENCY  
(Time: 3.48pm to 3.50pm)

The Executive was asked to consider delegating authority to allow the use of the Contingency budget without the need to seek Executive approval.

The Council set a contingency budget each year to meet unexpected costs. This budget was also used to house corporate budgets such as pay award and capacity-building before they were allocated to services. The Strategic Director (Chief Finance Officer) was the Contingency budget-holder.

The process covering the use of Contingency was approved in 1999 and had operated well ever since. However, delays had been caused by the requirement for reports to be made to the Executive before the budget could be released.

The Executive considered that much of the contingency budget was earmarked for specific purposes, so the need for a separate report was unnecessary. Also, the un-earmarked element was often needed at short notice to resolve an unexpected or urgent matter, which was delayed by the necessity to submit a report to Members. It was concluded that it would assist officers if the Contingency budget could be released for proper purposes without the need for a report to the Executive. In order to maintain clear accountability, the Chief Finance Officer should have sole authority to release contingency after consultation with the Chair of the Executive.

*RESOLVED*

*that authority be delegated to the Chief Finance Officer in consultation with the Chair of the Executive to release Contingency budget.*

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Ex.96 REQUEST FOR NEW POST OF DATABASE CO-ORDINATOR  
(Time: 3.50pm to 4.00pm)

The Executive received and considered report 135/05 of the Strategic Director requesting that a new post was established to co-ordinate work on the Uniform database. This was the primary system for several services: Environmental Health, Planning, Building Control, Housing, Legal, Land Charges, Estates and Asset Management.

There were two areas where support was needed to maintain and develop the Uniform system. Firstly, in the Environmental Health service area there was no modular system administrator to provide expert advice on system development, report-writing, data retrieval, query resolution, best practice research and user group representation. Secondly, there was no corporate resource across all the service areas to provide cross service area co-ordination, resolve system-wide problems and manage system-wide upgrades.

The first of these areas was recognised in the Council's budget when a Contingency sum was earmarked for support in one of the service areas. A recent corporate review had confirmed the continuing need for this additional resource as well as the corporate resource. The report set out the business case for creating a new post of Database Co-ordinator.

The report set three options for the Executive to consider:

- Option 1 - status quo: do not create a new post. This would release Contingency budget for other work and not incur employee costs. However the officers considered that this would lead to an increased risk of failure and was not sustainable. The performance management and contract enforcement problems in Environmental Health would continue to escalate and corporate Uniform maintenance and development would be impeded
- Option 2 - create more than one support post. Each of the four service areas could possess their own support officer (although not necessarily full-time posts) to specialise in the system aspects relevant to their own module. This would increase the costs. As the exact resource had not yet been quantified this could actually lead to over-staffing
- Option 3 - create a single full-time post initially to address immediate service needs and quantify the exact resource requirement

The Executive considered that option 3 should be chosen, creating a single post initially. Although the postholder would reside in Environmental Health to provide immediate support to address the most pressing need, the post would also be made available to the other Uniform-using service areas whilst the Assistant Directors assessed whether the resource was sufficient. The Executive considered that the impact of the new post should be reviewed within twelve months to ensure that the investment was cost-effective. If it is not considered to be adequate any additional resource need will have to be demonstrated.

It was likely that the new post would be Grade 5 – 6 (subject to job evaluation), total cost £25 - 35k including oncosts. Part of this cost (£15k per annum) would be met from earmarked Contingency. The remaining net cost after utilising the earmarked Contingency would be £10 - 20k per annum.

It was hoped that this cost could be met from savings likely to result from the reorganisation of several vacant posts. However, this could not be assured at present and the net cost would initially need funding from a supplementary estimate.

**RESOLVED**

- (a) *that a new post of 'Database Co-ordinator' be created;*

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- (b) *that the earmarked Contingency to part-fund the cost of the new post be released;*
- (c) *that a recurring supplementary estimate be approved to be met from Contingency to cover the remaining cost of the post; and*
- (d) *that the adequacy of the new arrangements in meeting the needs of co-ordinating the use of the Uniform database across the Council's services be assessed and subsequently reported to the Executive within twelve months.*

Ex.97 BUILDING REGULATION CHARGES 2005/06  
(Time: 4.00pm to 4.06pm)

The Executive received and considered report 136/05 of the Strategic Director containing proposals to update the Council's scheme of charges for building regulations. The report presented a departure from previous practice where rates recommended by the Local Government Association were used.

In answer to questions from Members, examples were given of existing and proposed charges. The changes were intended to ensure that the charges: did not fall below the 'proper costs' of the service; were maintained at competitive and reasonable levels; were presented in a simple and logical format; and continued to represent best value and a good quality service. It was noted that councils were allowed to make a profit or deficit in any one year but not every year. Over a three year period costs had to be covered. It was noted that the intention was to make a slight profit in the forthcoming year to redress the deficit in the past year. The charges would be reviewed again in a year's time.

**R E C O M M E N D E D**

*that the revised 'Scheme for the Recovery of Building Regulation Costs and Associated Matters', as attached as Appendix A to these minutes, be adopted as the formal scheme made under the Building (Local Authority Charges) Regulations 1998, and that this takes effect from 1 November 2005.*

Ex.98 SCHEME OR OUT-OF-HOURS WORKING FOR INCIDENTS OF DANGEROUS STRUCTURES AND EMERGENCIES  
(Time: 4.06pm to 4.12pm)

The Executive received and considered report 125/05 of the Strategic Director which set out proposals for the introduction of a scheme of out-of-hours working arrangements relating to incidents of dangerous structures and emergencies. Under the Building Act 1984, the Council had a responsibility to deal with incidents of dangerous structures where through serious damage or deterioration a building posed a threat to health and safety. The Building Control service area undertook this function. When the Council was alerted to a dangerous structure out of normal working hours, the attendance of an officer had relied on their goodwill and professional attitude. The report suggested a formally recognised system of out-of-hours working to bring the authority into line with other Councils. The estimated cost of the scheme was £5,000 but would depend on the number of call out incidents. It was noted that this cost was around the median when compared to other local authorities.

The Personnel, Regulatory and Appeals Committee had considered the report and had approved the scheme as set out in the appendix to the report. The Executive was asked to agree an annual supplementary estimate of £5,000 pro rata for the remainder of 2005-06 and to consider future year financial consequences as part of the budget setting process.

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## RESOLVED

*that a supplementary estimate of £5,000 pro rata be agreed for the remainder of 2005/06 for the provision of an out-of-hours scheme for incidents of dangerous structures and emergencies and that this scheme be considered as part of the budget setting process for future years.*

Ex.99 VALE OF WHITE HORSE LOCAL PLAN TO 2011: JOINT INSPECTORS REPORT RELATING TO THE MAJOR HOUSING DEVELOPMENT WEST OF DIDCOT  
(Time: 4.12pm to 4.16pm)

The Executive recalled that, as part of the Council's Local Plan applied to the proposed major development area west of Didcot which was also covered by the South Oxfordshire Local Plan, a joint Local Plan Inquiry was held into objections to this development at the end of 2004. The joint Inspectors' report was published in May 2005.

The normal process following the Council's consideration of Inspectors' recommendations was to publish proposed modifications to the Local Plan for further comment. However, Members noted that this could not take place until the Council had received and considered the recommendations in the Inspector's Report on the main part of the Local Plan. The Inspector had indicated that he expected his report on the Local Plan to be with the Planning Inspectorate by the end of this year. Rather than not progressing the Inspectors' recommendations for Didcot at this stage, the Strategic and Local Planning Advisory Group had considered that, in view of the planning applications for Didcot West, it would be useful for the Council to consider the Inspector's recommendations on the joint inquiry for Didcot and publish 'draft proposed modifications' to the Local Plan. These would be formally published with the Local Plan modifications next year.

The Strategic and Local Planning Advisory Group had considered the Inspector's recommendations and agreed largely with the officer's recommended responses, as set out in Appendix 2 to report 86/05 appended to the Executive's agenda, but Members had suggested additional wording to indicate that the provision of a Harwell by-pass should be a priority.

The Executive agreed with this approach and noted that the Inspector had opted for the development boundary based on the Vale's suggestion in its Local Plan.

## RESOLVED

- (a) *that the officer's observations and recommendations, set out in Appendix 2 and paragraph 4.5 to report 86/05, be agreed subject to the addition of the words "The Council considers that the provision of a Harwell by-pass is a priority" to the end of paragraph 8.51; and*
- (b) *that the recommended changes to the draft Local Plan, as set out in Appendices 3 and 4 to report 86/05, be posted as draft proposed modifications to the Local Plan on the Council's website, pending the publication of the proposed modifications to the main part of the Local Plan next year.*

Ex.100 REVIEW OF HOME RENEWAL STRATEGY AND HOUSING CAPITAL GRANTS POLICY  
(Time:4.16pm to 4.17pm)

Members recalled that a review of the housing grants regime, originally due before the Executive at this meeting, had been delayed to allow the Strategic Review Committee to examine the policy implications in more detail and to provide the Executive with a report and recommendations in time for it to inform the 2006/07 budget.

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At the meeting held on 6 September 2005, the Strategic Review Committee considered a request from the portfolio holder to set up a working party to progress this matter. The Committee considered instead that it preferred to receive a full report and presentation on this matter from the Assistant Director (Housing and Community Safety) at its November meeting. Members noted that a report to the Executive would follow the November meeting of the Strategic Review Committee.

Ex.101 REQUEST FOR A RECURRING SUPPLEMENTARY ESTIMATE - U13 IN OX14 PARTNERSHIP GRANT

(Time: 4.17pm to 4.19pm)

'U13 in OX14' was a scheme which helped young people in one of the Vale's most deprived wards to overcome anti-social behaviour and criminal activity. The project focused on reducing offending behaviour by breaking the negative peer influence coming from older groups of young people in the area. Twelve youngsters successfully completed the mentoring course last year, helping them integrate into the community and a further five were being mentored.

The scheme relied on volunteers and grant aid. The Council had previously made a partnership grant commitment to support the scheme with £8,000 annual funding. Like all partnership grants, this was being re-assessed as part of the Service Prioritisation Plan.

Due to an oversight, no budget had been approved for this grant from 2005/06 onwards. This was contrary to the Council's service level agreement. The Executive was requested to approve a supplementary estimate.

**RESOLVED**

*that authority be delegated to the Section 151 Officer in consultation with the portfolio holder for Community Development, Councillor Joyce Hutchinson, to approve up to as a £8,000 recurring supplementary estimate to be met from Contingency from 2005/06 onwards for this partnership grant.*

Ex.102 PROPERTY MATTERS

(Time: 4.19pm to 4.20pm)

It was reported that the contract for the redevelopment at Limborough Road, Wantage had been concluded. The Executive expressed its delight at this news.

**Exempt Information Under Section 100A(4) of the Local Government Act 1972**

None

The meeting rose at 4.20 pm





**THE SCHEME FOR THE RECOVERY OF  
BUILDING REGULATION COSTS AND ASSOCIATED MATTERS**

**FOR**

**THE VALE OF WHITE HORSE DISTRICT COUNCIL**

*To Be Read In Conjunction With*

**The Building [Local Authority Charges] Regulations 1998**

**This Scheme is effective as of 1<sup>st</sup> November 2005**

# SCHEME FOR THE RECOVERY OF COSTS

## Principles of This Scheme

Charges have been set for the functions prescribed in **Regulation 4 of the Building (Local Authority Charges) Regulations 1998**, 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 Local Authority carry out the first inspection in respect of which the charge is payable.
- **A Building Notice Charge**, payable when a building notice is given to the Local Authority.
- **A Reversion Charge**, payable for building work in relation to a building:-
  - which has been substantially completed before plans are first deposited with the Local Authority in accordance with Regulation 20 of the Approved Inspectors Regulations, or
  - in respect of which plans for further building work have been deposited with the Local Authority in accordance with Regulation 20 of the Approved Inspectors Regulations,
  - on the first occasion on which those plans have been deposited.
- **A Regularisation Charge**, which is payable at the time of the application to the Local Authority in accordance with Regulation 21 of the Building Regulations.

### **You are advised that: -**

- The sum of the Plan Charge and the Inspection Charge will be equal to the Building Notice Charge.
- The Reversion Charge shall be equal to the Building Notice Charge.
- The Regularisation Charge shall be 20% greater than the Building Notice Charge.
- Any Charge, except the Regularisation Charge, which is payable to the Local Authority shall be subject to Value Added Tax at the standard rate.
- Where the Charge is based on an estimated cost of work and the estimated cost is below £7,001 a separate Inspection Charge is not payable.
- Where the Charge is for the erection of an attached or detached building which consists of a garage or carport, or both, having a floor area not exceeding 40m<sup>2</sup> in total and is intended only to accommodate vehicles and be used in common with an existing dwelling, and which is not an exempt building, the Inspection Charge is payable as a single stage payment at the time of plan deposit. Details of buildings, which are exempt, are contained within Schedule 2 of the Building Regulations.
- Where an extension to a dwelling, the total floor area of which exceeds 60m<sup>2</sup>, including means of access and work in connection with that extension, the Charge is based on the estimated cost of the work in accordance with Schedule 3 subject to the sum of the Plan Charge and the Inspection Charge or the Building Notice Charge being not less than the Charge payable for Band D in Schedule 2 (£474.89)
- Where an extension or alteration to a dwelling consists of the provision of one or more rooms in a roof space, the Charge is based on the estimated cost of the work in accordance with Schedule 3

subject to the sum of the Plan Charge and the Inspection Charge or the Building Notice Charge being not less than the Charge payable for Band C in Schedule 2 (£355.75).

- Charges are not payable in respect of work, which is carried out for the benefit of a disabled person in accordance with Regulation 9 of the Building (Local Authority Charges) Regulations 1998, which states that:
  1. "A Local Authority is not authorised to fix by means of a scheme and recover a Charge-
    - a. where they are satisfied that the whole of the building works in question consists of an alteration: and
    - b. where the building work is-
      - i. solely for the purpose of providing means of access to enable disabled persons to get into or out of an existing building and to or from any part of it or of providing facilities designed to secure the greater health, safety, welfare or convenience of such persons; and
      - ii. is to be carried out in relation to-
        - a) an existing building to which members of the public are admitted (whether on payment or otherwise); or
        - b) an existing dwelling which is, or is to be, occupied by a disabled person".
  2. "A Local Authority is not authorised to fix by means of a scheme and recover a charge which consists solely of a Charge in respect of building work for the provision or extension of a room in a dwelling where they are satisfied that the sole use of the room is or will be-
    - a. for the carrying out of medical treatment of a disabled person which cannot reasonably be carried out in any other room in the dwelling; or
    - b. for the storage of medical equipment for the use of a disabled person; or
    - c. to provide necessary accommodation or a necessary facility by adapting or replacing accommodation or a facility which already existed within the building which was incapable of being used, or used without assistance, by the disabled person.
  3. In this regulation, "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 applied, as that section was extended by virtue of section 8(2) of the Mental Health Act 1959, but not taking into account amendments made to section 29(1) by paragraph 11 of Schedule 13 to the Children Act 1989".

### **Principles Relating to the Erection of Small Domestic Buildings, Certain Garages, Carports and Extensions**

1. Where building work comprises-
  - a. the erection of one or more small domestic buildings; or
  - b. the erection of a detached or attached building which consists of a garage or carport (or both) with a total floor area not exceeding 40m<sup>2</sup> and is intended only to accommodate vehicles and be used in common with an existing dwelling or
  - c. the extension of any dwelling by a floor area not exceeding 60m<sup>2</sup>.

the Charges for that building work are set by reference to the floor area of the building or extension, as the case may be, and in the case of the work mentioned in sub-paragraph (c) above, the charges so determined shall cover any associated work relating to means of access.

2. Where any building work of a kind mentioned in paragraph 1c. comprises or includes the erection of more than one extension to a building used or intended to be used for the purposes of a single dwelling, the total floor areas of all such extensions shall be aggregated to determine the relevant Charge payable.
3. Where the aggregation of the floor area of all extensions referred to in paragraph 1c. does not exceed 60m<sup>2</sup>, the relevant Charge is based on the total floor area of the extensions.
4. Where the total or the aggregation of the floor area of one or more extensions referred to in paragraph 1c. exceeds 60m<sup>2</sup>, the relevant Charge is based on the estimated cost of the building work as prescribed in Regulation 6 of the Building (Local Authority Charges) Regulations 1998 and shall be calculated in accordance with Schedule 3.
5. Where work consists of the alterations of a dwelling to form a room or room(s) in a roof space the Charge payable shall be calculated in accordance with Schedule 3.

Details of Charges are given in Schedule 1 in respect of the erection of small domestic buildings.

Details of Charges are given in Schedule 2 in respect of extensions of any dwelling by a floor area not exceeding 60m<sup>2</sup> and of the erection of a detached or attached building which consists of a garage or car port or both with a total floor area not exceeding 40m<sup>2</sup> and intended for use with an existing dwelling.

6. When it is intended to carry out additional building work on a dwelling at the same time that any of the work to which type of work categories B, C and D in Schedule 2 relates then the Charge for this additional work shall be calculated by reference to Schedule 3.

### **All Other Building Work**

All Charges other than those referred to above are determined by reference to the estimated cost of the building work. These Charges relate to any existing or proposed use of a building or whether the building work is in respect of the construction of a new building or an alteration or extension to an existing building. These Charges are detailed in Schedule 3.

### **Estimates**

In order to determine the correct Charge the Local Authority must receive a written estimate of the cost of the building work when the plans or the building notice is deposited. A written estimate is also required when building work reverts to a Local Authority in accordance with Regulation 11(2) of the Building (Local Authority Charges) Regulations 1998. 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)

If the estimated cost of work has been established by a Local Authority other than the authority in which the development is to be built or by a business development director working on behalf of Local Authority building control then this estimated cost shall be considered as being reasonable

### **Reductions**

1. Except as detailed in paragraph (2) below, where one 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 a 30% reduction in the charge will be made for all work detailed in Schedule 3.
2. Where one application or building notice is in respect of two or more buildings and relates to building works that consists of the provision or replacement or extension of windows, roof lights, roof windows and external doors and the building work is substantially the same a 30% reduction in the building notice charge will be made.
3. Where in accordance with Regulation 8b of the Building (Local Authority Charges) Regulations 1998 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 approved or building works previously inspected by the same local authority, and where that local authority are satisfied that the owner of the plans who deposits them or who gives a building notice in respect of them, is the same person who originally deposited the plans or gave a building notice in respect of them, a 30% reduction in the charge will be made.
4. In relation to work to which Schedule 2 applies the reduction shall be calculated as a percentage of the average plan charge of each individual extension and in relation to Schedule 3 the reduction shall be calculated as a percentage of the plan charge of those buildings or building works which are substantially the same as each other.

### **Payment by Instalment**

The Local Authority accepts payment by instalment in respect of all building work detailed in Schedules 1 and 3. The Local Authority on request will specify the amounts payable and dates on which instalments are to be paid.

### **Other Matters**

1. Where a Plan Charge has been paid and not refunded, the Local Authority will in any case they consider reasonable decide not to make a further plan charge in respect of plans subsequently deposited for substantially the same building work;
2. Where for any reason notice of passing or rejection of plans is not given within the period required by Section 16 of the Act, the Plan Charge paid shall be refunded;
3. Any Plan Charge, Inspection Charge, Reversion Charge, or Building Notice Charge is to be payable by the person who carries out the building work, or on whose behalf the building work is carried out, and any Regularisation Charge is to be payable by the owner of the building.

### **Non-Payment of a Charge**

Attention is drawn to Regulation 10(2) of the Building (Local Authority Charges) Regulations 1998 which explains that plans are not treated as being deposited for the purposes of Section 16 of the 1984 Act or building notices given unless the Council have received the correct Charge.

### **Transitional Provisions**

1. The councils scheme for the recovery of charges dated 1st April 2001 continues to apply in relation to building work for which plans were first deposited or a building or initial notice given between 1st April 2001 and 31st March 2002 (inclusive).

2. The councils scheme for the recovery of charges dated 1st April 2002 continues to apply in relation to building work for which plans were first deposited or a building or initial notice given between 1st April 2002 and 31st March 2003 (inclusive).

**CHARGES FOR ONE OR MORE SMALL DOMESTIC BUILDINGS AND CONNECTED WORK**

*[Charges for Schedule 1 includes works of drainage in connection with the erection of a building or buildings even where those works are commenced in advance of the plans for the building(s) being deposited]*

**1. Plan Charge**

Where a Plan Charge is payable in respect of the erection of one or more small domestic buildings shown on the deposited plan, the Plan Charge payable for that building or those buildings or for those works is the total of the amounts shown in, or calculated by reference to columns (2) and (3) of the Table as relevant for the number of dwellings in that building or those buildings.

**2. Inspection Charge**

The Inspection Charge payable in respect of the erection of one or more small domestic buildings or connected works is the total of the amounts shown in, or calculated by reference to, columns (4) and (5) of Schedule 1.

**3. Building Notice Charge**

The Building Notice Charge payable in respect of the erection of one or more small domestic buildings is the total of the Plan Charge and the Inspection Charge which would be payable in accordance with the Schedule if plans for the carrying out of that work had been deposited in accordance with the Building Regulations.

**4. Reversion Charge**

The Reversion Charge payable in respect of the erection of one or more small domestic buildings is the amount of building notice charge which would be payable under these Regulations if a building notice in relation to the carrying out of that work had been given in accordance with the Building Regulations at the time the Reversion Charge is payable.

**5. Regularisation Charge**

The Regularisation Charge payable in respect of the erection of one or more small domestic buildings is an amount equal to 120 percent of the total of the building notice charge which would be payable in accordance with the Schedule if a building notice for the carrying out of that work had been given at the time of the application for regularisation in accordance with the Building Regulations.

**6. Interpretation of Schedule 1.**

For the purposes of the Schedule, the reference in the heading to column (1) is a reference to the number of dwellings in the building or buildings referred to.

**SCHEDULE 1 - CHARGES FOR SMALL DOMESTIC BUILDINGS**

	Plan Charge	Inspection Charge
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Number of Dwellings	Basic Charge	Additional charge for each dwelling above minimum number in the band in column (1)	Basic Charge	Additional charge for each dwelling above minimum number in the band in column (1)
(1)	£ (2)	£ (3)	£ (4)	£ (5)
1	135	-	405	-
2	170	-	510	-
3	205	-	615	-
4	240	-	720	-
5	275	-	825	-
6	310	-	930	-
7	345	-	1,035	-
8	380	-	1,140	-
9	415	-	1,245	-
10	450	-	1,350	-
11	485	-	1,455	-
12	520	-	1,560	-
13	555	-	1,665	-
14	590	-	1,770	-
15	625	-	1,875	-
16	660	-	1,980	-
17	695	-	2,085	-
18	730	-	2,190	-
19	765	-	2,295	-
20	800	-	2,400	-
21	835	-	2,505	-
22	870	-	2,610	-
23	905	-	2,715	-
24	940	-	2,820	-
25	975	-	2,925	-
26	1,010	-	3,030	-
27	1,045	-	3,135	-
28	1,080	-	3,240	-
29	1,115	-	3,345	-
30	1,150	-	3,450	-
31 and over	1,150	20	3,450	60

## **CHARGES FOR CERTAIN SMALL BUILDINGS, EXTENSIONS AND ALTERATIONS**

### **1. Calculation of Charges**

for work specified in column (1) of Schedule 2:

- a. The Plan Charge payable is the amount shown in column (2) of the Schedule in relation to that work
- b. The Inspection Charge payable is the amount shown in column (3) of the Schedule in relation to that work
- c. The Building Notice Charge payable is the amount shown in column (4) of the Schedule in relation to that work
- d. The Reversion Charge payable is the amount shown in column (4) of the Schedule in relation to that work
- e. The Regularisation Charge payable is the amount shown in column (5) of the Schedule in relation to that work.

### **2. Interpretation of Schedule 2**

- a. Where the work in question comprises or includes the erection of more than one extension to a building used or intended to be used for the purposes of a single private dwelling, the total floor areas of all such extensions shall be aggregated in determining the charge payable in accordance with Schedule 2. Where the aggregated floor area is greater than 60m<sup>2</sup> the Charge payable is calculated in accordance with Schedule 3.
- b. In the Schedule below a reference to an extension is a reference to an extension, which has no more than three storeys, each basement level counting as one storey.

### **SCHEDULE 2 - CHARGES FOR CERTAIN SMALL BUILDINGS, EXTENSIONS AND ALTERATIONS**

	Type of Work	Plan Charge	Inspection Charge	Building Notice or Reversion Charge	Regularisation Charge
	(1)	£	£	£	£
		(2)	(3)	(4)	(5)
A	Erection or extension of a detached or attached building which consists of a garage or carport, or both, having a floor area not exceeding 40m <sup>2</sup> in total and intended to only to accommodate vehicles and be used in common with an existing dwelling, and which is not an exempt building.	118.30	-	118.30	141.96
B	Any extension of a dwelling the total floor area of which does not exceed 10m <sup>2</sup> , including means of access and work in connection with that extension.	118.30	126.81	245.11	294.13
C	Any extension of a dwelling the total floor area of which exceeds 10m <sup>2</sup> , but does not exceed 40m <sup>2</sup> , including means of access and work in connection with that extension.	126.81	228.94	355.75	426.90
D	Any extension of a dwelling the total floor area of which exceeds 40m <sup>2</sup> , but does not exceed 60m <sup>2</sup> , including means of access and work in connection with that extension.	135.52	339.57	474.89	569.87



For Charges relating to applications for cavity wall insulation, unvented hot water systems, any extension or alteration of a dwelling consisting of the provision of one or more rooms in a roof space, including means of access refer to Schedule 3.

If it is intended to carry out additional building work on a dwelling at the same time that any of the work to which type of work in Bands B, C and D (in the above Schedule 2) relates then the Charge for this additional work shall be calculated by reference to Schedule 3 multiplied by the factor included in Schedule 3 for the relevant work.

### **Work other than to which Schedules 1 and 2 Apply** (Schedule 3)

#### **1. Building Notice Charge and Reversion Charge**

- a. Subject to (b) below, the amount of the Building Notice Charge or Reversion Charge for any work shall be that shown in Schedule 3 in relation to the estimated cost of that work.
- b. Where building work is carried out to an existing dwelling and the work consists of the provision or replacement or extension of windows, roof lights, roof windows or external doors the Building Notice Charge shall be £60.00 and the Regularisation Charge shall be £72.00.

#### **2. Plan Charge**

- a. The amount of the Plan Charge for any work shall be that shown in Schedule 3 in relation to the estimated cost of that work.

#### **3. Inspection Charge**

- a. No Inspection Charge is payable in respect of any work the estimated cost of which is £7,000 or less.
- b. The amount of the Inspection Charge for any work shall be that shown in Schedule 3 in relation to the estimated cost of that work.

#### **4. Regularisation Charge**

- a. The amount of the Regularisation Charge for any work shall be 120% of the Building Notice Charge in relation to the estimated cost of that work.

*NOTE: The following minimum charges apply:*

*Where an extension to a dwelling, the total floor area of which exceeds 60m<sup>2</sup>, including means of access and work in connection with that extension the sum of the plan charge and the inspection charge or the building notice charge must not be less than £474.89.*

*Where an extension or alteration to a dwelling consists of the provision of one or more rooms in a roof space, the sum of the plan charge and the inspection charge or the building notice charge must not be less than £355.75.*

**SCHEDULE 3 - CHARGES FOR ALL OTHER BUILDING WORK**

	Type of Work		Plan Charge	Inspection Charge	Building Notice or Reversion Charge	Regularisation Charge
	(1)		£	£	£	£
			(2)	(3)	(4)	(5)
A	£1,000	or Less	70		70	84
B	£1,001	to £2,000	120	-	120	144
C	£2,001	to £5,000	170	-	170	204
D	£5,001	to £6,000	180	-	180	216
E	£6,001	to £7,000	190	-	190	228
F	£7,001	to £8,000	60	140	200	240
G	£8,001	to £9,000	65	145	210	252
H	£9,001	to £10,000	70	150	220	264
I	£10,001	to £11,000	75	155	230	276
J	£11,001	to £12,000	80	160	240	288
K	£12,001	to £13,000	85	165	250	300
L	£13,001	to £14,000	90	170	260	312
M	£14,001	to £15,000	95	175	270	324
N	£15,001	to £16,000	100	180	280	336
O	£16,001	to £17,000	105	185	290	348
P	£17,001	to £18,000	110	190	300	360
Q	£18,001	to £19,000	115	195	310	372
R	£19,001	to £20,000	120	200	320	384
S	£20,000	to £100,000				
		Base	120	200	320	384
		and for every £1,000 (or part) over £20,000 <b>add</b>	2	6	8	9.60
T	£100,000	to £1,000,000				
		Base	280	680	960	1,152
		and for every £1,000 (or part) over £100,000 <b>add</b>	1	2	3	3.60
U	£1 million	to £10 million				
		Base	1,180	2,480	3,660	4,392
		and for every £1,000 (or part) over £1 million <b>add</b>	0.9	1.8	2.7	3.24
V	More than £10 million					
		Base	1,180	2,480	27,960	33,552
		and for every £1,000 (or part) over £10 million <b>add</b>	0.7	1.4	2.1	2.52