

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO PLANNING AND DEVELOPMENT COMMITTEE

Agenda Item No

meeting date: 8 NOVEMBER 2012
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 2013.
- 1.2 These proposals are the first stage in the review of this committee's budget for the forthcoming 2013/14 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 2013 and would operate for the duration of the 2013/14 financial year.
- 2.3 The council's latest budget forecast allows for a 2.5% increase in the level of income raised from fees and charges. The review aims to increase budgeted income for 2013/14 by this amount as a minimum.
- 2.4 After applying this percentage increase, proposed charges have generally been rounded up to the nearest 5p to minimise any problems with small change. This inevitably impacts on the individual percentage rise for each separate charge, particularly when the current charge is low.

3 ADVICE OF BUDGET WORKING GROUP

- 3.1 In September 2012, a report was taken to Budget Working Group on the review of the council's fees and charges for 2013/14.
- 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 2013/14 by 2.5%, allowing for roundings to the nearest 5p which may result in higher increases.

3.4 Budget Working Group gave guidance to service committees that all charges should be reviewed and increased, but with the suggestion that **all** car parking charges, under Community Services Committee, remain at the level charged in 2012/13.

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.

4.2 Following discussions a **proposed** set of fees and charges for implementation from 1 April 2013 has been produced for this committee and is shown at Annex 1. This annex provides details of:

- the current charge for 2012/13
- an estimate of the level of 2012/13 income raised by each charge (Net of VAT)
- the proposed charges for implementation from 1 April 2013
- an indication of the potential income that may be achieved in 2013/14, should the proposals be agreed (Net of VAT)
- the resulting percentage increase from 2012/13 to 2013/14
- 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 2013/14 and such budget proposals will be reported back to this committee in January 2013 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 Substantial work has been undertaken by financial services, heads of service and budget holders in reviewing the fees and charges operated by this committee. This review has now been completed as part of the budget process, for implementation from 1 April, should the proposals be approved.

7 RECOMMENDATION THAT COMMITTEE

- 7.1 Consider the charges at Annex 1 and approve them for implementation with effect from the 1 April 2013.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

CM/TH/AC
25 OCTOBER 2012

For further information please ask for Trudy Holderness extension 4433

PLANNING AND DEVELOPMENT COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2013

PLANNING - PLANG	Ledger Code	VAT	Date of Last Change	Current Charge 2012/13 £	Budgeted Income Net of VAT for 2012/13 £	Proposed Charges for 2013/14 £	Indication of Potential Income Net of VAT for 2013/14 £	Percentage Increase in Charge %	
<i>Planning Decision Notices</i>	PLANG/8231m	Non Vatable	01 April 2012	15.50	5,070	17.50	5,720	12.90%	
<i>Pre- Application Fees</i>	Site History	PLANG/8496n	VAT Inclusive	01 March 2012	36.00	100	110	11.11%	
	Permitted Development Rights (check if removed)	PLANG/8495n	VAT Inclusive	01 March 2012	36.00	32,620	40.00	33,990	11.11%
	Minor Developments	PLANG/8495n	VAT Inclusive	01 March 2012	180.00		185.00		2.78%
	Intermediate Developments	PLANG/8495n	VAT Inclusive	01 March 2012	360.00		370.00		2.78%
	Major Developments - up to two meetings	PLANG/8495n	VAT Inclusive	01 March 2012	720.00		750.00		4.17%
	- additional meeting	PLANG/8495n	VAT Inclusive	01 March 2012	360.00		370.00		2.78%
	Householders - Without Meeting	PLANG/8495n	VAT Inclusive	01 March 2012	48.00		50.00		4.17%
	- With Meeting	PLANG/8495n	VAT Inclusive	01 March 2012	90.00		90.00		0.00%
	High Hedge or Tree Issues	PLANG/8495n	VAT Inclusive	01 March 2012	48.00		50.00		4.17%
	Advertisement Advice	PLANG/8495n	VAT Inclusive	01 March 2012	48.00		50.00		4.17%
	Prior Notification and Telecommunications	PLANG/8495n	VAT Inclusive	01 March 2012	90.00		95.00		5.56%
	Repair Works				No Charge		No Charge		No Charge
	Listed Buidings/Conservation Areas:	PLANG/8495n	VAT Inclusive	01 March 2012	90.00		95.00		5.56%

PLANNING AND DEVELOPMENT COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2013

HIGH HEDGES - HIGHH	Ledger Code	VAT	Date of Last Change	Current Charge 2012/13 £	Budgeted Income Net of VAT for 2012/13 £	Proposed Charges for 2013/14 £	Indication of Potential Income Net of VAT for 2013/14 £	Percentage Increase in Charge %
Submission of High Hedges Complaint	HIGHH/8460u	Non Vatable	01 April 2012	515.00	0	530.00	0	2.91%

BUILDING CONTROL – BLDGC	Ledger Code	VAT	Date of Last Change	Current Charge 2012/13 £	Budgeted Income Net of VAT for 2012/13 £	Proposed Charges for 2013/14 £	Indication of Potential Income Net of VAT for 2013/14 £	Percentage Increase in Charge %
<i>Building Control Decision Notices</i>	BLDGC/8231m	Non Vatable	01 April 2012	15.50	820	17.50	930	12.90%