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30 January 2017

Dear Councillor

NOTICE OF DELEGATED DECISION – (DD 17 16) ADMINISTRATION CHARGES FOR LEASEHOLDERS

Please find attached details of a decision taken by Mr Mike Davis, Director of Finance, Housing and Community, to charge leaseholders an annual fee to cover administrative costs. This is a change to the current system where administrative charges are based on a percentage of the cost of works undertaken.

As a Non-Key Officer Decision, call-in does not apply (paragraph 18(a) of Part 4 (Rules of Procedure) of the Constitution).

Members of the public who require further information are asked to contact Kate Batty-Smith on 01304 872303 or by e-mail at kate.batty-smith@dover.gov.uk.

Yours sincerely

Democratic Support Officer

ENCL

1 **(DD17 16) - ADMINISTRATION CHARGES FOR LEASEHOLDERS** (Pages 2-5)