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<b>Subject:</b>	<b>FEES AND CHARGES 2016/17</b>
<b>Meeting and Date:</b>	<b>Planning Committee (for information) – 19 November 2015 Cabinet – 11 January 2016 (part of larger report)</b>
<b>Report of:</b>	<b>Nadeem Aziz, Chief Executive</b>
<b>Portfolio Holder:</b>	<b>Councillor N S Kenton, Portfolio Holder for Environment, Waste and Planning</b>
<b>Decision Type:</b>	<b>Key</b>
<b>Classification:</b>	<b>Unrestricted</b>

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**Purpose of the report:** This report has been prepared in order to bring the levels of fees and charges (F&Cs) for the financial year 2016/17 to Members attention. These revised F&Cs will be included in the budget estimates for 2016/17.

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**Recommendation:** Planning Committee

That Members note the Council's fees and charges set out in Appendices 5.1 and 5.3 and note the national planning fees set out in Appendix 5.2

Cabinet

That Members approve the Council's fees and charges set out in Appendices 5.1 and 5.3 and note the national planning fees set out in Appendix 5.2

Minor adjustments to the local fees and charges to be delegated to the Head of Regeneration and Development in consultation with the Director of Finance, Housing and Community.

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## 1. Summary

The constitution specifies that the Council's F&Cs shall be reviewed annually. In order to meet this requirement all Directors have been asked to review the F&Cs within their areas of responsibility and to produce recommended levels for 2016/17. The fees and charges for planning are included in Appendices 5.1 and 5.3 for members to note. Members will also note the national fees for planning included in Appendix 5.2. These were introduced in November 2012 and include a 15% increase on fees prior to this date.

## 2. Introduction and Background

2.1 The Council's constitution specifies that F&Cs shall be reviewed annually.

2.2 The level of Member approval required is dependent upon the types of F&Cs raised and therefore reports have to be submitted to:

- Licensing Committee
- Regulatory Committee
- Planning Committee
- Cabinet

- 2.3 In order to meet this requirement the following reports are produced for setting the Planning fees:
- Planning Committee – Report to the meeting on 19 November 2015 of all F&Cs relevant to the Planning Committee.
  - Cabinet – Report to the meeting on 11 January 2016 of all F&Cs, but seeking specific approval of those F&Cs set by Cabinet.
- 2.4 Members are reminded that a framework of broad guidelines to be considered in formulating proposals for F&Cs is in place. This includes a checklist which has been circulated to all Service Directors and to all officers considering F&Cs so that a rigorous and consistent approach is taken. A copy is attached at Appendix 1.
- 2.5 As in previous years, in order to assist Members, the data on F&Cs has been tabulated into a standard format that has been used for Appendix 5.1

Detail and Narrative (Columns A & B)

These give a brief summary of the type of service being provided.

Set by Government (Column C)

This indicates whether a charge is statutory or not. If a charge is statutory then it is effectively set by Government and although formal Member approval is still sought, there is little or no scope to make changes.

2015/16 Charge Inc VAT (Column D)

The charge has been provided inclusive of VAT for two reasons. First, it shows what the customer will actually pay and is therefore more meaningful.

Second, charges for some services, especially those such as car parking, which are not simply a direct recovery of costs, are set at a level, inclusive of VAT, based on the appropriate market level. The VAT is therefore a deduction from the amount of charge retained by DDC and is not a key factor in determining the appropriate charge. Members are asked to approve this approach.

2015/16 Total Expected Income ex VAT (Column G)

This gives a broad indication as to how much income DDC is expecting to receive and has been included to provide Members with a sense of the relative importance of individual charges.

2016/17 Proposed Charge Inc VAT (Column H)

This is the recommended charge for 2016/17 and will, subject to Members' approval, be included in the 2016/17 budget.

2016/17 Total Expected Income ex VAT (Column J)

This gives a broad indication as to how much income DDC is expected to receive and has been included to provide Members with a sense of the relative importance of individual charges or group of similar charges. The more significant income streams (generating over £3k) have been highlighted in **bold** type.

In some cases, the level of use is very low, or infrequent, or the service has only recently been introduced and so no level of income has been included.

#### Reason for the Change in Charges (Column L)

This provides Members with a brief explanation for the change. This will often be due to inflation or “catch up” inflation if the increase has been previously deferred until it can be made to a sensible rounded figure.

In some instances guidance is still awaited from Government as to the basis upon which F&Cs should be set. In these cases it has not always been possible to set a fee level, Member’s approval is sought to enable officers to adopt such fees at or close to government directed levels without a further report.

### **3. Basis for Setting of Fees**

3.1 Members should take into account the following matters referred when noting the fees and charges included in Appendices 5.1-5.3:

- The statutory basis for levying the charges.
- All relevant legal requirements and government guidance.
- The cost of providing the service.
- The need to maximise income at a time of grant cuts and council tax capping so as to ensure that in so far as possible, and taken year on year, the fees and charges are sufficient to meet the costs of providing the services.
- Comparable charges at neighbouring authorities.
- What the market can bear.
- The matters referred to in the checklist of issues to consider (at Appendix 1)

### **4. Resource Implications**

See Appendices.

### **5. Corporate Implications**

5.1 Comment from the Director of Finance, Housing and Community (linked to the MTFP): Finance have been involved in the production of this report and have no further comment to make (VB).

5.2 Comment from the Solicitor to the Council: The Head of Legal Services has been consulted during the preparation of this report and has no further comment to make.

5.3 Comment from the Equalities Officer: This report does not specifically highlight any equalities implications however, in discharging their responsibilities members are required to comply with the public sector equality duty as set out in section 149 of the Equality Act 2010 <http://www.legislation.gov.uk/ukpga/2010/15>.

### **6. Appendices**

Appendix 1 – Fees and Charges checklist

## 6.1

Appendix 5.1 – Schedule of recommended F&Cs

Appendix 5.2 - A Guide to National Fees for Planning Applications in England

Appendix 5.3 – Pre-application Planning Fees

Contact Officer: Mike Ebbs, Head of Regeneration and Development.