



# REPORT TO EXECUTIVE [www.carlisle.gov.uk](http://www.carlisle.gov.uk)

## PORTFOLIO AREA: INFRASTRUCTURE, ENVIRONMENT AND TRANSPORT

<b>Date of Meeting:</b>	4 November 2003		
<b>Public</b>			
<b>Key Decision:</b>	Yes	<b>Recorded in Forward Plan:</b>	Yes
<b>Inside Policy Framework</b>			

**Title:** CHARGES REVIEW REPORT 2004/05 –  
PLANNING SERVICES

**Report of:** Head of Planning

**Report reference:** P.48/03

### Summary:

This report sets out the proposed fees and charges for areas falling within the responsibility of the Planning Services Business Unit.

### Recommendations:

The Executive is asked to agree the charges as set out in Appendix A with effect from 1 April 2004.

Alan Eales

Head of Planning Services

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CITY OF CARLISLE

To: The Executive P.48/03

4 November 2003

## REVIEW OF CHARGES 2004/05 –

### PLANNING SERVICES

#### 1.0 BACKGROUND

1.1 Each Service Manager is required to carry out an annual review of fees and charges.

1.2 This report proposes the review of charges within the Planning Services Business Unit in respect of charges, other than Building Control and Development Control application fees which are set nationally. The report has been prepared in accordance with the principles recently approved under the Council's Corporate Charging Policy.

1.3 The charges, which have been reviewed, are addressed separately below.

#### 2.0 CORPORATE CHARGING POLICY

2.1 The Corporate Charging Policy, which was approved by the Executive on 07 July 2003, sets out three basic principles to underpin the City Council's Policy for reviewing charges.

- A Corporate Approach – to help the delivery of the Council's corporate objectives and to address strategic and cross cutting themes between departments.
- Consistent Concessions – to clarify the basis by which the Council subsidises services and activities and to identify which citizens should benefit from the subsidies
- Income Targets – to raise income from services where this is appropriate. This should include consideration of charging for services where this is not currently the case. Where charges for services are made they should be cognisant of the costs where appropriate. For 2004/05 each service has been given a corporate target for income generation of a minimum of 3.5%, i.e. an additional 1% increase over and above the assumed retail price index.

2.2 In addition, the policy recognises that each Service is different and requires Service Managers to develop specific principles for their particular service or clients groups, but within the parameters of the three main principles.

#### 3.0 CHARGES

1. The fees for both planning and building control applications are set nationally and therefore cannot be increased by 3.5%. The increase in income shown in paragraph 4.1 is therefore a result of anticipated increase in the volume of applications.
2. The last increase in planning application fees was in April 2002. It is expected that following the end of the Planning Delivery Grant System in 2006/07 fees for planning applications will be increased further.

3.3 Building Control fees, which are ring fenced are based on national recommendations and the Council's Constitution allows variations of plus or minus 10%. The recommendations are not usually announced until the New Year. The proposed fees for 2004/05 cannot, therefore, be finalised until after the national announcement and the proposed fees are then reported to the Executive. Furthermore there have been indications that the Government is to allow Local Authorities to set their own fees so that income and expenditure is more closely matched,

allowing only a 10% surplus that must be used for improvements to the service. No announcement has yet been made but it is likely that the new system will not be introduced until 1 April 2005.

### 3.4 Other charges shown in Appendix A have either been increased:

- o by 3.5%, including Ordnance Survey Handling Charge and Yearly Subscription rates;
- o where appropriate by a larger percentage including supply of decision and TPO Notices and charges for supplying information to outside bodies, as the Council's rates are less than other Authorities; or
- o have remained static either because they are already at the maximum limit, or are existing publications where it is considered to be inappropriate to increase fees.

3.5 It is necessary to point out that the publication of many documents on the Council's website to increase public access to information, such as the weekly press list and the Local Plan, is likely to decrease income in these areas.

## 4.0 SUMMARY OF INCOME GENERATED

4.1 The introduction of the charges proposed is forecast to generate income of £6250 in 2004/05 which is summarised in the table below:

Service Area	Original Est. 2003/04 £	Estimate 2004/05 £	Actual Increase £	% Increase
Planning General: Ordnance Survey Radar Keys Decision notices/ Supply of documents	3,000	3,110	110	
Development Control: Press List Determinations	1,140 1,250	1,180 1,290	40 40	
Local Plans	1,080	1,120	40	
Building Control	334,190	434,190	100,000	*
Development Control	422,410	452,410	30,000	*
<b>Total</b>	<b>763,070</b>	<b>893,300</b>	<b>130,230</b>	<b>17.1</b>

\* Increased income is a result of the increase in the volume of applications.

## 5.0 CONSULTATION

### 5.1 Consultation to Date -

This report has been considered by CMT and SFPG and their comments have been incorporated into the report.

Other Authorities charges have been taken into account as outlined in the body of the Report.

### 5.2 Consultation Proposed -

Overview and Scrutiny as part of the budget process.

## 6.0 RECOMMENDATIONS

6.1 The Executive is asked to agree the charges as set out in Appendix A with effect from 01 April 2004.

## 7.0 REASONS FOR RECOMMENDATIONS

7.1 To ensure that the City Council's Corporate Charging Policy is complied with.

## 8.0 IMPLICATIONS

- Staffing/Resources – None.
- Financial – Included in the report.
- Legal – None.
- Corporate – Consistent with Corporate Charging Policy.
- Risk Management – The major risk to this Charges Review is the heavy reliance on income from fees and charges which reflect past and present experience of economic and customer activities. Any significant slowdown or economic recession would likely impact on projected income and would result in budget bids for future years.
- Equality Issues – N/A
- Environmental – N/A
- Crime and Disorder – N/A

Alan Eales

Head of Planning Services

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## Appendix A

**CARLISLE  
CITY COUNCIL**

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**Planning Services****Miscellaneous Charges - from 01/04/2004****Charges for Building Control,****Development Control, Local Plans &  
Conservation**

Ordnance Survey Site Location Plans - (Carlisle City Council Handling Charge Implementation Date - 01.04.03)

OS Charges No of copies	£	03/04 CCC Handling Charge	04/05 CCC Handling Charge	03/04 VAT	04/05 VAT	03/04 Total Charge £	04/05 Total Charge £	% Inc
1	12.36	8.30	8.60	1.45	1.50	22.11	22.46	3.5
2	12.81	8.30	8.60	1.45	1.50	22.56	22.91	3.5
3	13.26	8.30	8.60	1.45	1.50	23.01	23.36	3.5
4	13.71	8.30	8.60	1.45	1.50	23.46	23.81	3.5
5	14.16	8.30	8.60	1.45	1.50	23.91	24.26	3.5
6	14.61	8.30	8.60	1.45	1.50	24.36	24.71	3.5
7	15.06	8.30	8.60	1.45	1.50	24.81	25.16	3.5
8	15.51	8.30	8.60	1.45	1.50	25.26	25.61	3.5
9	15.96	8.30	8.60	1.45	1.50	25.71	26.06	3.5

10	16.41	8.30	8.60	1.45	1.50	26.16	26.51	3.5
Each added copy	00.45							

## General Charges – All Sections

Fee Description	03/04 Charge £	04/05 Charge £	Implementation Date	% Inc
Supply of decision notices (per item)	4.10 (no charge for postage)	5.00 (no charge for postage)	01.04.04	22
Supply of documents (per item) (VAT payable if supplying an extract of a document)	4.10 (no charge for postage)+ 10p for each additional page	5.00 (no charge for postage)+ 10p for each additional page	01.04.04	22
Supply of documents by fax -per page (in addition  To charges for supply)	1.00  (inc VAT)	1.00  (inc VAT)	01.04.04	0
Discretionary charge for invoicing fees	5.20	6.00	01.04.04	15
Information to outside bodies research/survey information etc	Discretionary Charge -5.20 min + additional charge per hour	Discretionary Charge –6.00 min + 6.00 additional charge per hour	01.04.04	15
Supply of Personal Data  Data Protection Act	Discretionary Charge - £10.00 maximum	Discretionary Charge - £10.00	01.04.04	0

maximum

## Additional Charges – Development Control

Fee Description	03/04 Charge £	04/05 Charge £	Implementation Date	% Inc
Yearly subscription to weekly press list (per financial year)	104.00 (inc VAT)	108.00 (inc VAT)	01.04.04	3.5
Yearly subscription for report on planning decisions (per financial year & sent fortnightly)	57.00 (inc VAT)	60.00 (inc VAT)	01.04.04	3.5
Cumbria Design Guide - Layout of New Residential Dev.	£10.00	£10.00	01.01.97	0

## Additional Charges – Building Control

Fee Description	03/04 Charge £	04/05 Charge £	Implementation Date	% Inc
Supply of Radar Keys	2.20	2.20	01.01.97	0

## Additional Charges – Local Plans

Fee Description	03/04 Charge £	04/05 Charge £	Postage £	Implementation Date	% Inc
Tree Preservation Orders	3.60	4.00	-	1.04.04	11

Adopted Rural Area Local Plan	15.50	15.50	2.50		0
Map One and Two	8.30	8.30	0.50		0
Adopted Urban Area Local Plan	15.50	15.50	2.50		0
Map	8.30	8.30	0.50		0
Proposed changes Policies and proposals	10.30	10.30	1.50		0
*Adopted Carlisle District Local Plan	33.60	33.60	2.50		0
Urban Map	10.30	10.30	1.50		0
Rural Map	10.30	10.30	1.50		0
Botchergate Area Development Brief	10.30	10.30	1.50		0
Retail Study C B Hillier Parker	52.00	52.00	2.50		0
Urban Capacity Study (Oct 2001 2 vol)	35.00	35.00	2.50		0

\*Price includes the maps