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**EXCERPT FROM THE MINUTES OF  
EXECUTIVE  
HELD ON 2 SEPTEMBER 2002**

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**EX.243/02 REVIEW OF LOCAL LAND CHARGES AND SEARCH FEES 2003/04  
(Key Decision)**

**Portfolio** Corporate Resources

**Subject Matter**

To consider a report from the City Solicitor and Secretary and City Treasurer (TC135/02 - Financial Memo 2002/03 No.42) reviewing the fees in respect of land charges and enquiries and which had been prepared in accordance with the principles set out in the City Council's current corporate charging policy (an increase in income equal to inflation plus 1%) and the Executive's budget policy statement to achieve an additional £5,000 income from the service over and above inflation.

The report also referred to the requirement from central government that all Local Authorities are required to have the capability of delivering land charges services electronically by 1 April 2003. Electronic land charges services had to be set at 18% lower charge and the Government estimated that 20% of searches would be submitted electronically in 2003/04.

There was likely to be a surplus income over and above existing targets for 2002/03 and 2003/04 and authority was sought to use this surplus to enable an electronic land charges system to be introduced in 2003/04.

**Summary of options rejected**

None

**DECISION**

That the following recommendations be agreed as part of the Executive's Budget proposals for 2003/04:-

1. That the increase in fees for Local Land Charges and Enquiries from 1 April 2003 be approved as follows:-

Local land charges search fee (statutory fee)	£5
Standard enquiries (con20 - 1 parcel of land)	£77.70
Standard enquiries (con20 - each additional parcel of land)	£12.45
Optional enquiries	£7.77
Additional enquiries	£8.49

2. That the principle of earmarking the additional surplus anticipated to be generated in 2002/03 and 2003/04 for the purposes introducing the electronic Land Charges system in 2003/04 be approved subject to a further report to the Executive by the City Solicitor and Secretary.

#### **Reasons for Decision**

Fees are recommended for increase to meet the corporate charging policy plus £5,000. The use of surplus income to meet the Central Government requirements on electronic service delivery for local land charges searches has been agreed in principle.