

Report to Executive

**Agenda
Item:**

A.1(d)(i)

Meeting Date: 09 November 2020 (14 December 2020 Amended)
 Portfolio: Cross Cutting
 Key Decision: Yes: Recorded in the Notice Ref: KD.25/20
 Within Policy and Budget Framework YES
 Public / Private Public

Title: CHARGES REVIEW REPORT 2021/22 - GOVERNANCE AND REGULATORY SERVICES
 Report of: Corporate Director of Governance and Regulatory Services
 Report Number: GD 48/20 (Amended)

Purpose / Summary:

This report sets out the proposed fees and charges for areas falling within the responsibility of the Governance and Regulatory Services Directorate:

- Environmental Health and Housing
- Homeless, Prevention and Accommodation Services
- Legal Services

The amendment relates to the discount to senior citizens for the charge for domestic rat and mice treatments as set out in Appendix C.

Recommendations:

The Executive is asked to agree the charges as detailed and set out in the report and accompanying Appendices with effect from 1st April 2021 noting the impact these will have on income generations as detailed within the report.

Tracking

Executive:	09 November 2020, 14 December 2020
Scrutiny:	BTSP 01/12/20; EGSP 26/11/20; HWSP 19/11/20
Council:	N/A

1. BACKGROUND

- 1.1 Each Directorate is required to carry out an annual review of fees and charges.
- 1.2 This report proposes the review of charges within Governance and Regulatory Services in respect of charges for Environmental Health and Housing, Homeless Prevention and Accommodation Services and Legal Services. This report has been prepared in accordance with the principles approved under the Council's Corporate Charging Policy.
- 1.3 The charges, which have been reviewed, are addressed separately below.
- 1.4 The attached **Appendices A - L** is an extract from the summary of charge book, which shows the current and proposed level of charge for each of these services.

2. CORPORATE CHARGING POLICY 2021/22 TO 2025/26

- 2.1 The Corporate Charging Policy, which is part of the Strategic Financial Framework and is attached as **Appendix L**, was approved by the Executive on 17 August 2020 and full Council on 08 September 2020 and sets out the City Council's policy for reviewing charges. The principle objective(s) of setting the charge are:
 - Recover cost of service provision;
 - Generate Surplus Income (where permitted);
 - Maintain existing service provision;
 - Fund service improvements or introduction of new service(s);
 - Manage demand for service(s)
 - Promote access to service for low-income households;
 - Promote equity or fairness;
 - Achieve wider strategic policy objective (e.g. encouraging green policies)
- 2.2 The MTFP currently assumes an income target of £882,800 for the financial year 2021/22 reflecting an increase of 3% on 2020/21 base budgets.
- 2.3 In addition, the policy recognises that each Directorate is different, and requires Chief Officers to develop specific principles for their particular service or client's groups, but within the parameters of the main principles of the Council's Corporate Charging Policy.

3. ENVIRONMENTAL HEALTH & HOUSING:

- 3.1 The charges detailed in **Appendices A to E** cover both the statutory charges for specified offences where the City Council has determined not to set the maximum possible charge and, in the case of private water, fees for statutory services. In most cases these charges are carried over on a yearly basis until the supporting legislation

changes. The other charges specified reflect services carried out and have, unless specified, been given a 3% increase in line with the medium-term financial plan to recover some of the costs for providing these services.

- 3.2 **Appendix A** – The Housing Act 2004 places a duty on the City Council to Licence certain types of Houses in Multiple Occupation (HMO). Councils are permitted to charge their administration costs in connection with granting or refusing an HMO licence to a landlord. The discount fee for RNLA landlords has been reduced from 10% to 5% for 2021/22 as the merger of the landlord associations makes the discount available for the larger membership base, not just accredited members.

The Housing and Planning Act 2016 amended the definition of an HMO meaning that from 1st October 2018 more types of rented properties (those below the existing 3 story criteria) are under the Licensing requirements.

The projected income for HMO licence fees for 2021/22 is set out below:

	Number of applications	Income
Projected number of new HMO licence applications (£590)	5	£2,950
Forecast of renewals of existing HMOs (£371)	15	£5,565
Expected income generation 2021/22		£8,515

- 3.3 Immigration inspections are carried out on behalf of the residents of Carlisle City Council who are applying for permission for family members, living abroad, to come and live in the district. The inspections are required to confirm that the property will not be overcrowded with the additional resident and that the property does not pose significant harm to the individual. This is a discretionary service, which the Council could choose not to deliver.

The immigration report is required by the family of the applicant, for submission to their own High Commission, for onward transmission to the British High Commission, who then consider the request for immigration. It is an integral and necessary part of the immigration application and can only be undertaken by an appropriate Council Officer or qualified surveyor.

After an application is received the Council aims to inspect the property within 10 working days.

The table below outlines the proposed charges for 2021/22:

Proposed cost of application	£150(inc. VAT)
Option to fast track application and inspect within 5 working days	£168 (inc. VAT)
Expected income generation 2021/22	£600 (4 visits)
Income Budget 2021/22	£500

- 3.4 The Council charges owners of properties if enforcement action is required under the Housing Act 2004. The formula for charging will remain the same, but the hourly cost is updated to reflect hourly rates across Regulatory Services. The hourly rate includes all the expenditure costs in providing the services. The standardised hourly rate for Regulatory Services in 2021/22 is £67.40.
- 3.5 The Housing and Planning Act 2016 allow civil penalties to be imposed by the City Council as an alternative to prosecution for certain housing standard offences. The Executive considered and agreed the civil penalty levels for Carlisle on the 25th September 2017 (GD 61/17).
- 3.6 The Housing Grants, Construction and Regeneration Act 1996 enables preliminary or ancillary services and charges in relation to the cost of a Disabled Facilities Grant (DFG) to be considered and approved as part of DFG application. The Housing Renewal Grants (Services and Charges) Order 1996 paragraph 2 specifies what services and charges the applicant is liable to pay. Charges for the delivery of the Mandatory DFGs are contained within **Appendix A**. Discretionary DFG charges are detailed in **Appendix D**. DFG charges are recovered from the DFG allocation and are included in the final DFG approval, they are not a cost that the applicant must find separate from the grant.
- 3.7 **Appendix B** – sets out the fees and charges associated with the Food & Public Protection Team. There are no proposed new charges for the 2021/22 period. The fixed penalty fines in relation to Coronavirus statutory offences have not been included in the report as the legislation which fixes these fines has been subject to regular changes.
- 3.8 **Appendix C** - sets out the proposed fees for the Council's Pest Control Service. A new fee has been introduced for the treatment of rats in domestic premises. This has previously been provided on a no-charge basis. Through its free service and sewer baiting the Council does take a proactive stance in the treatment of rats, however a noticeable increase in requested rat treatments in recent years has placed pressure on the pest control service. Although it is a desirable option not to charge for rat

treatments, the service must re-evaluate its income generation to ensure the valuable service to residents is sustainable. The proposed charge of £46.67 (£56.00 inc. VAT) for rat treatments in domestic premises will be consistent with the charges applied for the treatments of mice, wasps, ants, fleas and cockroaches. It is anticipated that this fee will allow the Council to reduce its net expenditure, thereby protecting the future of the pest control service, which is an essential part of a clean and healthy Carlisle. There is no legal obligation on the local authority to provide free rat treatments at domestic premises.

4. HOMELESS, PREVENTION and ACCOMMODATION SERVICES

Proposed Homeless Accommodation Rental Charges for 2021/22:

- 4.1 Carlisle City Council has a statutory responsibility under part 7 of the Housing Act 1996, Homeless Act 2002 and amended by the Homeless Reduction Act 2017, to provide temporary accommodation for people who are experiencing homelessness or are at risk of homelessness within 56 days; and are deemed to be vulnerable under the legislation.
- 4.2 The services are based on a pathways model of assessment and provision; delivering 24-hour emergency homeless response services, personalised support and secure temporary accommodation within a mix of provision which reflects local needs and demand in line with the current Homelessness Strategy 2015-20.
- 4.3 Eligible rent levels under the Housing Benefit Regulations are based on a tiered charging structure that reflects usage (i.e. single, shared households and families) and is in line with the council's corporate charging policy.
- 4.4 It is proposed to increase Homeless Accommodation rental charges by 3% as this reflects the actual costs of providing the services. This increase has been discussed and agreed as acceptable with the Revenue and Benefits Service Managers.

5. LEGAL SERVICES

5.1 Local Land Searches

- 5.1.1 There is a legal obligation to register local land charges. Searches of the local land charges register are carried out, most commonly as part of a house purchase, to see whether the property is affected by matters such as tree preservation orders or listed building status.
- 5.1.2 The search has two elements, namely LLC1 and CON29.
- 5.1.3 The LLC1 is the Official Certificate of Search which reveals all entries listed in the statutory Local Land Charges register.

- 5.1.4 Until April 2020, the legal obligation to maintain the statutory Local Land Charges register rested with the Council. The Infrastructure Act 2015, however, provided for a transfer of responsibility for local land charges in England and Wales from local authorities to HM Land Registry. As regards Carlisle, this transfer of responsibility completed in April 2020 so that Carlisle City Council is no longer responsible for providing the Official Certificate of Search and can no longer charge for carrying out this work.
- 5.1.5 CON29R and CON29O are forms of standard and optional enquiries that can be made of the local authority about land. The forms consist of a series of questions which relate to matters outside the statutory register, such as the planning history of the property and whether the road is publicly or privately maintained.
- 5.1.6 These enquiries are non-statutory, and responsibility remains with Carlisle City Council which will continue to charge for this service. The Council is able to add value by compiling and formatting an official report and levies a charge for this discretionary service.
- 5.1.7 A person or company may alternatively carry out a personal inspection of the land charges register. The Environmental Information Regulations 2004 ('the EIR') provide, broadly, that environmental information should be made available for inspection without charge.
- 5.1.8 The Council therefore facilitates personal inspections by allowing access through provision of an unrefined data report, which is simply an extract of information from records. No added value is given to this information, unlike the official CON29 report, and no charge is made.
- 5.1.9 The Council has to be transparent in the setting of charges. It is required to publish a statement of actual expenditure, number of requests and total income.

5.2 Legislation

- 5.2.1 The Local Authorities (England) (Charges for Property Searches) Regulations 2008 ("the 2008 Regulations") provide discretion for the Council to set its own charges to recover its costs in answering enquiries about a property.
- 5.2.2 Regulation 8 of the 2008 Regulations provides that:

8.—(1) Subject to paragraph (2), a local authority may charge a person (including another local authority) in respect of answering enquiries from that person about a property.

(2) Any charge made under paragraph (1) may be made at the local authority's discretion but must have regard to the costs to the local authority of answering enquiries about the property.

5.2.3 The EIR apply to environmental information, including searches of the local land charges register. The EIR implement the provisions of the European Directive 2003/4/EC (“the Directive”) into UK law.

5.2.4 Recital 18 of the Directive provides that authorities are entitled to levy a market-based charge where the information is being provided on a commercial basis and the service would not continue to be provided if such a charge could not be levied. As the Council is not legally required to provide official CON29 searches, and because the service consists of more than simply making information available, recital 18 applies.

5.2.5 The Council is still, however, required to comply with the 2008 Regulations when setting official search fees. In other words, the Council must have regard to the cost of providing the information when setting fees.

5.3 VAT

5.3.1 Since 2016, HMRC has required authorities to charge VAT on CON29 searches.

5.4 Calculation of Fees

5.4.1 As the provision of CON29 searches is a discretionary service, the Council has a degree of discretion in the charges that it sets. The charges proposed are designed to maintain a market share of the property searches market. If the charge is set too high, customers will be drawn to the personal search companies. The charge needs to be set so that the Council retains or modestly increases its market share, thus generating income over and above cost, which will in turn enable better investment in the service. In particular investment in web-based access to information will improve efficiency and speed. Digital information will eventually reduce the time spent providing information to personal searchers, and in the future public access will be much more automated.

5.4.2 **Appendix H** sets out the cost of providing the local land charges service in Carlisle. It should be noted that the loss of the LLC1 service has not resulted in any consequential reduction in the costs of providing the service, therefore the cost per search is higher than previously.

5.4.3 **Appendix I** sets out the number of searches carried per month since 2016. It is always difficult to foresee the number of searches that will be submitted in the coming year as this depends entirely on the strength of the housing market. Therefore, for the purposes of setting these charges it is assumed that performance will remain relatively constant. Members will note that personal searches figures are not included, bearing in mind that no charge is levied, however, as indicated earlier, personal searches continue to be carried out.

5.4.4 Anticipated demand is based on current performance, which is set out in **Appendix J**, which indicates the number of searches carried out. Again, this does not include personal searches figures.

5.4.5 The fee for the Standard Enquiries (CON29R) is presently £79.00 for domestic properties. The fee for Standard Enquiries for commercial properties is currently £100.00. In addition, electronic search requests are received via NLIS and these are subject to a 10% deduction in fee.

5.5 Proposed Fees

5.5.1 It is recommended that the Council sets its fees for 2021/22 having regard to the cost of operating the service, to the Corporate Charging Policy and also with a view to maintaining competitiveness. Search volumes and differentials between local authorities and private search providers will continue to be carefully monitored.

5.5.2 The proposed fees for 2020/21, therefore, are (including the 10% discount for those searches submitted online):

	Con 29R
Domestic Properties	£90.00 (Standard Enquiry for one parcel of land) £81.00 (NLIS 10% on-line discount) £11.00 (Each extra parcel of land)
Commercial Properties	£110.00 (Standard Enquiry for one parcel of land) £99.00 (NLIS 10% on-line discount) £22.00 (Each extra parcel of land)

5.5.3 For information, this compares to the other Cumbrian districts as follows:

Authority	Fee for CON29R (incl. VAT) £
Allerdale	96.00

Barrow	
- Domestic properties	82.73
- Commercial properties	110.21
Copeland	102.00
Eden	90.00
South Lakeland	83.00

- 5.5.4 Budgeted income from the Land Charges service for 2020/21 was £95,100. Actual income is forecast to be approximately £60,000. The cause of this reduction in income is threefold. Firstly, the housing market, on which the service is dependent, dropped drastically during the period April – August 2020 because of the measures taken nationally to combat Covid-10. While the market has since recovered and is currently buoyant, it is unlikely that work will pick up sufficiently to compensate for income lost. Secondly, as explained in 5.1.3 above, recent changes in legislation have meant that responsibility for that part of the local search known as LLC1 transferred from local authorities to HM Land Registry and, with it, the associated income. Thirdly, as previously referenced within this report, an increasing number of customers choose to use personal search companies, against whom no charge is levied, to carry out their searches. Such companies are able to charge customers less than the Council. In 2017/18 the Council reduced CON29 charges for domestic properties, partly to reflect the lesser amount of work compared to commercial properties, but partly also to increase our competitiveness vis a vis personal search companies. An analysis as to whether this has increased our market share is ongoing. It will take time to increase our market share, particularly as the search companies remain the cheaper option
- 5.5.5 Achieving the Corporate Charging Policy increase of 3% together with the estimated search numbers in the Medium-Term Financial Plan, therefore, would result in a target income for 2021/22 of £97,900.
- 5.5.6 It must be realised, however, that in 2021/22 the Council will no longer be in receipt of any LLC1 income, post transfer to HM Land Registry. This amounts to a loss of approximately £37,900.
- 5.5.7 It is, therefore, unlikely that this target income for 2021/22 would be achievable. A revenue pressure bid is being submitted for the £37,900 lost LLC1 income.
- 5.5.8 The actual amount of net income will depend entirely on the actual volume of searches that are made together with any increase in costs, particularly in the costs of the County Council who provide highways information for search enquiries.

5.5.9 The actual amount of net income will depend entirely on the actual volume of searches that are made together with any increase in costs, particularly in the costs of the County Council who provide highways information for search enquiries.

5.5.10 Net income (after deduction of NLIS transmission fees) for the previous four years (including the current financial year) is set out at **Appendix K**.

5.5.11 The proposed charges are set out at **Appendix G**.

5.6 Electoral Registers

5.6.1 The Electoral Registration Officer has a statutory duty to maintain the electoral register and to publish a revised register by 1 December each year. Under the Representation of the People Regulations 2001, the Registration Officer must on request supply a copy of the full register to government departments and credit reference agencies and the edited version of the register to any person. The fees for supply of both registers are prescribed in the Regulations and are revised from time to time. The Council has no discretion to alter them. The current fees are £10 plus £5 for each 1,000 entries for printed registers and £20 plus £1.50 for each 1,000 entries in computer data form. A limited number of companies tend to buy the register each year, so the level of income is generally static at £1,200 per annum.

5.6.2 Marked copies of electoral registers used at polling stations are available for inspection for twelve months following each local election. Under new Regulations, copies of these registers can only be purchased by those entitled to receive free copies of the full register (i.e. candidates and political parties) on payment of the prescribed fee. New fees, which came into force on 18 July 2008, are £10 plus £2 for each 1000 entries in printed format and £10 plus £1 for each 1000 entries in data format.

5.7 Minute Books, Room Bookings and Access to Information Requests

5.7.1 The charge for hire of a room in the Civic Centre is currently £116.83 per session; a session comprises morning, afternoon or evening use. An increase of 3% to £120.00 is recommended from 1 April 2021. The number of room bookings has fallen because (i) the County Council, which used to regularly book rooms, now have facilities of their own, (ii) other regular users no longer book rooms because an entitlement to meeting rooms is now incorporated in their tenancy agreements and (iii) the Civic Centre has been closed since March 2020 and restrictions continue. Therefore, while there is no longer a regular stream of bookings the Council does receive a guaranteed rental income instead. It is anticipated that, following the redevelopment of the ground floor, the desirability of the facilities will increase.

- 5.7.2 The charge levied for the sale of Council Minute Books is £22.30 per copy plus VAT. A number of outside bodies continue to receive free copies of Minute Books and following the release of Council Minutes on to the Internet, there are now no companies who currently receive a chargeable copy, so there is an argument for removing this element from the charges altogether. However, in order to retain the ability to make a charge in the unlikely event of receiving a request for a paper copy, it is recommended that the charge is held at the current level of £22.30. The annual income from the sale of Council Minutes is **nil**.
- 5.7.3 Under access to information rules the Council must make copies of reports and agendas available to members of the public and the media that request the same. It should be noted that all of the reports, agenda and other documents which are subject to the new copying charge will also be available free of charge on the Council's website.
- 5.7.4 The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 directs that upon receiving a request from a member of the public or on behalf of a newspaper for the provision of copy agendas, reports or papers of the Executive, the Council must provide, if requested, a hardcopy of the same. The delivery is subject to payment being made (by the party making the request) of postage, copying or other necessary charge for such delivery. Section 100B of the Local Government Act 1972 makes similar provision in respect of the Council's other meetings.
- 5.7.5 The current charges are 2p per copied sheet for black and white and 5p per sheet per coloured sheet for the relevant documents (subject to a minimum charge for copying of £5.00) together with the cost of posting by 2nd class mail at the prevailing rate. Each Meeting will be considered a separate request. It is proposed to keep the current charge the same for 2021/22.

5.8 Training

- 5.8.1 In the financial year 2014/15, the Council introduced charging for training sessions provided by the Council's Safety Health and Environment Manager. The charge is currently £425.00 plus VAT for one three-hour session (per group of 12) plus expenses if outside Carlisle District.
- 5.8.2 In the financial year 2017/18, a charge was introduced providing training in Data Protection. The charge is currently £425 plus VAT for a group of 12 delegates plus expenses if required to travel outside the District.

5.8.3 To date, no chargeable training sessions have been provided. It is proposed to increase the charge for each type of training session to £440 plus VAT for a group of 12 delegates plus expenses if required to travel outside the District.

5.9 Summary of Income Generated

5.9.1 The introduction of the charges proposed is forecast to generate income of £845,300 in 2021/22 which is summarised in the following table:

Governance Service Area	Original Estimate 2020/21 £	MTFP Target 2021/22 £	Original Estimate 2021/22 £	Shortfall or (Excess) over MTFP £
Land Charges (para 5.1 to 5.5)	95,100	97,900	60,000	37,900
Electoral Registers (para 5.6)	1,600	1,600	1,600	0
Minute Books/ Access to Information (para 5.7)	0	0	0	0
Training (para 5.8)	0	0	0	0
Environmental Protection Act	12,600	12,600	12,600	0
Pest Control	40,300	41,500	41,500	0
Food Safety	3,200	3,300	3,300	0
Housing – DFG's	62,500	62,500	62,500	0
Housing – HMO Licences	8,000	8,200	8,500	(300)
Housing – Immigration Inspections	500	500	600	(100)
Homelife Fees	43,000	34,500	34,500	0
Hostels	620,200	620,200	620,200	0
Total	887,000	882,800	845,300	37,500

6. CONSULTATION

6.1 Consultation to Date

This report has been considered by SMT and JMT and their comments have been incorporated into the report. Scrutiny Panels have considered the report as part of the budget process.

6.2 Conclusions and Reasons for Recommendations

The Executive is asked to agree the charges as detailed within the report and set out in **Appendices A - L** with effect from 1 April 2021 noting the impact these will have on income generation as detailed within the report.

6.3 Contribution to the Carlisle Plan Priorities

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

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Appendices attached to report:

- Appendix A – Housing and Pollution Charges**
- Appendix B – Food Safety Charges**
- Appendix C – Pest Control Charges**
- Appendix D – Homelife Charges**
- Appendix E – LA Pollution Prevention Control Charges**
- Appendix F - Homeless Accommodation Charges**
- Appendix G – Governance Charges**
- Appendix H – Land Charges Costs**
- Appendix I – Land Charges Data**
- Appendix J – Anticipated Demand based on Current Performance**
- Appendix K – Land Charges Budget History**
- Appendix L – Corporate Charging Policy**

Note: in compliance with section 100d of the Local Government (Access to Information) Act 1985 the report has been prepared in part from the following papers:

CORPORATE IMPLICATIONS/RISKS:

LEGAL – All new charges or changes to existing charges, unless specifically approved, require the approval of the Executive in accordance with Financial Procedure Rules (D31).

FINANCE – The acceptance of the charges highlighted in this report will result in an anticipated level of income of £845,300 against the MTFP target of £882,800. This represents an overall shortfall of £37,500. The projected shortfall of £37,900 in respect of Land Charges income will need to be found from within existing base budgets. The slight increase in income projected from Housing fees will be retained within the service.

EQUALITY - None.

INFORMATION GOVERNANCE - The Council must ensure officers are fully informed of the charging regimes applicable to the information they process, for example, under the Freedom of Information Act and the Environmental Information Regulations, to ensure charges are applied in accordance with the correct regime.

PROPERTY - No Property implications

APPENDIX A
Housing and Pollution Charges

<u>HOUSING AND POLLUTION</u> <u>(Inclusive – VAT not applicable)</u>	<u>2020 /</u> <u>2021</u>	<u>2021/</u> <u>2022</u>	COMMENT
Community Protection Notices**	£100.00	£100.00	Council wide Powers. Set by Legislation.
Community Protection Notices** paid within 7 days of issue	£80.00	£80.00	Council wide Powers. Set by Legislation.
<u>PRIVATE WATER⁺ (Inclusive – VAT not applicable)</u>			
ANALYSIS CHARGES			
Biological etc. (reg 10)	£25.00	£25.00	Maximum amount
Check monitoring	£100.00	£100.00	Maximum amount
Audit Monitoring (maximum)	£500.00	£500.00	Maximum amount
SAMPLING CHARGES			
Sampling (each visit)	£100.00	£100.00	Maximum is £100, actual cost to Council is £129.68
Risk Assessment (Domestic)	£194.52	£194.52	Maximum is £500
Risk Assessment (Commercial)	£324.20	£324.20	Maximum is £500
Other investigations (each investigation)	£64.84	£67.40	Maximum amount is £100 for each investigation
Review of Risk Assessment	£162.10	£162.10	Maximum amount £500
Granting an authorisation (each authorisation)	£64.84	£67.40	Maximum is £100 for each authorisation
<u>CONTAMINATED LAND (Inclusive – VAT not applicable)</u>			
Contaminated Land Information Request - per hour	£64.84	£67.40	Increase using consistent rates across Regulatory Services
<u>GENERAL ADMINISTRATION FEES (Inclusive – VAT not applicable)</u>			
Works in default administration costs recovery	£18.50	£19.00	
Copying documents	14p per A4 sheet	14p per A4 sheet	

<u>MOBILE HOMES ACT 2013⁺ (Inclusive – VAT not applicable)</u>			These charges are calculated with a formula and have been adjusted by the 2020/21 hourly rate.
Licence Fee- example of typical charge for up to 5 pitches	£357.00	£370.00	
Licence Fee- amendment, expansion	£227.00	£236.00	
Licence Fee - Transfer	£276.00	£286.00	
Inspection Fee- example of typical charge for up to 5 pitches	£146.00	£152.00	
Council hosting of site rules	£65.00	£65.00	
HOUSING ACT 2004, HMO LICENCE FEES			New formula to reflect cost of delivering service
Cost of new HMO Licence (per 8 letting units)	£567.00	£590.00	New legislation for HMOs
Cost of renewal of HMO Licence (per 8 letting units)	£357.00	£371.00	New legislation for HMOs
Cost of every additional unit above 8	£16.21	£17.00	New legislation for HMOs
Maximum licence fee	£950.00	£1000.00	New legislation for HMOs
Discount on HMO fee for NLA accredited Landlords	10% discount	5% discount	Merger of landlord associations, wider membership.
Cost of additional correspondence	£32.00	£32.00	New legislation for HMOs
IMMIGRATION INSPECTIONS (rates are inclusive of VAT)			
Fast Track Application	£168.00	£168.00	
Standard application	£150.00	£150.00	
ENFORCEMENT TIME, HOUSING ACT 2004			
Charged at Officer hour	£64.84	£67.40	Consistent rate across Regulatory Services
Empty Property Owner VAT support letter	£16.00	£16.00	

DISABLED FACILITY GRANTS, LOCAL AUTHORITY FEES			Amendments have been made to ensure consistency; prices are now inclusive of VAT.
Level Access Shower	£728.29	£908.00	Increase in office hours, reflection on time spent and VAT as standard
Shower toilets	£689.39	£787.00	Increase in office hours, reflection on time spent and VAT as standard
Ramps	£728.39	£907.00	Increase in office hours, reflection on time spent and VAT as standard
Stair lifts	£689.39	£787.00	Increase in office hours, reflection on time spent and VAT as standard
Door Widening	£728.29	£908.00	Increase in office hours, reflection on time spent and VAT as standard
Major Adaptations	£1539.56	£1655.00	Increase in office hours, reflection on time spent and VAT as standard
Smaller Adaptations and non-framework adaptations	£835.63	£889.00	Increase in office hours, reflection on time spent and VAT as standard
Renovation Grant Costs	£553.73	£585.00	Increase in office hours, reflection on time spent and VAT as standard
Flat rate fee for additional lots, for DFG and renovation Grants	£369.58	£370.00	Increase in office hours, reflection on time spent and VAT as standard
Fee Charged for abortive works, after approval (New)	£466.04	£485.00	To recover fees where applications discontinued after Contractor/ Architect designs commissioned
Fee Charged for basic support only (New)	£486.30	£503.00	Checking and authorisation fee where applicant progresses own architects etc, but still requires guidance or significant input
Hourly charge for home visits	£64.84	£67.40	Increase using consistent rates across Regulatory Services

APPENDIX B
Food Safety Charges

FOOD & PUBLIC PROTECTION (VAT is not included and is charged at Standard Rate unless stated)	<u>2020 / 2021</u>	<u>2021 / 2022</u>	COMMENT
Certification of unsaleable food	£36.33 (£43.60 inc. VAT)	£37.50 (£45.00 inc. VAT)	
Food Hygiene Training	£218.52	£226.00	3 Hour Training Session (up to max of 12 people)
Health and Safety Statement of Fact (per hour)	£64.84	£67.40	Consistent Regulatory Services Hourly Rate
Export Certificate	£26.80	£28.00	3% increase
FHRS Re-rating Fee	£203.91	£210.00	
Cost of Officer time where applicable (per hour)	£64.84	£67.40	Consistent Regulatory Services Hourly Rate
Health Act 2006: - Smoking in Smoke free place or vehicle	£50.00	£50.00	(VAT not applicable)
	£30.00	£30.00	(VAT not applicable)
Health Act 2006: - Failing to prevent smoking in a smoke free place/vehicle	£50.00	£50.00	(VAT not applicable)
	£30.00	£30.00	(VAT not applicable)
Health Act 2006: - Failure to display smoke free' signage	£200.00	£200.00	(VAT not applicable)
	£150.00	£150.00	(VAT not applicable)

APPENDIX C (AMENDED)**Pest Control Charges**

<u>PEST CONTROL</u> (VAT is not included and is charged at Standard Rate) - <u>Example of typical charges</u>	<u>2020 / 2021</u>	<u>2021 / 2022</u>	<u>Comment</u> Based on 3% increase
Standard Commercial Contract Service (Duration 12 months)	Price on application	Price on application	
Standard Farm Contract Service (Duration 12 months)	£388.17 (£465.80 inc. VAT)	Price on application	Price on application introduction to ensure recovery of treatment costs
Wasps (Domestic)	£45.58 (£54.70 inc. VAT)	£46.67 (£56.00 inc. VAT)	
Wasps (Commercial)	£90.21 (£108.25 inc. VAT)	£93.33 (£112.00 inc. VAT)	
Over 65: Wasp Treatment (Dom)	£29.25 (£35.10 inc. VAT)	£30.00 (£36.00 inc. VAT)	
Ants / Standard Fleas / Cockroaches (Domestic)	£45.58 (£54.70 inc. VAT)	£46.67 (£56.00 inc. VAT)	
Ants / Standard Fleas / Cockroaches (Commercial)	£90.21 (£108.25 inc. VAT)	£93.33 (£112.00 inc. VAT)	
Over 65: Ants / Standard Fleas / Cockroaches (Domestic)	£29.25 (£35.10 inc. VAT)	£30.00 (£36.00 inc. VAT)	
Rats (Domestic)	Free	£46.67 (£56.00 inc. VAT)	New fee – See paragraph 3.8
Over 65: Rats (Domestic)	Free	£30.00 (£36.00 inc. VAT)	
Mice (Domestic)	£45.58 (£54.70 inc. VAT)	£46.67 (£56.00 inc. VAT)	
Over 65: Mice (Domestic)	£29.25 (£35.10 inc. VAT)	£30.00 (£36.00 inc. VAT)	
Rats and Mice (Commercial)	£90.21 (£108.25 inc. VAT)	£93.33 (£112.00 inc. VAT)	
Call Out Charge	£29.25 (£35.10 inc. VAT)	£30.00 (£36.00 inc. VAT)	Required where advice but no treatment given. Partial recovery of officer time and travel costs.

APPENDIX D
Homelife Charges

<u>HOMELIFE CHARGES</u>	<u>2020/21</u>	<u>2021/22</u>	<u>Comment</u>
Examples of typical charges			Amendments have been made to ensure consistency, prices are now shown inclusive of VAT.
General Agency Fee	15%	15%	Used for managed repair service Applicable unless funder specifies alternative acceptable rate
Discretionary Housing grants under £500	£90.00	£90.00	15% of £500 (£75+VAT)
To administer Handy Person grants	£90.00	£90.00 per case	Plus, hourly wage rate of handyperson
Supply & fit Key-safes	£90.00	£90.00	
Discretionary Housing Grants administered by Homelife			Safe & Warm, Dementia & Energy Efficiency Grants (Energy Efficiency charged at reduced rate VAT as per VAT notice 708/6)
Administration Fee	£622.46	£627.00	Formula considers Reg. Services hourly rate and officer time.
Additional quotes from contractors for works within the same grant	£350.14	£364.00	Administration costs requiring liaison with multiple contractors.
ADDITIONAL CHARGES			
Home visits	£77.81	£81.00	
Obtaining charity funding	£155.62	£162.00	
Applications Assistance	£77.81	£81.00	
Homelife Hourly Rate	£77.81	£81.00	

APPENDIX E

LA Pollution Prevention Control (Part B) Charges for 2020/21 - Charges for 2021/22 should be available in February 2021 although these nationally set charges have remained the same for the last two years.

TYPE OF CHARGE	TYPE OF PROCESS	2020/21 FEE
Application Fee	Standard process (includes solvent emission activities)	£1650
	Additional fee for operating without a permit	£1188
	PVRI, and Dry Cleaners	£155
	PVR I & II combined	£257
	VRs and other Reduced Fee Activities	£362
	Reduced fee activities: Additional fee for operating without a permit	£71
	Mobile plant**	£1650
	for the third to seventh applications	£985
	Where an application for any of the above is for a combined Part B and waste application, add an extra £310 to the above amounts	£808
Annual subsistence charge	Standard process Low	£772 (+£104)*
	Standard process Medium	£1161 (+£156)*
	Standard process High	£1747 (+£207)
	PVRI, and Dry Cleaners L/M/H	£79/£158/£237
	PVR I & II combined L/M/H	£113/£226/£341
	VRs and other Reduced Fees	£228/£365/£548
	Mobile plant, for first and second permits L/M/H**	£626/£1034/£1551
	for the third to seventh permits L/M/H	£385/£617/£924
	eight and subsequent permits L/M/H	£198/£316/£473
	Late payment Fee	£52
	*the additional amounts in brackets must be charged where a permit is for a combined Part B and waste installation	
	Where a Part B installation is subject to reporting under the E-PRTR Regulation, add an extra £104 to the above amounts	
Transfer and Surrender	Standard process transfer	£169
	Standard process partial transfer	£497
	New operator at low risk reduced fee activity (extra one-off subsistence charge – see Art 15(2) of charging scheme)	£78

	Surrender: all Part B activities	£0
	Reduced fee activities: transfer	£0
	Reduced fee activities: partial transfer	£47
Temporary transfer for mobile plant	First transfer	£53
	Repeat following enforcement or warning	£53
Substantial change	Standard process	£1050
	Standard process where the substantial change results in a new PPC activity	£1650
	Reduced fee activities	£102

** Not using simplified permits

LAPPC (Part B) mobile plant charges for 2021/22 (Not using simplified permits)

Number of permits	Application fee	Subsistence fee			
		Low	Medium	High	
1	£1650	£646	£1034	£1506	
2	£1650	£646	£1034	£1506	
3	£985	£385	£617	£924	
4	£985	£385	£617	£924	
5	£985	£385	£617	£924	
6	£985	£385	£617	£924	
7	£985	£385	£617	£924	
8 and over	£498	£198	£316	£473	

LA-IPPC (Part A2) charges for 2021/22

NB – every subsistence charge in the table below includes the additional £104 charge to cover LA costs in dealing with reporting under the E-PRTR Regulation.

Type of charge	Local Authority element 2021/22
Application	£3363
Additional fee for operating without a permit	£1188
Annual Subsistence LOW	£1447
Annual Subsistence MEDIUM	£1611
Annual Subsistence HIGH	£2334
Late payment fee	£52
Variation	£1368
Substantial Variation (where 9 (2) (a) or 9 (2) (b) of the scheme applies)	£3363
Transfer	£235
Partial transfer	£698
Surrender	£698

APPENDIX F

Proposed 2021/22 Charges – Homeless Accommodation Charges

PROJECT	Proposed Charge from 05 April 2021	Current charge
WATER STREET FAMILY RATE	£	£
Total Charge	£352.10	£341.81
HB eligible Charge	£330.54	
Personal Charge	£21.56	
WATER STREET SINGLE RATE		
Total Charge	£302.05	£293.30
HB eligible Charge	£284.34	
Personal Charge	£17.71	
JOHN STREET SINGLE RATE		
Total Charge	£345.80	£335.79
HB eligible Charge	£330.47	
Personal Charge	£15.33	
HOMESHARE FAMILY RATE		
Total Charge	£383.46	£372.33
HB eligible Charge	£361.27	
Personal Charge	£22.19	
HOMESHARES SINGLE RATE		
Total Charge	£351.47	£341.18
HB eligible Charge	£335.23	
Personal Charge	£16.24	
HOMESHARES SHARED RATE		
Total Charge	£339.92	£330.05
HB eligible Charge	£325.43	
Personal Charge	£14.49	

APPENDIX G

Governance Charges

GOVERNANCE

	<u>Actual</u> <u>Charges</u> <u>2020/21</u> <u>£</u>	<u>Proposed</u> <u>Charges</u> <u>2021/22</u> <u>£</u>
1. Land Charges – Search Fees (VAT Outside the Scope/ Non-Business)		
<u>Part I – Standard Enquiries</u>		
Domestic Properties		
a) One parcel of land	79.00	90.00
One parcel of land (Level 2/3) (10% discount)	71.10	81.00
b) Several parcels of land		
- First parcel	79.00	90.00
- Each addition	15.00	11.00
(Fees that would exceed £100 to be fixed by arrangement)		
(10% discount to apply to searches submitted on-line via NLIS)		
Commercial Properties		
a) One parcel of land	100.00	110.00
One parcel of land (Level 2/3) (10% discount)	90.00	99.00
b) Several parcels of land		
- First parcel	100.00	110.00
- Each addition	20.00	22.00
(Fees that would exceed £100 to be fixed by arrangement)		
(10% discount to apply to searches submitted on-line via NLIS)		
<u>Part II – Optional Enquiries*</u>		
Each printed enquiry – Urban	10.00	11.00
Each printed enquiry – Rural	10.00	11.00
Question 22 on form CON290	20.00	22.00

Question 4 on form CON290	4.00	4.50
Each additional enquiry	10.50	11.00
Copy or extract of any plan or other document	£various*	

* Charges will depend upon the type and size of document. As a guide, a copy of a section 106 Agreement or other legal agreement is likely to cost in the region of £10 depending on the number of large-scale plans.

2. **Council Minutes (VAT Standard Rate)**

Per Booklet	25.00	25.00
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3. **Access to Information Requests**

Per black and white sheet	0.02	0.02
Per colour sheet	0.05	0.05
(plus, second class postage costs at the prevailing rate)		

4. **Electoral Registers (VAT - Outside/Scope)**

In Printed Form*	10.00	10.00
Plus per 1,000 entries *	5.00	5.00
Binding of Register	4.00	4.00
In Computer Data Form*	20.00	20.00
Plus per 1,000 entries *	1.50	1.50
Full Printed Register* (limited statutory availability)	410.00	410.00
Full Data Copy* (limited statutory availability)	127.50	127.50
Edited Printed Register* (60,000 entries)	310.00	310.00
Edited Data Copy* (60,000 entries)	110.00	110.00

*These charges are set by Regulation

5. **Training**

Training Sessions in Health and Safety and Data Protection topics per three-hour session (per group of 12 max)	425.00	440.00
Travel Expenses if outside Carlisle District	+	

+ travel expenses will depend on nature of expense, mode of travel, cost of rail fare, etc

6. **Civic Centre (VAT exempt)**

Room Letting - per session	116.83	120.00
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7. Low Cost Housing Certificates		60.00
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APPENDIX H
Land Charges Costs

	Actual 2018/19	Budget 2018/19	Actual 2019/20	Budget 2019/20	Budget 2020/21	MTFP Budget 2021/22
Employee Related	21,361	25,200	24,418	28,300	26,400	26,400
Premises Related	268	300	297	300	300	300
Transport Related	0	0	0	0	0	0
Supplies & Services	31,787	37,700	26,788	37,700	35,200	32,700
Recharges	29,318	29,300	42,100	42,100	24,200	24,200
Total Expenditure	82,734	92,500	93,603	108,400	86,100	83,600
Income	(142,753)	(118,000)	(101,964)	(121,500)	(95,100)	(97,900)
Total Income	(142,753)	(118,000)	(101,964)	(121,500)	(95,100)	(97,900)
Net Position	(60,019)	(25,500)	(8,361)	(13,100)	(9,000)	(14,300)

***2021/22 MTFP budget for recharges is based on the 2020/21 recharge level**

APPENDIX I
Land Charges Data

	2016/17			2017/18			2018/19			2019/20			2020/21 ¹		
Month	Standard Search	LLC1 only	Personal Search	Standard Search	LLC1 only	Personal Search	Standard Search	LLC1 only	Personal Search	Standard Search	LLC1 only	Personal Search	Con29 Search	LLC1 only	Personal Search
April	80	14	0 ²	77	3	0 ²	64	23	0 ²	60	13	0 ²	14 standard searches 24 con29 only	17	
May	132	8	0 ²	98	5	0 ²	109	22	0 ²	51	7	0 ²	23	0 ³	
June	115	21	0 ²	116	19	0 ²	100	23	0 ²	95	17	0 ²	38	0 ³	
July	102	6	0 ²	71	13	0 ²	78	9	0 ²	77	28	0 ²	97	0 ³	
August	97	4	0 ²	89	14	0 ²	98	8	0 ²	68	52	0 ²	99	0 ³	
September	102	19	0 ²	86	7	0 ²	91	5	0 ²	58	8				
October	143	18	0 ²	105	15	0 ²	81	13	0 ²	80	28				
November	114	15	0 ²	81	5	0 ²	97	10	0 ²	72	18				
December	83	4	0 ²	49	10	0 ²	100	7	0 ²	43	10				
January	54	6	0 ²	61	3	0 ²	218*	8	0 ²	64	20				
February	92	6	0 ²	98	7	0 ²	232*	18	0 ²	62	10				
March	76	1	0 ²	75	4	0 ²	66	7	0 ²	70	16				
Total	1190	122	0²	1006	105	0²	1334	153	0²	740	214	0²	257	0	

¹ FIGURES SHOWN ARE UP TO SEPTEMBER 2020

² FIGURES FOR PERSONAL SEARCHES ARE NOT INCLUDED IN THE TABLE. FOLLOWING CHANGES IN LEGISLATION CHARGES MAY NO LONGER BE LEVIED FOR PERSONAL SEARCHES. ACCORDINGLY, FIGURES HAVE NOT BEEN KEPT. NOTE THAT PERSONAL SEARCHES CONTINUE TO BE CARRIED OUT

³ SINCE APRIL 2020, LLC1 SEARCHES ARE PROVIDED BY HM LAND REGISTRY

*anomaly c.125% spike in number of searches processed in these months due to refinancing of significant percentage of local RSLs housing stock

APPENDIX J
Anticipated Demand Based on Current Performance

Type of Search	Amount
Standard (Con 29)	740 (around 57.25% electronic)
Total	740

APPENDIX K

Land Charges Budget History

Period	Net Income	Original Budget
2017/18	£111,042	£144,200
2018/19*	£142,753	£118,000
2019/20	£101,964	£121,500
2020/21**	£60,000 est. (£29,998 to date)	£95,100 (£47,569 to date)

* The base budget for 2018/19 was reduced by a recurring budget pressure of £30,500 as part of the 2018/19 budget process

** The base budget for 2020/21 was reduced by a recurring budget pressure of £30,000 as part of the 2020/21 budget process

APPENDIX L

Corporate Charging Policy 2021/22 TO 2025/26

This appendix sets out the corporate approach to the setting of fees and charges.

Each service is required to consider how and to what extent each of the following applies to the fees and charges it proposes to set:

1. Objectives of Charge - Set out the principal objective(s) of setting the charge:

- Recover cost of service provision
- Generate Surplus Income (where permitted)
- Maintain existing service provision
- Fund service improvements or introduction of new service(s);
- Manage demand for service(s)
- Promote access to services for low-income households;
- Promote equity or fairness;
- Achieve wider strategic policy objectives (e.g. encouraging green policies);

2. Other factors influencing decisions on whether and how much to charge:

- The Council's historic approach to charging
- The views of local politicians, service users and taxpayers
- Other councils' and service providers approach to charging
- Levels of central government funding and policy objectives
- The Council's overall financial position
- Changes in demand for services
- Policy on Concessions
- Availability of powers to charge for discretionary services (e.g. pre-application planning advice)
- Central government policy objectives

3. Targeting Concessions - The following target groups should be considered:

- Persons over the age of 65
- Unemployed
- Young persons under the age of 18
- Students in full time higher education
- Community Groups
- Armed Forces Veterans
- Those in receipt of supplementary benefits, tax credits, attendance allowance, disability living allowance and other appropriate groups

4. Trading:

The Council is empowered to sell goods or services to other public bodies or trade commercially through a company with non-public bodies. The objectives should be considered for relevant services (including Building Cleaning and Maintenance, Vehicle Maintenance, Grounds maintenance, Legal Services, Human Resources, IT, Payroll, Planning and Development Services) as follows to:

- Deliver services more strategically on an area-wide basis
- Achieving greater efficiency
- Capitalise on expertise within the council
- Utilise spare capacity
- Generate income
- Support service improvement

5. Value for Money:

- Has charging been used as a tool for achieving strategic policy objectives?
- Has the optimum use of the power to charge been used?
- Has the impact of charging on user groups been monitored?
- Has charging secured improvements in value for money?
- Has charging been used as a tool to reduce increases in Council Tax?