

Subject:	2021/22 Council Budget and Medium Term Financial Strategy	Status:	For Publication
Report to:	Overview & Scrutiny	Date:	1 st February 2021
Report of:	Head of Finance	Portfolio Holder:	Resources
Key Decision:	<input checked="" type="checkbox"/> Forward Plan <input checked="" type="checkbox"/>	General Exception	<input type="checkbox"/> Special Urgency <input type="checkbox"/>
Equality Impact Assessment:	Required:	No	Attached: No
Biodiversity Impact Assessment	Required:	No	Attached: No
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1. RECOMMENDATIONS

- 1.1. That the Overview & Scrutiny Committee considers the proposed revenue budget for 2021/22 of £8.903m, as detailed in this report.
- 1.2. That the Overview & Scrutiny Committee considers the proposed council tax rate for Band D for 2021/22 of £285.13.
- 1.3. That the Overview & Scrutiny Committee considers the proposed use of £606k from the Business Rates Retention reserve to support the 2021/22 revenue budget.
- 1.4. That the Overview & Scrutiny Committee considers the proposed the fees and charges attached as Appendix 1.
- 1.5. That the Overview & Scrutiny Committee considers the proposed the technical resolutions necessary to give effect to these budget proposals attached as Appendix 4.
- 1.6. That the Overview & Scrutiny Committee considers the proposed £100k contribution to Rossendale Leisure Trust funded from the Council's Covid LA support grant allocation.

2. PURPOSE OF REPORT

- 2.1 The purpose of the report is to enable the Overview & Scrutiny Committee to consider the council's proposed revenue budget and level of Council Tax for 2021/22, together with implications for the council's Medium Term Financial Strategy. This is an opportunity for Overview & Scrutiny to identify and comment on any of the Cabinet's budget proposals.

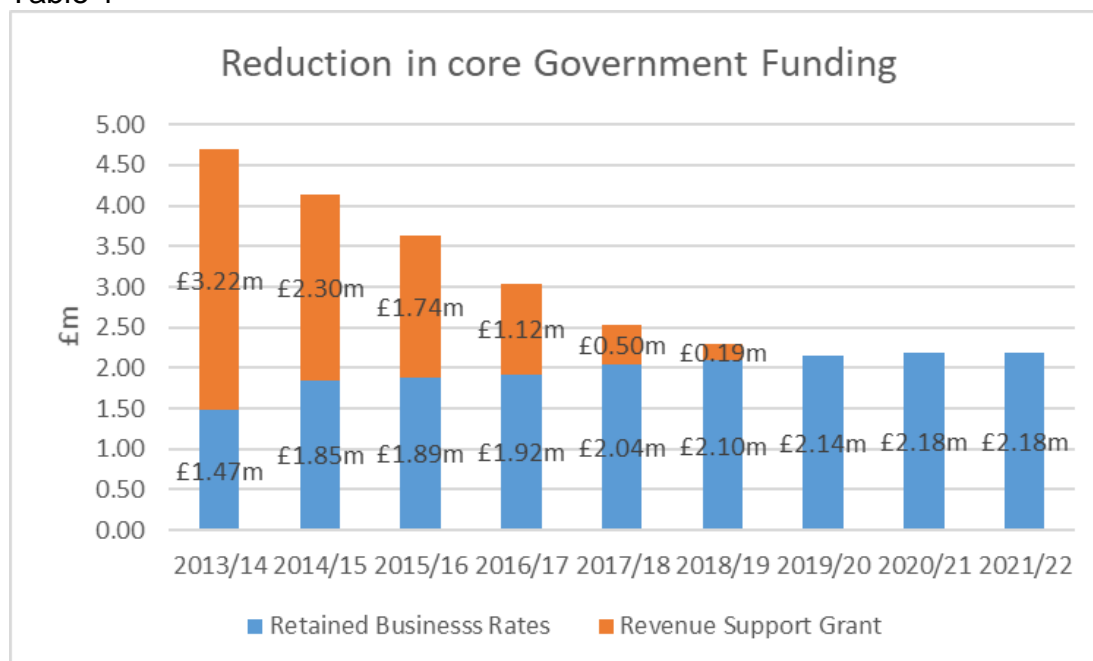
3. BACKGROUND

- 3.1 The budget process is a key element of the council's strategic planning process. It is part of the service and financial planning approach adopted by the council, is a means of ensuring that resources are best placed to enable the council to deliver its corporate priorities expressed in the Corporate Plan.
- 3.2 Previous budget reports have set out the level of uncertainty associated with any forward projections with Government funding. This uncertainty remains given the one-year funding settlement from the Government for 2021/22. During 2020, the Government was expected to

conclude a longer term Comprehensive Spending Review, the Fair Funding Review and the review of the Business Rates Retention Scheme, for implementation during 2021/22. However, due to the Covid pandemic this has been delayed until 2022/23. The outcome of the reviews has the potential to significantly impact on the council's future funding.

3.4 For a number of years the council has continued to reduce its net revenue expenditure in line with its own efficiency agenda and the impact of the Government's changes to local government financing over both recent years and the changes proposed for the future. This has resulted in all borough councils now being reliant on the income they generate from their own locality, be it from residents, visitors, property, and/or businesses. The graph below demonstrates how core Government funding for Rossendale has reduced over the period 2013/14 to 2021/22, with Revenue Support Grant ceasing from 2019/20.

Table 1



3.5 During 2020/21 the Government announced a wide range of funding programmes in response to the Covid pandemic. This has included financial support for the council which has partly helped in compensating for lost income. This has had an impact on the 2020/21 revenue budget and is likely to do so for the 2021/22 budget, although the exact scale of impact is currently unknown.

3.6 2021/22 Provisional Finance Settlement

The provisional one year only Settlement Funding Assessment for 2021/22 was announced on 17th December 2020. The key messages arising from the settlement are:

- a. Up to 2% maximum annual increase for Council Tax without triggering a local referendum.
- b. Confirmation that the NNDR baseline funding will be the same as 2020/21 (no inflationary uplift), and previously earned New Homes Bonus.
- c. New Homes Bonus payments will be made in 2021/22 for one year only, however legacy payments will still be made for earlier year allocations.
- d. Announcement of a new funding stream for 2021/22 only 'Lower Tier Services Grant'.
- e. 'Local Council Tax Support grant' to be provided to authorities in recognition of the

- increased costs of providing local council tax support following the pandemic.
- f. 'Covid-19 Expenditure Pressures Grant' to cover increased expenditure due to the pandemic.
 - g. 'Local Tax income Guarantee for 2020/21' the Government will compensate local authorities for 75% of irrecoverable losses in council tax and business rates income in respect of 2020-21 as a result of the pandemic.
 - h. The Lancashire Business Rates Pool is likely to continue in 2021/22.

3.7 The Medium Term Financial Strategy

Taking into account the impact of finance settlement, including an annual increase in Council Tax of 1.99% per annum, the 2021/22 net budget estimates, resources and future forecasts are as follows:

Table 2

	2020-21 £000	2021-22 £000	2022-23 £000	2023-24 £000	2024-25 £000
Original Budget Estimates	9,006	9,087	9,159	9,418	9,703
Budget Proposals		(184)	(336)	(442)	(449)
Budget Estimates		8,903	8,823	8,976	9,254
Estimated Funding:					
Council Tax (+1.99%)	5,769	5,811	5,927	6,046	6,167
Council Tax - growth in base 0.5%	-	-	29	58	174
Collection Fund Surplus - Council Tax	69				
Lower Tier Services Grant	-	93	-	-	-
NNDR (Business rate: Base Line Funding)	2,180	2,180	2,224	2,268	2,313
New Homes Bonus	302	213	42	-	-
NNDR Retained / Pooling	686	606	200	200	200
Resources	9,006	8,903	8,422	8,572	8,854
Surplus / (further savings required)	(0)	(0)	(401)	(404)	(400)

3.8 Changes in the base budget costs between 2020/21 and 2021/22 are as follows:

Table 3

Forecast Changes	£000
2020/21 Base Budget	9,006
Employment Costs (Pay Award & Increments)	188
Contract Inflation	47
Savings/Increased Expenditure (pension additional years)	(8)
NET Revenues & Benefits Contract savings	(31)
Staff Savings	(52)
Increased Rental Income (Futures Park Plot 5 & Plot 1)	(196)
Increased Pre-Planning Income	(26)
Bus Station Net Cost	43
Empty Homes Scheme	300
Increased Loan Interest	16
Net Interest reduction	60
Change to treatment of MRP	(260)
2021/22 Original Budget	9,087

The Minimum Revenue Provision (MRP) movement shown above is a result of a change in the way it is calculated further detail can be found in section 2.4 of the Treasury Management Strategy.

3.9 The budget proposals for 2021/22 onwards are set out below:-

Table 4

Budget Proposals	2021-22	2022-23	2023-24	2024-25
	£'000	£'000	£'000	£'000
Whitaker Museum - reduction in support post Lottery bid	0	50	50	50
CLAW - Grant / Efficiencies	0	0	50	50
Trade Waste net increased income	10	20	30	30
Bulky Waste proposed fee increase	13	14	18	18
Operations: increased productivity	20	40	60	60
Household Bin Cleaning	0	5	10	10
Garden Waste enhanced service/growth	50	50	50	50
Environmental Health - Fixed Penalty Income	15	15	15	15
Fees and charges: annual increase by at least inf'n of 2%	7	14	21	28
Staffing and related savings (Vacancy Savings etc)	109	138	138	138
Increased Commercial Rental Income	0	20	20	20
IT Efficiencies	10	20	30	30
Contingency	(50)	(50)	(50)	(50)
Total	184	336	442	449

There are some key and challenging projects above not least: Operations commercial activity/increased productivity and the staffing and related savings. The above proposals include a £50k contingency allowance in case of any delays in implementation.

3.10 Impact on reserves

As shown in Table 1, after the implementation of the Cabinet proposals there is still a funding gap. This is shown in the table, below. The table also shows the potential impact on the unringfenced reserves if no further savings/increased income are found:

Table 5

Use of Reserves if no further savings implemented		2020-21	2021-22	2022-23	2023-24	2024-25
£000		£000	£000	£000	£000	£000
Funding gap		(0)	(0)	(401)	(404)	(400)
Use of Reserves	Opening Balance					
Transitional Reserve	780	0	0	401	379	0
General Fund Reserve	1,000	0	0	0	25	400
Reserve Balance	1,780	1,780	1,780	1,379	975	575

The table demonstrates an annual deficit from 2022/23 onwards. In the immediate period this can be funded through the use of the Transitional reserve and latterly the General Fund reserve.

The total value of the Transitional Reserve was £1.7m at 31st March 2020. In November 2020 Cabinet approved the use of £950k of this reserve to fund the Empty Homes scheme. This is factored into the table above. Wherever possible the Empty Homes expenditure will be capitalised and thus funded from capital receipts or prudential borrowing, this will reduce the call on the Transitional Reserve.

The General Fund reserve is in reality the Council's Minimum Working Balance, this is a requirement of Sections 32 and 43 of the Local Government Finance Act 1992 which requires local authorities to consider the establishment and maintenance of reserves. These can be held for three main purposes:

- a working balance to help cushion the impact of uneven cash flows and avoid unnecessary temporary borrowing – this forms part of general reserves;
- a contingency to cushion the impact of unexpected events or emergencies – this also forms part of general reserves;
- a means of building up funds, often referred to as earmarked reserves, to meet known or predicted requirements; earmarked reserves are accounted for separately but legally remain part of the General Fund.

In support of this requirement, and as part of the development of the budget for 2021/22, an assessment has been carried out to establish the minimum level of the General Fund Working Balance for this Council. Based on this assessment it is recommended that the minimum working balance should remain at £1.0m. At this level it represents circa 3% of the council's gross revenue expenditure.

3.11 Table 5 demonstrates that if no further savings/efficiencies/income generation schemes are implemented by the end of 2024/25 the Transitional Reserve will be exhausted and the General Fund Reserve will have £575k remaining. The figures above do not include any impact that may arise from the 2020/21 close down.

In addition to the above reserves the council also holds a Local Business Rate Retention reserve. At 31/03/2020 the balance of this reserve was £2,640m. The Business Rate Collection Fund annual surpluses and deficits along with the Small Business Rate Relief

Section 31 grants, are set aside in this earmarked reserve to smooth peaks and troughs in the business rate receipts over the life of the forecast. It is estimated that £686k of this reserve will be used in 2020/21. In addition this report requests the use of £606k in 2021/22. The forecast also estimates the use of £200k pa of this reserve from 2022/23 to 2024/25. Further information on reserves can be found in Appendix 2.

4. Council Tax for 2021/22

4.1. Cabinet will make its final recommendation for Full Council to approve on 24th February 2021. Other precepting authorities will announce their Council Tax changes as follows:

- Lancashire County Council – 11th February 2021
- Lancashire Fire & Rescue – 2nd February 2021
- Lancashire Police & Crime Commissioner – 11th February 2021
- Whitworth Town Council – 28th January 2021

4.2. The current Band D Council Tax for 2021/22 and the previous change across Rossendale is as follows:

Table 6

Precepting Body	%	2020/21	2021/22	Increase	%
		Band D £	Band D £		
Rossendale BC	1.99%	279.57	285.13	5.56	13.9%
Lancashire County Council *	4.55%	1,277.69	1,341.45	63.76	65.3%
LCC Adult Social Care *	0.44%	122.63	128.75	6.12	6.3%
Combined Fire Authority	1.99%	70.86	72.27	1.41	3.5%
Police & Crime Commissioner	7.09%	211.45	226.45	15.00	11.0%
Total (Excl' Whitworth)	4.68%	1,962.20	2,054.05	91.85	100.0%
Whitworth Parish Council	0.00%	25.81	25.81		
Total Whitworth Parish	4.91%	1,988.01	2,079.86		

* percentage increase is based on the total combined tax level

4.3 Council Tax Base

Despite the number of new homes in the borough increasing by 123, the Council Band D Tax base has decreased by 255 properties - 1.24% to 20,380 Band D equivalents. The reduction is due to the increase in Local Council Tax Support claimants resulting from the Covid pandemic.

The Government has announced funding for lost Council Tax income as a result of the increase in Local Council Tax support claimants, due to Covid. This will be paid directly into the Collection Fund in 2021/22. Any variation through actual billing will be reflected in the Collection Fund. Future estimated increases in the Council Tax have been assumed at 0.5% c102 Band D equivalents. The Local Plan target is 212 pa (albeit there is no Band D equivalent published).

4.4 The draft budget book for 2021/22 (based on the above) is included at Appendix 3. The key

assumptions are:

1. Budget estimates:

- a. Annual pay award 2% 2021/22 for staff earning below £24k, 2% pa 2022/23 onwards for all staff – (1% for all staff equates to c.£60k, inclusive of on costs).
- b. An annual staff vacancy saving of £200k pa – a £50k increase (included in Cabinet savings proposals) on previous assumptions.
- c. Pension costs for future service now at 17.6% of gross pay the cost of which is fixed for the three-year period of the Lancashire Pension Fund's Triennial Review. The Council took advantage of the full three-year prepayment option in April 2020.

2. Council tax to increase by 1.99% (previously 1.99% in February 2020) with growth in the tax base of 0.5% pa.

3. The Government's provisional settlement (December 2020) confirmed the NNDR baseline funding and New Homes Bonus payment.

4. NNDR:

- a. The benefits of the 2021/22 pooling arrangement are forecast to contribute a further £1m surplus to reserves of which £541k will be used to support 2021/22 expenditure. This is based on the outcome of previous years and known growth.
 - b. However, beyond 2021/22 the outlook is extremely uncertain as 2022/23 should see the introduction of the Government's own proposals for the 75% retention of business rates. The MTFs does assume a continued retained gain of £200k pa less than previous assumptions of £1m. Given the Government's previous consultation on business rates retention and the future Fair Funding review, this assumption continues to have some risk as the 2022/23 and future position could be that all or some greater proportion of growth, previously gained over the last 5, years will be taken away from council.
5. New Home Bonus legacy payments ceased being earned in 2018 and ends in 2022/23.

4.5. Fees and charges

The annual budget requires that any changes to the council's fees and charges be approved by members. Unless there is commercial justification not to increase fees or an alternative statutory regulation, the proposal is to increase all fees and charges by the greater of 2% or CPI. This is an increase of 1% on the amount previously approved by the council. The November 2020 consumer price index published annual inflation at 0.6%. A full list of fees (including previous year comparisons) are included at Appendix 1.

5. Bridging the council's future funding gap

5.1. The council continues to face a funding gap for the future. Therefore the council should continue to give consideration to:

- The future levels of Council Tax
- Maximising the returns from business rates revenue
- The council's ability to support non-statutory activities and partner/community organisations
- The future quality and standard of statutory service provision
- Any future efficiencies within services and ensuring support services are appropriate
- The council's ability to exploit new commercial and revenue generating opportunities

- Treasury management initiatives and maximising the strength of the council's balance sheet resources
- Ensuring any contract renewals are to the best advantage of the council

5.2 Section 25 report

As part of the final recommendations to Full Council Section 25 of the Local Government Act (2003) places a requirement on the Chief Financial Officer of each local authority to advise councillors during the budget process on "the robustness of the estimates made for the purposes of the budget calculations and the adequacy of the proposed financial reserves", which includes a financial resilience statement. This provision is designed to ensure that members have information which will support responsible financial management over the longer term. The full section 25 report can be found at Appendix 2.

6. RISK

In managing the council's budget the council is seeking to manage the following larger scale risks.

- 6.1 **Council Tax:** In setting the 2021/22 budget members should continue to plan and give due regard to the continued financial challenges over the medium term. In particular, members should be aware of the future implications for the council's financial resources of any council tax freeze or any increase below the Governments' referendum trigger of the higher of £5.00 or 2%.
- 6.2 **Reserves:** Members should note that the budget proposals include the use of £541k from the Business Rates Retention reserve. The unringfenced reserves are the Transitional and General Fund reserves. The 2021/22 budgets do not include any reliance on the use of these reserves. This is however, a one off over the medium term and is mainly as a result of the Government's delay in implementing a new national 75% NNDR/Business Rates local retention scheme. An ongoing reliance on reserves to manage the medium term budget is unsustainable and this will require the council to seek future savings and income generation which members will need to support.
- 6.3 **Resources:** In previous years, financial pressures have been reported namely the impact of the reduction in the annual value of New Homes Bonus (now c. £213k pa from a previous peak of c. £1m pa). 2018/19 was the final year for legacy based NHB calculations. However, the impact of the Fair Funding review and the Business Rates reset now planned for 2021/22 will have an impact on the council's future resources the size of which is as yet unknown.
- 6.4 **Funding gap:** The medium term financial forecast indicates an underlying deficit of c.£0.40m (subject to the assumptions noted above and before future savings initiatives). Members must continue to give due consideration as to how they are to bridge this annual deficit going forward, in order to produce legally balanced budgets for the future.
- 6.5 **NNDR arrangements for 2021/22:** As a result of the Covid pandemic the Government's planned introduction of a new national 75% retention scheme has been further deferred until 2022/23. The arrangements for 2021/22 are therefore the same as 2020/21. The council remains a member of the Lancashire Business Rates Pool which means the council retains 40% of all business rates income and avoids the direct payment of a 50% levy on any end of year surplus. This is beneficial for the council's budget position and the council should

continue to lobby for the retention of this model.

- 6.6 **Fair Funding Review:** As noted above this was due to be published in time for 2021/22 financing arrangements however due to the Covid pandemic this has been postponed. The implications for this Council are in the main the impact on our share of Business Rates and in particular the setting of tariffs and our baseline funding.
- 6.7 **Pay:** In the Autumn Spending Review the Government announced a one-year pause on public sector pay increases for staff earning over £24k pa. For 2022/23 and beyond the assumptions are set at 2% pa (plus increments). The budget also assumes, as in previous years a saving as a result of natural staff turnover and the vacancy saving this creates. In previous years this has been set at £150k pa, this year Cabinet are proposing to increase this to £200k pa. Whilst this is a challenging target, it is achievable and will be closely monitored.
- 6.8 **Empty Homes Scheme:** The project continues to have a significant adverse impact on the council's financial position. In 2020/21 the council faced several legal claims which have led to the increased budget requirement. The project team continue to closely monitor the scheme, manage the project risks and challenge the claims where possible thereby reducing the scale of the liability, but the scale of this is very limited given the overall scale of both current works and the nature of the property leases. The scheme is due to end in December 2024.
- 6.9 **Covid-19:** Covid has placed additional challenges on the council's finances and this is anticipated to continue into 2021/22. The scale of these are unknown and therefore difficult to manage. The council is likely to suffer from reduced income from Council Tax, Business rates and fees and charges. The Government has provided the council with £1.219m in 2020/21 to support continued delivery of services, along with a further £415k promised as part of the 2021/22 funding settlement. The Government has also stated it will cover 75% of the council's irrecoverable Covid losses in respect of Business Rates, Council Tax and Fees & Charges. In addition the council has received various grants to deliver specific Covid related services. The scale of future Government Covid funding is largely unknown and if all additional costs are not covered in 2021/22 this would have an adverse impact on the budget.
- 6.10 **Rossendale Leisure Trust:** Covid has had a significant impact on the leisure/culture sector, severely impacting the Leisure Trusts' financial position. The Trust has a level of reserves which has helped cushion the full impact in 2020/21. However, these are now exhausted. There has been limited Government support for leisure trusts. The Trust has received some business grants and has bid for financial support from the National Leisure Recovery fund (although the outcome of this is currently not known). The council is also proposing to support the Trust with a £100k contribution from the local authority support grant mentioned above. The full scale of the Trusts' losses are currently unknown as it is dependent on the length of the pandemic. The Trust and the council need to continue to work together to control the losses wherever possible. This is a risk for the council in that it provides the day-to-day cashflow for the Trust, and also in respect of the ongoing delivery of leisure services across the borough. It is critical that the Trust remains financially sustainable and financially independent of the council.
- 6.11 **Corporate Risk register:** The register already includes risks around the MTFS, the County Council Budget, Covid-19 and the Leisure Trust. Previous assessment resulted in the MTFS being a "red" risk. In November 2019 the rating was assessed to be "amber". However, it is now recommended that members reconsider the suitability of the current risk rating in light of

this current MTFFS update and it is proposed to return to “red”.

7. FINANCE

7.1 The key financial matters are dealt with throughout this report. The decision to increase Council Tax is a Member decision. In making their decision Members should give consideration of the deficit facing the council over the medium term. Given the council's future deficit an increase of 1.99% in Council Tax is strongly recommended by the s.151 officer. Any change to Council Tax below the maximum allowed, has an ongoing and cumulative negative impact on future year resources.

7.2 The council continues to face a funding gap challenge despite the savings and income generation work already completed this year and in previous years. The council has a statutory duty to produce annually a balanced budget and it is legally bound to find a solution to the future funding gap. There are also some higher risk assumptions in the forecast. Ultimately the use of reserves to balance the funding gap, although legal, is both finite and financially not a sustainable approach to managing the budget in the long-term.

7.3 Given the 2021/22 cost base and the financial gap over the longer term that council needs to continue develop plans to reduce its net cost base in order to avoid reliance on limited reserves and to deal with the future resource deficit. The key messages for the medium term continue to be:

- Council must continue to increase Council Tax in line with the Government's maximum thresholds
- Council must give further consideration to either reduce costs or increase revenue
- The introduction of the national “75% Business Rates Retention Scheme” as from 2022/23 and the results of the Fair Funding review could materially impact negatively on the council's current share of annual business rates

8. LEGAL

8.1 The council must calculate and approve its Council Tax Requirement annually for the forthcoming financial year in accordance with s32 and s43 of the Local Government Finance Act 1992 (LGFA 1992). Section 25 of the Local Government Act (2003) also requires the officer having responsibility for the administration of the council's financial affairs, to report to the council on the robustness of the budget estimates and adequacy of financial reserves when determining its budget requirement under the Local Government Finance Act 1992. This report discharges this responsibility.

9. POLICY AND EQUALITIES IMPLICATIONS

9.1 The Equality Act (2010) requires the council to have due regard in the exercising of its functions to eliminate discrimination, advance equality of opportunity and foster good relations between people who share a relevant protected characteristic and those who do not share it. Equality impact assessments will be carried out where necessary on any savings proposal. The duty to inform, consult or involve requires that the council must involve communities and those directly affected at the most appropriate and proportionate level in 'routine functions, in addition to one-off decisions.' Consultation took place with:

- Cabinet and Management Team - December 2020
- Members - December and January 2021
- Public (via the council's website) – January 2021
- Overview & Scrutiny - 1 February 2021

10. CONCLUSIONS

The financial position for the council, like all local authorities, is challenging. The council is proposing to set a revenue budget for 2021/22 of £8.903m.

There are a number of significant risks outside the council's control which remain a major concern: Covid, the uncertainty of the Fair Funding Review and the Business Rates scheme from 2022/23 onwards, also the still unknown impact of Brexit. The council must remain focused on identifying and delivering further savings and income in order to ensure annual balanced budgets over the immediate and medium term. It must also ensure that all its budget resource allocations are directed to the core functions of the council and that the use of its resources drives the delivery of the council's Corporate Plan priorities.

Background Papers	
Document	Place of Inspection
Previous updates to the MTFS	Rossendale Borough Council website
Government's Financial Settlement	DCLG website

Rossendale Borough Council

Fees and Charges for 2021/22

Council may from time to time revise fees and charges partway through a financial year

Trade Waste

Trade Waste		
Cost per annum one pick up a week		
size of bin	2020/21 Charge	2021/22 Charge
140ltr	£173.90	£173.90
240ltr	£294.20	£294.20
500ltr	£561.00	£561.00
660ltr	£740.70	£740.70
770ltr	£886.50	£886.50
1100ltr	£996.10	£996.10

Schools/ Charities		
Cost per annum one pick up a fortnight		
size of bin	2020/21 Charge	2021/22 Charge
55 - 140ltr Bin, Bag or Box	£75.20	£75.20
240ltr	£127.20	£127.20
500ltr	£242.10	£242.10
660ltr	£319.40	£319.40
770ltr	£382.50	£382.50
1100ltr	£429.00	£429.00

Trade Recycling		
Cost per annum - fortnightly collection		
size of bin	2020/21 Charge	2021/22 Charge
55 - 140ltr Bin, Bag or Box	£35.30	£35.30
240ltr	£60.90	£60.90
500ltr	£116.10	£116.10
660ltr	£152.60	£152.60
770ltr	£182.60	£182.60
1100ltr	£204.70	£204.70

Sacks etc		
	2020/21 Charge	2021/22 Charge
Grey Sacks (includes VAT) (50 pack)	£120.00	£123.30
Blue Sacks (50 pack)	£35.40	£36.40
Aqua Sacks (50 pack)	£35.40	£36.40

Bulky Collections

	2020/21	2021/22
<u>Bulky Collection Charges</u>		
1 item (furniture and electrical items)	£14.20	£15.50
2 items (furniture and electrical items)	£20.40	£22.50
3 items (furniture and electrical items)	£26.50	£29.50
4 items (furniture and electrical items)	£32.60	£36.50
5 items (furniture and electrical items)	£38.70	£43.50
6 items (furniture and electrical items)	£44.80	£50.50
7 items (furniture and electrical items)	£50.90	£57.50
8 items (furniture and electrical items)	£57.00	£64.50
9 items (furniture and electrical items)	£63.10	£71.50
10 items (furniture and electrical items)	£69.20	£78.50
Price per additional item	£6.10 per item thereafter	£7.00 per item thereafter
<u>Bins & Sacks</u>		
	2020/21	2020/21
Green Bins	£28.60	£29.50
	2020/21	2020/21
Garden Waste (yearly fee)	£35.00	£40.00

No charges for the following Bins

Blue - Glass, Cans & Plastics

Grey - Paper & Cardboard

Parks and Playing Fields

	2020/21	2021/22
Letting of Sites (Per Day)		
Moorlands Park	£201.40	205.40
Stubbylee Park	£201.40	205.40
Victoria Park	£201.40	205.40
Maden Recreation Ground	£201.40	205.40
New Hall Hey Bacup Cricket Ground - Property Services	£201.40	205.40
Fairview	£201.40	205.40
All Other Playing Fields	£102.90	105.00

Parks and Playing Fields

	2020/21	2021/22
Allotments		
Tenancy agreement	£22.90	23.36
pr 100 sq. m.	£32.90	33.56
Sale of Logs and Woodchip		
Car / Small van	£11.00	11.22
Large Van	£21.90	22.34
with trailer add	£11.00	11.22
Memorials / Dedications		
Trees		
Standard option	£196.00	199.92
Own selected species	Price on Application	
Benches		
Standard	£818.00	834.36
Ornate	£996.30	1,016.23

Cemeteries

	2020-21 Charges	2021-22 Charges
Purchase of right of burial in numbered grave space	£1,044.30	£1,065.20
Purchase of right of burial in numbered grave space (outside of the Borough)	£1,240.70	£1,265.50
Transfer of Grant	£61.50	£62.70
Right to fix a headstone or monument		
Headstone	£190.00	£193.80
Inscriptions	£51.10	£52.10
Vase / Plinth and Tablets	£87.50	£89.30
Interments		
Earth Grave & Grave Dressing (resident of the Borough)	£842.10	£858.90
Earth Grave & Grave Dressing (non resident of the Borough)	£1,031.50	£1,052.10
Vault – Constructions costs + 5% (+ VAT)	£1,031.50	£1,052.10
Vault – Interments	£855.70	£872.80
Vault – Interments (non resident of the Borough)	£935.50	£954.20
Interment of Ashes	£198.10	£202.10
Interment of ashes (non resident of the borough)	£212.80	£217.10
Scattering of Ashes	£39.00	£39.80
Bricking of grave to coffin height (additional fee)	£172.00	£175.40
Ashes Chambers (Rawtenstall, Bacup & Haslingden)		
Purchase of Exclusive Right of Burial in Chamber	£650.60	£663.60
Interment of ashes in chamber	£228.30	£232.90
Miscellaneous Charges		
Copy of Regulations and Charges	£6.70	£6.80
Search Fee	£34.50	£35.20
Duplicate Grave Deed	£58.30	£59.50
Use of Chapel	£142.80	£145.70
Garden of Remembrance / Whitworth		
Reserving Space	£30.10	£30.70
Interment of Ashes	£45.40	£46.30
Headstone in above.	£53.60	£54.70
Supply of Engraved Plaque (excluding VAT)	£138.60	£141.40
Supply of Memorial Tree	£341.90	£348.70
New Bench including Plaque	£1,005.80	£1,025.90

Environmental Health

Item	2020/21 Charge	2021/22 Charge
Food Safety		
Export Certificate	£53.60	£54.70
Re-inspections of business operators for food hygiene rating	£146.00	£148.90
Private water supplies - Risk Assessment	£40.00 per hour or any part there of, plus £10 per invoiced Household	£41.10 per hour or any part there of, plus £10 per invoiced Household
Private water supplies - Sampling	£40.00 per hour or any part there of	£41.10 per hour or any part there of
Private water supplies - Investigation	£40.00 per hour or any part there of	£41.10 per hour or any part there of
Private water supplies - Granting Authorisation	£40.00 per hour or any part there of	£41.10 per hour or any part there of
Private water supplies - Analysing a sample under Regulation 10	Laboratory Charges plus £40.00 per hour	Laboratory Charges plus £41.10 per hour
Private water supplies - Analysing a check monitoring sample	Laboratory Charges plus £40.00 per hour	Laboratory Charges plus £41.10 per hour
Private water supplies - Analysing an audit monitoring sample	Laboratory Charges plus £40.00 per hour	Laboratory Charges plus £41.10 per hour
Health & Safety		
Skin Piercing - premises	£142.40	£145.20
Skin Piercing - persons	£142.40	£145.20
Factual report to solicitors / injured person	£203.80	£207.90

Environmental Health

Item	2020/21 Charge	2020/21 Charge
Pollution Health & Housing		
LAPC & LAPPC Fees	As Prescribed	As Prescribed
Environmental Information Regulation enquires	£87.50 per hour (minimum 1 hour)	£89.90 per hour (minimum 1 hour)
List of permitted processes	£53.60	£54.70
Enquires related to public register of permitted processes	£87.50 per hour (minimum 1 hour)	£89.90 per hour (minimum 1 hour)
Contaminated Land Enquires	£87.50 (1st hour), £43.40 (per additional half hour)	£89.90 (1st hour), £44.60 per additional half hour)
Any Default works	Hourly rate of officer involved + 16.30% of external works costs (min £15 and max £500 per household)	Hourly rate of officer involved + 16.30% of external works costs (min £15 and max £500 per household)
UK House inspections	£108.40	£110.60
HMO License	New Application Part A £719.70 Part B £279.50 Renewal Part A £700.70 Part B £279.50	New Application Part A £719.70 Part B £279.50 Renewal Part A £700.70 Part B £279.50

Housing Act 2004 Notices not including Variations and Revocations	Up to Statutory Maximum of £500	Up to Statutory Maximum of £500
Housing Act 2004 Revocation or Variation of Notice	Officer Time at £40.00 per hour	Officer Time at £41.10 per hour
The Smoke and Carbon Monoxide Alarm (England) Regulations 2016 Penalty Charge (not exceeding £5000) Reg 8	First offence £2,500 (reduced to £1,250 if paid early). Second offence £5,000 (reduced to £2,500 if paid early). Any other offence £5,000 with no reductions.	First offence £2,500 (reduced to £1,250 if paid early). Second offence £5,000 (reduced to £2,500 if paid early). Any other offence £5,000 with no reductions.
Scrap Metal		
Dealers 3 year Licence	£379.40	£387.00
Mobile Collections 3 year Licence	£271.00	£276.40
Variations	£54.10	£55.20
Replacement licences	£43.40	£44.30

Animal Welfare

Item	Application Fee	Licence Fee	2020/21 Charge	2021/22 Charge	NOTES
Keeping or Training Animals for exhibition	£116.00	£264.00	£380.00	£380.00	
Selling animals as Pets	£116.00	£264.00	£380.00	£380.00	
Doggy Day Care	£116.00	£264.00	£380.00	£380.00	
Hiring out Horses	£148.00	£271.00	£419.00	£419.00	Additional vet fees apply and charged separately prior to issue of licence
Dog Breeding	£148.00	£271.00	£419.00	£419.00	Additional vet fees apply and charged separately prior to issue of licence
Dog Breeding	£176.00	£285.00	£461.00	£461.00	Additional vet fees apply and charged separately prior to issue of licence
Boarding for cats	£116.00	£264.00	£380.00	£380.00	
Boarding dogs in kennels	£116.00	£264.00	£380.00	£380.00	
Home Boarders (Single Dwelling)	£106.00	£278.00	£384.00	£384.00	
Arranging boarding/day care where agent not	£240.00	£278.00	£518.00	£518.00	
Additional fee for every 1 host	£53.00	£29.00	£82.00	£82.00	
Arranging boarding/day care where Host has to	£293.00	£278.00	£571.00	£571.00	
Add additional activity to existing licence	£85.00		£85.00	£85.00	
Licence issue (copy licence or following	£13.00		£13.00	£13.00	
Appeal Fee	£79.00		£79.00	£79.00	£43 refunded if appeal results in a higher star rating
Re-score Request	£60.00		£60.00	£60.00	
Missed vet or inspector appointment fee	£50.00		£50.00	£50.00	Where appointment arranged but inspection cannot be undertaken for any reason
Zoo Licence	£179.00	£179.00	£358.00	£358.00	Additional vet fees apply and charged separately prior to issue of licence
Dangerous Wild Animals Licence	£75.00	£74.00	£149.00	£149.00	Additional vet fees apply and charged separately prior to issue of licence

Taxi Licensing

	2020-21 Charges	2021-22 Charges
Hackney Carriage Driver Licence (Renewal)	185.00	185.00
Hackney Carriage Driver New Licence	185.00	185.00
Hackney Carriage Vehicle Licences	140.00	140.00
Hackney Carriage Vehicle License (Renewal)	140.00	140.00
Private Hire Vehicle Licence	140.00	140.00
Private Hire Vehicle Licence (Renewal)	140.00	140.00
Private Hire Driver Licence	185.00	185.00
Private Hire New Driver License	185.00	185.00
Private Hire Operators License	300.00	300.00
Private Hire Operators License (Renewal)	300.00	300.00
Re-booking Fee	35.00	35.00
Basic Skills Assessment / Policy Knowledge Test	70.00	70.00

Gambling Act Licences

Activity	2020-21 Charge	2021-22 Charge
Bingo Hall – New Licence	1,885.00	1,885.00
Bingo Hall – Non Fast Track	1,540.00	1,540.00
Bingo Hall – Fast Track	274.00	274.00
Bingo Hall – Annual Fee	1,000.00	1,000.00
Bingo Hall – Variations	631.00	631.00
Bingo Hall – Reinstatement of Licence	1,110.00	1,110.00
Bingo Hall – Provisional statement	1,133.00	1,133.00
Bingo Hall – Transfer	567.00	567.00
Betting Shop – New Application	1,681.00	1,681.00
Betting Shop – Non Fast Track	1,485.00	1,485.00
Betting Shop – Fast Track	300.00	300.00
Betting Shop – Annual Fee	600.00	600.00
Betting Shop – Variations	631.00	631.00
Betting Shop – Reinstatement	1,100.00	1,100.00
Betting Shop – Provisional Statement	1,133.00	1,133.00
Betting Shop – Transfer	567.00	567.00
Adult Gaming Centre – New Application	1,335.00	1,335.00
Adult Gaming Centre – Non Fast Track	1,000.00	1,000.00
Adult Gaming Centre – Fast Track	274.00	274.00
Adult Gaming Centre – Annual Fee	1,000.00	1,000.00
Adult Gaming Centre – Variations	631.00	631.00
Adult Gaming Centre – reinstatement of licence	1,110.00	1,110.00
Adult Gaming Centre – provisional licence	1,133.00	1,133.00
Adult Gaming Centre – transfer	567.00	567.00
Family Entertainment Centre – New Application	1,327.00	1,327.00
Family Entertainment Centre – Non Fast Track	1,000.00	1,000.00
Family Entertainment Centre – Fast Track	300.00	300.00
Family Entertainment Centre – Annual Fee	750.00	750.00
Family Entertainment Centre – Variations	750.00	750.00
Family Entertainment Centre – reinstatement of licencer	950.00	950.00
Family Entertainment Centre – provisional statement	1,133.00	1,133.00
Family Entertainment Centre – Transfer	567.00	567.00

Premises Liquor Licences

The cost premises licences are determined in accordance with the Licensing Act 2003 and the regulations made therein. Local Authorities have no discretion in this matter.

Rateable Value
Rateable < £4,300
£4,300 to £33,000
£33,001 to £87,000
£87,001 to £125,000
£125,001 and above

Band
A
B
C
D
E

License	Description	2020/21 Charge	2021-22 Charge
Premises Licence - Alcohol Band A	New	100.00	100.00
Premises Licence - Alcohol Band B	New	190.00	190.00
Premises Licence - Alcohol Band C	New	315.00	315.00
Premises Licence - Alcohol Band D	New	450.00	450.00
Premises Licence - Alcohol Band E	New	635.00	635.00
Premises Licence - NO Alcohol Band A	New	100.00	100.00
Premises Licence - NO Alcohol Band B	New	190.00	190.00
Premises Licence - NO Alcohol Band C	New	315.00	315.00
Premises Licence - NO Alcohol Band D	New	450.00	450.00
Premises Licence - NO Alcohol Band E	New	635.00	635.00
Club Premiese Certificate - Alcohol Band A	New	100.00	100.00
Club Premiese Certificate - Alcohol Band B	New	190.00	190.00
Club Premiese Certificate - Alcohol Band C	New	315.00	315.00
Club Premiese Certificate - Alcohol Band D	New	450.00	450.00
Club Premiese Certificate - Alcohol Band E	New	635.00	635.00
Club Premiese Certificate - NO - Alcohol Band A	New	100.00	100.00
Club Premiese Certificate - NO - Alcohol Band B	New	190.00	190.00
Club Premiese Certificate - NO - Alcohol Band C	New	315.00	315.00
Club Premiese Certificate - NO - Alcohol Band D	New	450.00	450.00
Club Premiese Certificate - NO - Alcohol Band E	New	635.00	635.00
Premises Licence - Alcohol Band A	Annual Fee	70.00	70.00
Premises Licence - Alcohol Band B	Annual Fee	180.00	180.00
Premises Licence - Alcohol Band C	Annual Fee	295.00	295.00
Premises Licence - Alcohol Band D	Annual Fee	320.00	320.00
Premises Licence - Alcohol Band E	Annual Fee		
Premises Licence - NO Alcohol Band A	Annual Fee	70.00	70.00
Premises Licence - NO Alcohol Band B	Annual Fee	180.00	180.00
Premises Licence - NO Alcohol Band C	Annual Fee	295.00	295.00
Premises Licence - NO Alcohol Band D	Annual Fee	320.00	320.00
Premises Licence - NO Alcohol Band E	Annual Fee	350.00	350.00
Copy premises license or summary	Section 25	10.50	10.50
Provisional Statement	Section 29	315.00	315.00
Notification of Change of Name or address - premise license	Section 33	10.50	10.50
Variation of DPS	Section 37	23.00	23.00
Transfer Premises License	Section 42	23.00	23.00
Interim Authority Notice	Section 47	23.00	23.00
Copy club premises certificate or summary	Section 79	10.50	10.50
Notification of Change of Name or alteration of rules	Section 82	10.50	10.50
Change of registered address of club	Section 83	10.50	10.50
Temporary Event Notice	Section 100	21.00	21.00
Copy Temporary Event Notice	Section 100	10.50	10.50
Personal Licence	New	37.00	37.00
Personal Licence	Renewal	37.00	37.00
Copy personal license	Section 126	10.50	10.50
Notification of change of name or address - personal license	Section 127	10.50	10.50
Notification of interest	Section 178	21.00	21.00

Street Trading

Licence	Details	2020-21 Charge	2021-22 Charge
Street Trading Consent - 12 mth consent	New	76.50	78.00
Street Trading Consent - 12 mth consent	New	280.00	285.60
Street Trading Consent - 12 mth consent	Renewal	356.00	363.10
Street Trading Consent - 14 day consent	New	76.50	78.00
Variation of Street Trading Consent	Variation	0.00	0.00
Change of personal details		0.00	0.00
Change in employee details		0.00	0.00
Copy of street trading consent		0.00	0.00

Notes

Application Fee. A further £275 will be charged for issue of consent (below)

Issue fee

Fee is not payable if the consent is a community event (as determined by the licencing manager)

Second Hand Goods Dealers Fees

Licence	Details	2020-21 Charge	2021-22 Charge
Second hand Goods Dealer Registration	Registration	76.50	78.00
Copy registration certificate	Copy	0.00	0.00

Other

Licence	Details	2020-21 Charge	2021-22 Charge
Sex Shop	New	1,780.00	1,815.60

Planning Applications

The planning application costs are determined in accordance with the Town and Country Planning Regulations 2012. Local Authorities have no discretion in this matter.

All Outline Applications		2020-21 Charges	20% fixing broken Hsg Mrkt element	2021-22 Charges	20% fixing broken Hsg Mrkt element
Site Area	Not more than 2.5 hectares	£462 per 0.1 hectare	£77	£462 per 0.1 hectare	£77
Site Area up to a maximum fee of £150,000	More than 2.5 hectares	£11,432 + £138 per 0.1 hectare	£1905 + £23	£11,432 + £138 per 0.1 hectare	£1905 + £23
Householder Applications		2020-21 Charges	20% fixing broken Hsg Mrkt element	2021-22 Charges	20% fixing broken Hsg Mrkt element
Alterations/extensions to a single dwelling , including works within boundary	Single dwelling (excluding flats)	£206	£34	£206	£34
Full Applications (and First Submissions of Reserved Matters)		2020-21 Charges	20% fixing broken Hsg Mrkt element	2021-22 Charges	20% fixing broken Hsg Mrkt element
Erection of dwellings					
Permission in Principle		£402 for each 0.1 hectare		£402 for each 0.1 hectare	
Alterations/extensions to two or more dwellings , including works within boundaries	Two or more dwellings (or one or more flats)	£407	£68	£407	£68
New dwellings (up to and including 50)	New dwellings (not more than 50)	£462 per dwelling	£77	£462 per dwelling	£77
New dwellings (for more than 50) up to a maximum fee of £300,000	New dwellings (more than 50)	£22,859 + £138 per additional dwelling	£3810 + £23	£22,859 + £138 per additional dwelling	£3810 + £23
Erection of buildings (not dwellings, agricultural, glasshouses, plant nor machinery):					
Increase of floor space	No increase in gross floor space or no more than 40m ²	£234	£39	£234	£39
Increase of floor space	More than 40m ² but no more than 75m ²	£462	£77	£462	£77
Increase of floor space	More than 75m ² but no more than 3,750m ²	£462 for each 75m ² or part thereof	£77	£462 for each 75m ² or part thereof	£77
Increase of floor space	More than 3,750m ²	£22,859 + £138 for each additional 75m ² in excess of 3750 m ² to a maximum of £300,000	£3810 + £23	£22,859 + £138 for each additional 75m ² in excess of 3750 m ² to a maximum of £300,000	£3810 + £23
The erection of buildings (on land used for agriculture for agricultural purposes)					
Site area	Not more than 465m ²	£96	£16	£96	£16
Site area	More than 465m ² but not more than 540m ²	£462	£77	£462	£77
Site area	More than 540m ² but not more than 4,215m ²	£462 for first 540m ² + £462 for each 75m ² (or part thereof)	£77 + £77	£462 for first 540m ² + £462 for each 75m ² (or part thereof)	£77 + £77
Site area	More than 4,215m ²	£22,859 + £138 for each 75m ² (or part thereof) in excess of 4,215m ² up to a maximum of £300,000	£3810 + £23	£22,859 + £138 for each 75m ² (or part thereof) in excess of 4,215m ² up to a maximum of £300,000	£3810 + £23
Erection of glasshouses (on land used for the purposes of agriculture)		2020-21 Charges	20% fixing broken Hsg Mrkt element	2021-22 Charges	20% fixing broken Hsg Mrkt element
Floor space	Not more than 465m ²	£96	£16	£96	£16
Floor space	More than 465m ²	£2,580	£430	£2,580	£430
Erection/alterations/replacement of plant and machinery					
Site area	Not more than 5 hectares	£462 for each 0.1 hectare (or part thereof)	£77	£462 for each 0.1 hectare (or part thereof)	£77
Site area	More than 5 hectares	£22,859 + additional £138 for each 0.1 hectare (or part thereof) in excess of 5 hectares to a maximum of	£3810 + £23	£22,859 + additional £138 for each 0.1 hectare (or part thereof) in excess of 5 hectares to a maximum of	£3810 + £23
Applications other than Building Works		2020-21 Charges	20% fixing broken Hsg Mrkt	2021-22 Charges	20% fixing broken Hsg Mrkt

Planning Applications

Car parks, service roads or other accesses	For existing uses	£234	£39	£234	£39
Waste (Use of land for disposal of refuse or waste materials or deposit of material remaining after extraction or storage of minerals)					
Site area	Not more than 15 hectares	£234 for each 0.1 hectare (or part)	£39	£234 for each 0.1 hectare (or part)	£39
Site area	More than 15 hectares	£34,934 + £138 for each 0.1 hectare (or part thereof) in excess of 15	£5822+ £23	£34,934 + £138 for each 0.1 hectare (or part thereof) in excess of 15	£5822+ £23
Operations connected with exploratory drilling for oil or natural gas					
Site area	Not more than 7.5 hectares	£508 for each 0.1 hectare (or part)	£123	£508 for each 0.1 hectare (or part)	£123
Site area	More than 7.5 hectares	£36,070 + additional £151 for each 0.1 hectare (or part thereof) in excess of 7.5 hectares up to a	£7320 + £36	£36,070 + additional £151 for each 0.1 hectare (or part thereof) in excess of 7.5 hectares up to a	£7320 + £36
Other operations (winning and working of minerals)					
Site area	Not more than 15 hectares	£234 for each 0.1 hectare (or part)	£39	£234 for each 0.1 hectare (or part)	£39
Site area	More than 15 hectares	£34,934 + additional £138 for each 0.1 in excess of 15 hectare up to a maximum of £78,000	£5822 + £23	£34,934 + additional £138 for each 0.1 in excess of 15 hectare up to a maximum of £78,000	£5822 + £23
Other operations (not coming within any of the above categories)					
Site area	Any site area	£234 for each 0.1 hectare (or part thereof) up to a maximum of £2,028	£39	£234 for each 0.1 hectare (or part thereof) up to a maximum of £2,028	£39
Lawful Development Certificate		2020-21 Charges	20% fixing broken Hsg Mrkt element	2021-22 Charges	20% fixing broken Hsg Mrkt element
LDC – Existing Use - in breach of a planning condition		Same as Full		Same as Full	
LDC – Existing Use LDC - lawful not to comply with a particular condition		£234	£39	£234	£39
LDC – Proposed Use		Half the normal planning fee.		Half the normal planning fee.	
Reserved Matters					
Application for approval of reserved matters following outline approval		Full fee due or if full fee already paid then £462 due	£77	Full fee due or if full fee already paid then £462 due	£77
Approval/Variation/discharge of condition					
Application for removal or variation of a condition following grant of planning permission		£234	£39	£234	£39
Application relates to planning permission for development already carried out (Section 73A)		£234	£39	£234	£39
Request for confirmation that one or more planning conditions have been complied with		£34 per request for Householder otherwise £116 per request	£6 and £19	£34 per request for Householder otherwise £116 per request	£6 and £19
Change of Use of a building to use as one or more separate dwellinghouses, or other cases					
Number of Dwellings	Not more than 50 dwellings	£462 for each	£77	£462 for each	£77
Number of Dwellings	More than 50 dwellings	£22,859 + £138 for each in excess of 50 up to a maximum of £300,000	£3810 + £23	£22,859 + £138 for each in excess of 50 up to a maximum of £300,000	£3810 + £23
Other Changes of Use of a building or land		£462	£77	£462	£77
Advertising					
Relating to the business on the premises		£132	£22	£132	£22
Advance signs which are not situated on or visible from the site, directing the public to business		£132	£22	£132	£22
Other advertisements		£462	£77	£462	£77
Prior Approval					
Agricultural and Forestry buildings & operations or demolition of buildings		£96	£16	£96	£16

Planning Applications

Telecommunications Code Systems Operators		£462	£77	£462	£77
Proposed Change of Use to State Funded School or Registered Nursery		£96	£16	£96	£16
Proposed Change of Use of Agricultural Building to a State-Funded School or Registered Nursery		£96	£16	£96	£16
Proposed Change of Use of Agricultural Building to a flexible use within Shops, Financial and Professional services, Restaurants and Cafes, Business, Storage or Distribution, Hotels, or Assembly or Leisure		£96	£16	£96	£16
Proposed Change of Use of a building from Office (Use Class B1) Use to a use falling within Use Class C3 (Dwellinghouse)		£96	£16	£96	£16
Proposed Change of Use of Agricultural Building to a Dwellinghouse (Use Class C3), where there are no Associated Building Operations		£96	£16	£96	£16
Proposed Change of Use of Agricultural Building to a Dwellinghouse (Use Class C3), and Associated Building Operations		£206	£34	£206	£34
Proposed Change of Use of a building from a Retail (Use Class A1 or A2) Use or a Mixed Retail and Residential Use to a use falling within Use Class C3 (Dwellinghouse), where there are no Associated Building Operations		£96	£16	£96	£16
Proposed Change of Use of a building from a Retail (Use Class A1 or A2) Use or a Mixed Retail and Residential Use to a use falling within Use Class C3 (Dwellinghouse), and Associated Building Operations		£206	£34	£206	£34
Notification for Prior Approval for a Change Of Use from Storage or Distribution Buildings (Class B8) and any land within its curtilage to Dwellinghouses (Class C3)		£96	£16	£96	£16
Notification for Prior Approval for a Change of Use from Amusement Arcades/Centres and Casinos, (Sui Generis Uses) and any land within its curtilage to Dwellinghouses (Class C3)		£96	£16	£96	£16
Notification for Prior Approval for a Change of Use from Amusement Arcades/Centres and Casinos, (Sui Generis Uses) and any land within its curtilage to Dwellinghouses (Class C3), and Associated Building Operations		£206	£34	£206	£34
Notification for Prior Approval for a Change of Use from Shops (Class A1), Financial and Professional Services (Class A2), Betting Offices, Pay Day Loan Shops and Casinos (Sui Generis Uses) to Restaurants and Cafés (Class A3)		£96	£16	£96	£16
Notification for Prior Approval for a Change of Use from Shops (Class A1), Financial and Professional Services (Class A2), Betting Offices, Pay Day Loan Shops and Casinos (Sui Generis Uses) to Restaurants and Cafés (Class A3), and Associated Building Operations		£206	£34	£206	£34
Notification for Prior Approval for a Change of Use from Shops (Class A1) and Financial and Professional Services (Class A2), Betting Offices, Pay Day Loan Shops (Sui Generis Uses) to Assembly and Leisure Uses (Class D2)		£96	£16	£96	£16
Application for a Non-material Amendment Following a Grant of Planning Permission					
Applications in respect of householder developments		34	6	34	6
Applications in respect of other developments		234	39	234	39
Local Authority Involvement in High Hedge Complaints					
High Hedge Complaint		500		500	

Building Control - Table A

New Build - Houses 2020-21

Standard Charge for New Housing (up to 300m2 Floor Area including flats and maisonettes but not conversions)

No of Dwellings	Plan Fee	VAT	Plan Total	Inspect Fee	VAT	Inspect Total	Building Notice Fee	VAT	Building Notice Total
1	233.33	46.67	280.00	650.00	130.00	780.00	1,060.00	212.00	1,272.00
2	308.33	61.67	370.00	775.00	155.00	930.00	1,300.00	260.00	1,560.00
3	341.67	68.33	410.00	910.00	182.00	1,092.00	1,502.00	300.40	1,802.40
4	408.33	81.67	490.00	1,050.00	210.00	1,260.00	1,750.00	350.00	2,100.00
5	491.67	98.33	590.00	1,200.00	240.00	1,440.00	2,030.00	406.00	2,436.00

Building Control - Table A

New Build - Houses 2021-22

Standard Charge for New Housing (up to 300m2 Floor Area including flats and maisonettes but not conversions)

No of Dwellings	Plan Fee	VAT	Plan Total	Inspect Fee	VAT	Inspect Total	Building Notice Fee	VAT	Building Notice Total
1	233.33	46.67	280.00	650.00	130.00	780.00	1,060.00	212.00	1,272.00
2	308.33	61.67	370.00	775.00	155.00	930.00	1,300.00	260.00	1,560.00
3	341.67	68.33	410.00	910.00	182.00	1,092.00	1,502.00	300.40	1,802.40
4	408.33	81.67	490.00	1,050.00	210.00	1,260.00	1,750.00	350.00	2,100.00
5	491.67	98.33	590.00	1,200.00	240.00	1,440.00	2,030.00	406.00	2,436.00

Standard Charge for New Housing (Floor Area between 301m2 and 700m2)

	Plan Fee	VAT	Plan Total	Inspect Fee	VAT	Inspect Total	Building Notice Fee	VAT	Building Notice Total
Single Dwelling with Floor Area between 301m2 and 500m2	270.83	54.17	325.00	733.33	146.67	880.00	1,205.00	241.00	1,446.00
Single Dwelling with Floor Area between 501m2 and 700m2	270.83	54.17	325.00	945.83	189.17	1,135.00	1,460.00	292.00	1,752.00

Please note for more than 5 Dwelling or if the floor area of a dwelling exceeds 700m2 the charge is individually determined

All the above charges are on the basis that any controlled electrical work is carried out by a person who is a member of a registered competent person scheme, if this is not the case an additional charge may apply

Standard Charge for New Housing (Floor Area between 301m2 and 700m2)

	Plan Fee	VAT	Plan Total	Inspect Fee	VAT	Inspect Total	Building Notice Fee	VAT	Building Notice Total
Single Dwelling with Floor Area between 301m2 and 500m2	270.83	54.17	325.00	733.33	146.67	880.00	1,205.00	241.00	1,446.00
Single Dwelling with Floor Area between 501m2 and 700m2	270.83	54.17	325.00	945.83	189.17	1,135.00	1,460.00	292.00	1,752.00

Please note for more than 5 Dwelling or if the floor area of a dwelling exceeds 700m2 the charge is individually determined

All the above charges are on the basis that any controlled electrical work is carried out by a person who is a member of a registered competent person scheme, if this is not the case an additional charge may apply

Building Control - Table B

Charges for small buildings, extensions and alterations to dwellings 2020/21
Valid for applications received between 01/04/2020 & 31/03/2021

Proposal	Plan Fee	VAT	Plan Total	Inspect Fee	VAT	Inspect Total	Building Notice Fee	VAT	Building Notice Total
Category 1: Extensions to Dwellings									
Extension Internal Floor area not exceeding 10m2	327.50	65.50	393.00	inc	inc	inc	393.00	78.60	471.60
Extension Internal Floor Area over 10m2 but not exceeding 40m2	166.67	33.33	200.00	310.00	62.00	372.00	572.00	114.40	686.40
Extension Internal Floor Area over 40m2 but not exceeding 60m2	166.67	33.33	200.00	443.33	88.67	532.00	732.00	146.40	878.40
Extension - Internal Floor Area over 60m2 but not exceeding 80m2	166.67	33.33	200.00	577.00	115.40	692.40	892.40	178.48	1070.88
Category 2 - Garages & Carports									
Erection or Extension of a detached or attached building or extension to a dwelling									
Which consists of a garage, carport or both; having a floor area not exceeding 40m2 in total and is intended to be used in common with an existing building	251.67	50.33	302.00	inc	inc	inc	302.00	60.40	362.40
The conversion of an attached garage into a habitable room	221.67	44.33	266.00	inc	inc	inc	266.00	50.00	316.00
Where the Garage extension exceeds a floor area of 40m2 but does not exceed 60m2	361.67	72.33	434.00	inc	inc	inc	434.00	86.80	520.80
Category 3: Loft Conversion and Dormers									
Formation of a room in a roof space, including means of access thereto. Fees for lofts greater than 40m2 are to be based on the cost of work. The Fee cannot be less than shown below									
Without a dormer but not exceeding 40m2 in floor area	335.00	67.00	402.00	inc	inc	inc	402.00	80.40	482.40
With a dormer but not exceeding 40m2 in floor area	166.67	33.33	200.00	276.67	55.33	332.00	532.01	106.40	638.41

Where the extension to the dwelling exceeds 80m2 in floor area, the charge is based on the estimated cost in Table E, subject to the sum of the plan charge and inspection charge being not less than £761.67 (excluding VAT). The total estimated cost of the work must therefore be at least £50,001.

Note: All the above charges are on the basis that any controlled electrical work is carried out by a person who is a member of a registered Competent Person Scheme, if this is not the case an additional charge may apply.

Building Control - Table B

Charges for small buildings, extensions and alterations to dwellings 2021/22
Valid for applications received between 01/04/2020 & 31/03/2021

Proposal	Plan Fee	VAT	Plan Total	Inspect Fee	VAT	Inspect Total	Building Notice Fee	VAT	Building Notice Total
Category 1: Extensions to Dwellings									
Extension Internal Floor area not exceeding 10m2	327.50	65.50	393.00	inc	inc	inc	393.00	78.60	471.60
Extension Internal Floor Area over 10m2 but not exceeding 40m2	166.67	33.33	200.00	310.00	62.00	372.00	572.00	114.40	686.40
Extension Internal Floor Area over 40m2 but not exceeding 60m2	166.67	33.33	200.00	443.33	88.67	532.00	732.00	146.40	878.40
Extension - Internal Floor Area over 60m2 but not exceeding 80m2	166.67	33.33	200.00	577.00	115.40	692.40	892.40	178.48	1070.88
Category 2 - Garages & Carports									
Erection or Extension of a detached or attached building or extension to a dwelling									
Which consists of a garage, carport or both; having a floor area not exceeding 40m2 in total and is intended to be used in common with an existing building	251.67	50.33	302.00	inc	inc	inc	302.00	60.40	362.40
The conversion of an attached garage into a habitable room	221.67	44.33	266.00	inc	inc	inc	266.00	50.00	316.00
Where the Garage extension exceeds a floor area of 40m2 but does not exceed 60m2	361.67	72.33	434.00	inc	inc	inc	434.00	86.80	520.80
Category 3: Loft Conversion and Dormers									
Formation of a room in a roof space, including means of access thereto. Fees for lofts greater than 40m2 are to be based on the cost of work. The Fee cannot be less than shown below									
Without a dormer but not exceeding 40m2 in floor area	335.00	67.00	402.00	inc	inc	inc	402.00	80.40	482.40
With a dormer but not exceeding 40m2 in floor area	166.67	33.33	200.00	276.67	55.33	332.00	532.01	106.40	638.41

Where the extension to the dwelling exceeds 80m2 in floor area, the charge is based on the estimated cost in Table E, subject to the sum of the plan charge and inspection charge being not less than £761.67 (excluding VAT). The total estimated cost of the work must therefore be at least £50,001.

Note: All the above charges are on the basis that any controlled electrical work is carried out by a person who is a member of a registered Competent Person Scheme, if this is not the case an additional charge may apply.

Building Control - Table C

Standard Charges for Alterations to Dwellings 2020/21

Proposal	Plan Fee	VAT	Plan Total	Inspect Fee	VAT	Inspect Total	Building Notice Fee	VAT	Building Notice Total	Regularisation
Installation of Replacement windows and doors in a dwelling where the number of windows / doors does not exceed 20							70.00	14.00	84.00	
Installation of Replacement windows and doors in a dwelling where the number of windows / doors does not exceed 20 (retrospective)								0.00		109.00
Underpinning with a total cost not exceeding £30,000	253.33	50.67	304.00	inc	inc	inc	304.00	60.80	364.80	
Controlled Electrical Work to a single dwelling (not carried out in conjunction with work being undertaken that falls within Table B)	225.00	45.00	270.00	inc	inc	inc	270.00	54.00	324.00	
Renovation of a thermal element i.e. Work involving recovering of a roof, replacement of a floor or renovation of an external wall to which L 1b applies							106.67	21.33	128.00	
Renovation of a thermal element i.e. Work involving recovering of a roof, replacement of a floor or renovation of an external wall to which L 1b applies (retrospective)										160.00
Formation of a single en suite bathroom / shower room or cloakroom within an existing dwelling (excluding electrical work)	217.50	43.50	261.00	inc	inc	inc	255.00	51.00	306.00	366.00
Removal or partial removal of chimney breast (accompanied by Structural Engineering Details)	136.67	27.33	164.00				136.67	27.33	164.00	195.00
Installation of New or Replacement Sewage Treatment Plant and associated discharge	208.33	41.67	250.00			inc	229.17	45.83	275.00	330.00
Removal of wall and insertion of one or two steel beams maximum span 4 metres (accompanied by Structural Engineering Details)	136.67	27.33	164.00				136.67	27.33	164.00	195.00
Structural Alterations not supported by Structural Calculations to be individually assessed (Calculations may still be required)	POA					inc	POA			POA
The insertion of insulating material in a cavity wall of an existing property*							70.00	14.00	84.00	
Installation of a multi fuel appliance including associated Flue liner and hearth* to a single dwelling							250.00	50	300.00	360.00

* Not carried out under a Competent Person Scheme

Where it is intended to carry out additional work internally within a dwelling at the same time as undertaking alterations as defined in Table C then the charge for all of the internal work (including work as defined in table C) may be assessed using the total estimated cost of work as set out in table E. All other work within dwellings will be charged as set out in Table E.

Building Control - Table C

Standard Charges for Alterations to Dwellings 2021/22

Proposal	Plan Fee	VAT	Plan Total	Inspect Fee	VAT	Inspect Total	Building Notice Fee	VAT	Building Notice Total	Regularisation
Installation of Replacement windows and doors in a dwelling where the number of windows / doors does not exceed 20							70.00	14.00	84.00	
Installation of Replacement windows and doors in a dwelling where the number of windows / doors does not exceed 20 (retrospective)								0.00		109.00
Underpinning with a total cost not exceeding £30,000	253.33	50.67	304.00	inc	inc	inc	304.00	60.80	364.80	
Controlled Electrical Work to a single dwelling (not carried out in conjunction with work being undertaken that falls within Table B)	225.00	45.00	270.00	inc	inc	inc	270.00	54.00	324.00	
Renovation of a thermal element i.e. Work involving recovering of a roof, replacement of a floor or renovation of an external wall to which L 1b applies							106.67	21.33	128.00	
Renovation of a thermal element i.e. Work involving recovering of a roof, replacement of a floor or renovation of an external wall to which L 1b applies (retrospective)										160.00
Formation of a single en suite bathroom / shower room or cloakroom within an existing dwelling (excluding electrical work)	217.50	43.50	261.00	inc	inc	inc	255.00	51.00	306.00	366.00
Removal or partial removal of chimney breast (accompanied by Structural Engineering Details)	136.67	27.33	164.00				136.67	27.33	164.00	195.00
Installation of New or Replacement Sewage Treatment Plant and associated discharge	208.33	41.67	250.00			inc	229.17	45.83	275.00	330.00
Removal of wall and insertion of one or two steel beams maximum span 4 metres (accompanied by Structural Engineering Details)	136.67	27.33	164.00				136.67	27.33	164.00	195.00
Structural Alterations not supported by Structural Calculations to be individually assessed (Calculations may still be required)	POA					inc	POA			POA
The insertion of insulating material in a cavity wall of an existing property*							70.00	14.00	84.00	
Installation of a multi fuel appliance including associated Flue liner and hearth* to a single dwelling							250.00	50	300.00	360.00

* Not carried out under a Competent Person Scheme

Where it is intended to carry out additional work internally within a dwelling at the same time as undertaking alterations as defined in Table C then the charge for all of the internal work (including work as defined in table C) may be assessed using the total estimated cost of work as set out in table E. All other work within dwellings will be charged as set out in Table E.

Building Control - Table D

Extensions and New Build - Other than to Dwellings 2020/21

(i.e. Shops, Offices, industrial, hotels, storage, assembly etc.)

Note - must be submitted as a full plans application (other than application for replacement windows)

Category of Work	Proposal	Plan Fee	VAT	Plan Total	Inspect Fee	VAT	Inspect Total
1	Internal Floor Area not exceeding 6m ²	330.00	66.00	396.00	inc	inc	inc
2	Internal Floor Area over 6m ² but not exceeding 40m ²	166.67	33.33	200.00	310.00	62.00	372.00
3	Internal Floor Area over 40m ² but not exceeding 80m ²	166.67	33.33	200.00	490.00	98.00	588.00
4	Shop fit out not exceeding a value of £50,000	320.00	64.00	384.00	inc	inc	inc
5	Replacement Windows			0.00			0.00
	a - not exceeding 10 windows	120.00	24.00	144.00	Inc	Inc	inc
	b - between 11 - 20 windows	212.5	42.50	255.00	Inc	Inc	inc

Building Control - Table D

Extensions and New Build - Other than to Dwellings 2021/22

(i.e. Shops, Offices, industrial, hotels, storage, assembly etc.)

Note - must be submitted as a full plans application (other than application for replacement windows)

Category of Work	Proposal	Plan Fee	VAT	Plan Total	Inspect Fee	VAT	Inspect Total
1	Internal Floor Area not exceeding 6m ²	330.00	66.00	396.00	inc	inc	inc
2	Internal Floor Area over 6m ² but not exceeding 40m ²	166.67	33.33	200.00	310.00	62.00	372.00
3	Internal Floor Area over 40m ² but not exceeding 80m ²	166.67	33.33	200.00	490.00	98.00	588.00
4	Shop fit out not exceeding a value of £50,000	320.00	64.00	384.00	inc	inc	inc
5	Replacement Windows			0.00			0.00
	a - not exceeding 10 windows	120.00	24.00	144.00	Inc	Inc	inc
	b - between 11 - 20 windows	212.5	42.50	255.00	Inc	Inc	inc

Building Control - Table E

Standard Charges for all work not in Tables A,B,C & D for 2020/21
(excludes individually determined charges)

Estimated Cost		Plan Fee	VAT	Plan Total	Inspect Fee	VAT	Inspect Total	Building Notice Fee	VAT	Building Notice Total
From	To									
0	1000	113.33	22.67	136.00	inc	inc	inc	136.67	27.33	164.00
1,001	2,000	208.33	41.67	250.00	inc	inc	inc	250.00	50.00	300.00
2,001	5,000	235.00	47.00	282.00	inc	inc	inc	281.67	56.33	338.00
5,001	7,000	252.50	50.50	303.00	inc	inc	inc	303.33	60.67	364.00
7,001	10,000	291.67	58.33	350.00	inc	inc	inc	350.00	70.00	420.00
10,001	20,000	360.00	72.00	432.00	inc	inc	inc	432.50	86.50	519.00
20,001	30,000	166.67	33.33	200.00	302.50	60.50	363.00	563.33	112.67	676.00
30,001	40,000	212.50	42.50	255.00	346.67	69.33	416.00	671.67	134.33	806.00
40,001	50,000	258.33	51.67	310.00	416.67	83.33	500.00	810.00	162.00	972.00
50,001	75,000	304.17	60.83	365.00	508.33	101.67	610.00	975.00	195.00	1,170.00
75,001	100,000	345.83	69.17	415.00	641.67	128.33	770.00	1,185.00	237.00	1,422.00
100,001	150,000	387.50	77.50	465.00	737.50	147.50	885.00	1,350.00	270.00	1,620.00

Where it is intended to carry out additional work on a dwelling at the same time as undertaking an extension within table B, then the charge for this additional work (as indicated in Table E) shall be discounted by 50%, subject to a maximum estimated cost of less than £10,000

Note: In respect of domestic work the above charges are on the basis that any controlled electrical work is carried out by a person who is a member of a registered Competent Person Scheme, if this is not the case an additional charge may apply.

Where the estimated cost of work exceeds £150,000 the charge will be individually assessed by Rossendale Borough Council Building Control Services.

Building Control - Table E

Standard Charges for all work not in Tables A,B,C & D for 2021/22
(excludes individually determined charges)

Estimated Cost		Plan Fee	VAT	Plan Total	Inspect Fee	VAT	Inspect Total	Building Notice Fee	VAT	Building Notice Total
From	To									
0	1000	113.33	22.67	136.00	inc	inc	inc	136.67	27.33	164.00
1,001	2,000	208.33	41.67	250.00	inc	inc	inc	250.00	50.00	300.00
2,001	5,000	235.00	47.00	282.00	inc	inc	inc	281.67	56.33	338.00
5,001	7,000	252.50	50.50	303.00	inc	inc	inc	303.33	60.67	364.00
7,001	10,000	291.67	58.33	350.00	inc	inc	inc	350.00	70.00	420.00
10,001	20,000	360.00	72.00	432.00	inc	inc	inc	432.50	86.50	519.00
20,001	30,000	166.67	33.33	200.00	302.50	60.50	363.00	563.33	112.67	676.00
30,001	40,000	212.50	42.50	255.00	346.67	69.33	416.00	671.67	134.33	806.00
40,001	50,000	258.33	51.67	310.00	416.67	83.33	500.00	810.00	162.00	972.00
50,001	75,000	304.17	60.83	365.00	508.33	101.67	610.00	975.00	195.00	1,170.00
75,001	100,000	345.83	69.17	415.00	641.67	128.33	770.00	1,185.00	237.00	1,422.00
100,001	150,000	387.50	77.50	465.00	737.50	147.50	885.00	1,350.00	270.00	1,620.00

Where it is intended to carry out additional work on a dwelling at the same time as undertaking an extension within table B, then the charge for this additional work (as indicated in Table E) shall be discounted by 50%, subject to a maximum estimated cost of less than £10,000

Note: In respect of domestic work the above charges are on the basis that any controlled electrical work is carried out by a person who is a member of a registered Competent Person Scheme, if this is not the case an additional charge may apply.

Where the estimated cost of work exceeds £150,000 the charge will be individually assessed by Rossendale Borough Council Building Control Services.

Building Control - Table F**Demolition (2020/21)**

Category of Work	Proposal	VAT Exempt Fee
1	Application to demolish existing property under Section 80 of the Buildings Act 1984 & issuing the counter notice under Section 81 of the Building Act 1984.	FOC

Building Control - Table F**Demolition (2021/22)**

Category of Work	Proposal	VAT Exempt Fee
1	Application to demolish existing property under Section 80 of the Buildings Act 1984 & issuing the counter notice under Section 81 of the Building Act 1984.	FOC

Building Control - Table G**Other Charges (2020/21)**

Category of Work	Proposal	Net	VAT	Gross Fee
1	Copy of Decision Notice or Completion Certificates (within the past 3 years)	22.92	4.58	27.50
2	Additional copy from same file.	5.83	1.17	7.00
3	Re- opening of archived applications (Charge per Hour - minimum 1 hour £75) plus decision notice and completion certificate	62.50	12.50	75.00
4	Re- opening of archived applications (Charge per Hour - minimum 1 hour £75) plus decision notice, completion certificate and site visit	87.50	17.50	105.00
5	Withdrawal of an application and any associated charges (Charge per Hour - minimum 1 hour £75)	62.50	12.50	75.00
6	Building Regulation Confirmation letter	62.50	12.50	75.00
7	Change of applicants details on valid application (New)	62.50	12.50	75.00
8	Supply of non-standard data and information, including responding to solicitors enquiries (Charge per Hour - minimum 1 hour £75)	62.50	12.50	75.00

Building Control - Table G**Other Charges (2020/21)**

Category of Work	Proposal	Net	VAT	Gross Fee
1	Copy of Decision Notice or Completion Certificates (within the past 3 years)	22.92	4.58	27.50
2	Additional copy from same file.	5.83	1.17	7.00
3	Re- opening of archived applications (Charge per Hour - minimum 1 hour £75) plus decision notice and completion certificate	62.50	12.50	75.00
4	Re- opening of archived applications (Charge per Hour - minimum 1 hour £75) plus decision notice, completion certificate and site visit	87.50	17.50	105.00
5	Withdrawal of an application and any associated charges (Charge per Hour - minimum 1 hour £75)	62.50	12.50	75.00
6	Building Regulation Confirmation letter	62.50	12.50	75.00
7	Change of applicants details on valid application (New)	62.50	12.50	75.00
8	Supply of non-standard data and information, including responding to solicitors enquiries (Charge per Hour - minimum 1 hour £75)	62.50	12.50	75.00

Street Naming & Numbering

Existing Properties

Individual House Name / Individual House re-name or re-number

Conversions of existing Properties into multiples

Newbuild / Conversion to a property

Development of 10 plots or less

Development of 11 plots or more

Additional charge, where this includes the naming of a street

Additional charge, where this includes the naming of a building (e.g. block of flats)

	2020/21 Charge	2021/22 Charge
Individual House Name / Individual House re-name or re-number	65	65
Conversions of existing Properties into multiples	£115 up to a maximum of 4 units; additional Units £25 per unit	£117 up to a maximum of 4 units; additional Units £25 per unit
Development of 10 plots or less	£65 per plot up to a maximum of £250	£66 per plot up to a maximum of £250
Development of 11 plots or more	Charges individual assessed	Charges individual assessed
Additional charge, where this includes the naming of a street	£105	£107
Additional charge, where this includes the naming of a building (e.g. block of flats)	£105	£107

Local Land Charges

	2020-21			2021-22		
	Fee	VAT	TOTAL	Fee	VAT	TOTAL
Official Search / Enquiries / Con29R form / LLC1	60.00	12.00	92.00	60.00	12.00	92.00
	20.00	-		20.00	-	
Con 29R - Each additional parcel of land	14.20	2.84	17.04	14.20	2.84	17.04
Official Search - LLC1	20.00	-	20.00	20.00	-	20.00
Supplementary Questions Con 29O *	10.00	2.00	12.00	10.00	2.00	12.00
Supplementary Question Con 29O (Question 22) *	20.00	4.00	24.00	20.00	4.00	24.00
Each additional Enquiry	17.50	3.50	21.00	17.50	3.50	21.00

Legal Services

	2020-21			2020-21		
	Net	VAT	Gross	Net	VAT	Gross
Sales of land and property and freehold reversion						
Up to £5,000			500.00			550.00
£5001 - £15,000			695.00			750.00
£15,001 - £100,000			1000.00			1700.00
over £100k			1.5% of sale price			2% of sale price
Leases and Licences						
Industrial Unit Lease			300.00	*min		350.00
Industrial Unit Licence			150.00	*min		200.00
Garden/Garage Tenancy			300.00	*min		300.00
Wayleave/Easement		* min	300.00	*min		400.00
Commercial Lease		* min	600.00	* min		750.00
Notice of Assignment			75.00			80.00
Agricultural Tenancy			300.00			350.00
Agricultural Tenancy Renewal			200.00			250.00
Lease Renewal			200.00	*min		250.00
Deed of Variation/Surrender/Release			300.00	*min		350.00
S106 Agreements						
Preparation		* min	1017.80	* min		1500.00
Checking Fee		* min	254.45	* min		500.00
Deed of Variations		* min	508.90	* min		750.00
Footpath Diversions			2544.50			2750.00
+ any disbursements (assuming unopposed)						
Commercial Event Licences			152.67	*min		200.00
Misc' Commercial Licence		* min	152.67	* min		200.00

Property Services

	2020-21			2021-22		
	Net	VAT	Gross	Net	VAT	Gross
Departure Charge (Rawtenstall Bus Terminal, Bacup Road)	35.80 p			46.00 p		
Information regarding industrial units have not been included due to the sensitivity of individual pricing						
Garage bond scheme to be introduced to all new and renewing tenancies from 01/04/20						

Valuation Services	2020-21			2021-22		
	Net	VAT	Gross	Net	VAT	Gross
Up to £10,000	N/A	Individual Valuation charges no longer applicable		N/A	Fixed valuation pricing to be provided for 2021-22 pending on tender results to appoint new surveyors.	
Up to £30,000	N/A					
Up to £60,000	N/A					
Up to £100,000	N/A					
Up to £150,000	N/A					
£150,001 to 250,000	N/A					
Above £250,000 - Fee to be agreed	Min net fee of £200			Min net fee of £200		
Minimum net fee of £200. All valuations are priced on application & vary depending on complexity						

	2020-21			2021-22		
	Net	VAT	Gross	Net	VAT	Gross
Application to Purchase/Lease/Rent	104.17	20.83	125.00	108.33	21.67	130.00
Charity / CIC Application to Purchase/Lease/Rent	N/A	N/A	N/A	10.00	2.00	12.00
Licence / Lease Instruction Fee	50.00	10.00	60.00	58.33	11.67	70.00
Charity Licence / Lease Instruction Fee	10.00	2.00	12.00	10.00	2.00	12.00

Draft - Rossendale Borough Council Budget 2020/21 Risk Analysis and Report Under s25 of the Local Government Act 2000

1. This analysis is produced in order to:
 - a) Support the conclusions as to the robustness of the budget and adequacy of reserves set out in the Chief Finance Officers report under 25 of the Local Government Act 2003.
 - b) Inform members of the financial risks facing the Council for consideration as part of their debates around the setting of the budget and approving the Medium Term Financial Strategy.
2. Financial risks are clearly of various sorts but can broadly be characterised as follows:
 - The chance of overspending against budget
 - The chance of under spending against budget
 - The chance of an unforeseen event with a major financial impact (for example a flood or similar event)
 - The chance of a significant reduction in previously available financial resources (eg New Homes Bonus, National Non-Domestic Rates, Council Tax, Fees & Charges, etc)
3. Clearly such risks have either a positive or negative effect on the Council's overall financial position. It is the purpose of the financial management process to allow the Council to both identify the risks it faces and the steps required to either mitigate them in the case of negative risks or exploit them in the case of positive risks.
4. The degree to which the Council is exposed to such risks is influenced by a number of factors:
 - The robustness of the budget estimates. In preparing the budget a line by line review of spending and income is carried out by finance staff and Managers to ensure that budgets reflect the reality of operations and Council policies. This process gives some assurance that underlying budget issues are identified and dealt with.
 - The achievability of major variations to spending plans such as growth or savings items. Where major change is undertaken it is always possible that there will be some delays in delivery, for example due to delays in filling posts or restructuring departments. These issues are dealt with in the costing of the business case for change which should tend to underestimate the achievement of savings and overestimate new costs thus presenting a prudent estimate for inclusion in the budget.
 - External factors such as: the Covid-19 Pandemic, Brexit, inflation, the economy, changes to local government financing and fluctuations in the property market, all of which have an influence on costs and income. These

issues and how they can be managed are dealt with in the next section of this report.

- The budget reflects the ongoing cost of business previously approved by Members. Any policy changes which impact on the core financial budget requirement are always brought before Members for approval.

Turning to the specific risk areas within the Council's budget for 2021/22 and the medium term the following specific areas of risks have been identified:

Expenditure/ Income Heading	Impact	Likelihood	Comments
<i>Employee Costs</i>			
Pay awards	Medium / High	Low	<p>In the Autumn 2020 Spending Review the Government announced a pause on public sector (excluding NHS front line staff) pay awards for 2021/22 for staff earning over £24k pa.</p> <p>For 2021/22 the budget therefore assumes an average increase of 2.0% for pay awards for employees earning less than £24k pa only – from 2022/23 onwards the MTFS assumes a 2% pay award for all employees.</p>
Vacancies / structures	Medium	High	<p>Vacancies normally occur during the year generating savings - this has been the experience in recent years. The budgets include an estimate from the savings associated with natural turnover of staff during 2021/22 being £200k for the year. The budget proposals include an increase of £50k from the previous years £150k target.</p> <p>.</p>
Pension Contributions	High	Low	<p>The latest actuarial valuation published December 2019 together with a 3 year pre-payment (April 2020) confirmed the budget and MTFS assumptions.</p>
<i>Running Costs</i>			
Energy and Fuel	Medium	Low	<p>It is thought that fuel can be contained with the Operations budget as was the case during 2020/21</p>
Repairs and maintenance	Medium	High	<p>High risk/cost areas remain with. Amongst others, the many drainage culverts within RBC land ownership,</p>

Expenditure/ Income Heading	Impact	Likelihood	Comments
			<p>uninsured malicious damage to property and resolution of potential public liability matters. Capital requirements continue to experience increasing demand.</p> <p>The budget proposes a £100k pa capital scheme (£500k over the life of the MTFs, funded from either capital receipts, internal or external borrowing.</p>
Insurance	Medium	High	<p>The Council's insurance portfolio was tendered during 14/15 with the potential for a new 7 year max'm relationship.</p> <p>Sporadically we have in recent years experienced a number of occupational health claims in relation to past employment. Councils are often seen, mistakenly, as resource rich by the legal system as liability is deemed to be with the local government public sector even though working life could have been, in part, within the private sector.</p> <p>MMI the Councils insurer in 1992 triggered the Creditors Scheme of Arrangement, during 2013/14. MMI now require contribution rates of 25% per claim.</p> <p>Adequacy of provisions will be reviewed at the close of 2021/22. No further claims were received during 2020/21, but we are dealing with two from the earlier year.</p> <p>The Council has <u>not</u> been able to identify its insurance providers pre – 1971. Any financial claims pre-1971 will fall entirely on the Council – effectively self-insured for pre 1971 claims.</p>
Contract Costs			
ICT	Low/Medium	Medium	The Civica Financial & Icon contracts are to be reviewed during 2021/22
Leisure	High	High	Rossendale Leisure Trust has been self-financing in recent years, albeit

Expenditure/ Income Heading	Impact	Likelihood	Comments
			<p>supported by the Council's "back office" teams. However the covid-19 pandemic has impacted significantly on the leisure industry and continues to do so.</p> <p>As the Council provides the day to day cash flow for the Leisure Trust should the Trust get into financial difficulties they may not be able to reimburse the Council. This is a significant risk which increases the longer the pandemic lasts.</p>
Revenues Benefits and Customer Contracts	High	Low	The price of the largest single contract is now fixed following a tender and is now in place for at least another 10 years (with options to extend) commencing 1 st December 2019.
Housing Benefits	High	Medium/High	Expenditure in this area is c. £19m and is the largest single item of expenditure in the Council's budget. Whilst this expenditure, is in the main, fully funded by grant there is an extremely complex system of rules that determine what is and what is not eligible for grant. Given that a 1% variance on this budget amounts to c.£190k and with some previous history of variances in this area, significant caution needs to be exercised.
Council Tax Support	High	High	<p>Since 2013/14 the council is now exposed to the cost of increased take up from claimants (be they of working age or pensioners). A 2% allowance has been factored into our tax base for additional growth. The Council and other precept authorities continue to be exposed to the risk of additional growth and the cost of non-collection from those who are not eligible to a maximum 80% benefit.</p> <p>The Covid Pandemic has led to an increase in the number of Local Council Tax Support claimants, this has adversely affected the overall Council</p>

Expenditure/ Income Heading	Impact	Likelihood	Comments
			Tax collection rate. However Government has announced grants to cover 75% of the Council Tax collection fund irrecoverable losses.
Income			
Property Related (Planning Fee, Building Control, licencing & Land charges) and other income	Medium	Medium/High	A prudent view has been taken for all income streams based on recent experience plus an inflation uplift where appropriate.
Market Rents	Medium	High	Reflects the previous decisions by Members on: management, pricing and policy changes (eg Rawtenstall).
Waste Collection / Recycling income	Medium	Medium	The LCC Cost share agreement ended on 31 st March 2018. The value of the recycling market remains negligible. Council is not currently budgeting for any recycling income for 2021/22 and beyond.
Capital Financing and Interest	High	Medium	The Councils ability to make interest gains has significantly reduced over the last few years as bank rates have remained low, the Covid pandemic has meant that current investment interest rates are 0%, with potential for them to fall below 0%. The MTFs assumes interest rates will remain flat during 2021/22. The use of cash balances to support capital projects will reduce our balances to close to day to day working capital requirements. Estimates of future interest rates can be seen in the Councils Treasury Management Strategy.
NNDR (Business Rates)	High	low	Estimating the Council's share of income from business rates for 2021/22 remains a challenge, not only due to the Covid-19 pandemic but also due to the ongoing uncertainty on the timing and

Expenditure/ Income Heading	Impact	Likelihood	Comments
			<p>level of appeals.</p> <p>Therefore it is prudent to earmark the Business Rates Reserve to provide a degree of contingency should income fall below projected levels. This is important given the Council remains a member of the Lancashire Business Rates Pool and by virtue of this does not benefit from any safety net protection under the current scheme of business rates retention.</p> <p>Covid-19 has had a significant impact on our 2021/22 business rates income, however actual income from business rates will not be finalised until after the end of the financial year. As part of the 2021/22 Financial Settlement Government has announced they will fund 75% of 2020/21 irrecoverable business rate losses although the mechanism of how this will work is not yet clear.</p>
New Homes Bonus	High	High	<p>2018/19 was the final year for the 4 year NHB funding. There has been no similar replacement scheme. Funds due for 2021/22 are as per the Government's Finance Settlement.</p> <p>There is an increased risk as to the value of the replacement scheme for 2021/22 future years. The details of which have yet to be announced.</p>
Housing	High	High	<p>During 2020/21 the Council has continued to face a significant capacity challenge as it continues to work through the Empty Homes Scheme.</p> <p>The 2021/22 budget has been increased in light of the level of legal claims the Council is now facing.</p>
Current Economic Outlook	High	High	Covid-19 has had a significant impact on the economic outlook, and to a certain extent as we are still in the middle of the pandemic the future is still

Expenditure/ Income Heading	Impact	Likelihood	Comments
			<p>very uncertain. Coupled with that, whilst the Government have agreed a Brexit deal, the full economic impact is still unknown.</p> <p>The Councils Treasury Management advisors are predicting that both inflation and interest rates will remain low throughout 2021/22.</p>
Use of Transitional Reserves	High	High	<p>The Council will continue to grow when and where possible this reserve in order to support and balance future in year budget deficits.</p> <p>2021/22 will not require the use of the Transitional Reserves.</p> <p>The forecast balance for 31/03/21 is c£0.780m.</p>
Level of Council Tax	High	High	<p>This is the Council's most significant income source.</p> <p>As a district Council, Rossendale is able to increase its CTax by a maximum of 2% or £5 (whichever is the higher) in order to avoid the risk of a referendum. Each 1% increase is worth c£55k cumulative resources for each year</p> <p>With NHB coming to an end and share of future NNDR uncertain, the decision on the level of Council tax is fundamental to the Council's medium term resources, future financial planning and ability to set a legally balanced budget,</p>

5. Adequacy of Reserves

Having conducted a review of the Council's requirement for the minimum working balance, taking into consideration various matters including:-

- the Council's spending plans for 2021/22 and the medium term financial position;
- adequacy of estimates of inflation, interest rates;
- treatment of demand led pressures;
- impact of external partnerships;
- the need to respond to emergencies.
- Capital programme variations.

I can confirm that an amount of £1.0m is considered adequate for this purpose. £1m equates to c3% of the Council's gross expenditure.

In relation to other financial reserves, a review has also been conducted to determine their adequacy. In addition to the matters referred to above, and taking into account the Medium Term Financial Plan, the review concluded that the level of such reserves is adequate based on current information in relation to anticipated risk, existing commitments and known future plans. That said, should there be a significant call on those reserves another review will need to be carried out.

However, it is important to note the rate at which reserves are being used to support the General Fund Revenue Budget is not sustainable over the medium term without the need to align expenditure more closely with ongoing resources.

In particular, during the lifetime of the current Medium Term Financial Plan, it is projected that the entirety of the Transitional Reserve will be used. By that time, the Council will have had to take the necessary action to balance expenditure with ongoing resources. This statement is made on the understanding that any use of reserves and balances is undertaken in accordance with the Council's existing Financial Procedure Rules and that a further review of reserves and balances will be undertaken in July 2021 following the preparation of the Council's accounts for 2020/21.

6. Financial Assurance Statement

The Council must set a balanced budget each year. As the Council's designated Finance Officer, I have a legal duty to report to Full Council in February 2021 on the robustness of the Council's budget and the adequacy of reserves.

I have considered the major items of expenditure and income and their sensitivity to change, together with the budget proposals and assessed the impact on the Council's future forecasts and level of reserves. It is my opinion that the estimates have been prepared and reviewed utilising the most up to date and accurate information available and that all assumptions made are reasonable in the current uncertain economic climate.

I can confirm the recommendations contained in this report will provide the Council with a robust financial position in 2021/22.

I am of the view that the Council is pursuing a sound financial strategy in the context of the challenging financial position. However there is still a significant level of uncertainty from the major risks, e.g. the ongoing Covid pandemic, impact of Brexit

and the implementation of the outcome of the Fair Funding Review and the Business Rates reset from April 2022 onwards. Combined with this is the projected scale of savings required by the Council to ensure a balanced budget in future years which means I cannot comment on the robustness of the estimates beyond 2021/22.

7. Therefore, in conclusion for 2021/22, being the current year ahead, I am able to give positive assurance to Members as to:

- The adequacy of General and earmarked reserves to address the risks against which they are held and
- The robustness of the budget for 2021/22

Karen Spencer
Chief Finance Officer
February 2021

Appendix 4

Rossendale Borough Council

Council Meeting – 24th February 2021

Revenue Budget and Council Tax 2021-22

RECOMMENDATIONS

1 – Budget Requirement

1.1. Use of Earmarked Reserves:

Description	£000
Transitional Reserve	Nil
NNDR Reserve	606
Total	606

1.2. Reduction in expenditure:

Description	£000
No specific matters	Nil

- 1.3. That consequent upon resolutions 1.2, and the Head of Finance opinion on the robustness of the 2021-22 Estimates and the level of balances (Appendix 2), the Council's Budget for 2021-22, as amended, is approved in the sum of £8,902,880 (before the use of reserves and Government grants).

2 – 2021-22 Precepts / 2020-21 Collection Fund Surplus

- 2.1 That the receipt, or anticipated receipt, of the following precepts for 2021-22 be noted:

	£
Lancashire Police & Crime Commissioner (General Expenses)	
Lancashire County Council (General Expenses / Adult Social Care)	
Lancashire Combined Fire Authority (General Expenses)	
Rossendale Borough Council (General Expenses)	5,810,949
Whitworth Parish Council (Special Expenses)	55,750

- 2.2 That estimated amounts due in relation to collection fund deficit 2020-21 are noted:

	£
Lancashire Police & Crime Commissioner	(44,056)
Lancashire County Council	(291,757)
Lancashire Combined Fire Authority	(14,764)
Rossendale Borough Council	(58,820)

3 Council Tax Base

- 3.1 That it is noted that The Head of Finance calculated the following amounts for the year 2021-22 for the whole area of the Borough **20,380** "D" Band equivalent units [Item T in the formula in Section 31B of the Local Government Finance Act 1992, as amended by the Localism Act 2011]
- 3.2 For that part of the Council's area being Whitworth Parish, the amount of **2,160** "D" Band equivalent units, being the amounts calculated by the Council in accordance with Regulation 6 of the Regulations, as the amounts of its Council Tax for the year for dwellings in that part of its area to which the Special Items relate.

4 Council Tax Declaration

The Council is recommended to resolve as follows:-

- 4.1 Calculate that the Council Tax Requirement for the Council's own purposes for 2021/22 (excluding Parish precepts) is £ 5,810,949;
- 4.2 That the following amounts be calculated for the year 2021/22 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992:-
- (a) **£30,246,003** Being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act

taking into account all precepts issued to it by Parish Councils.

- (b) **£24,379,304** Being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
- (c) **£5,866,699** Being the amount by which the aggregate at 4.2(a) above exceeds the aggregate at 4.2(b) above, calculated by the Council, in accordance with Section 31A(4) of the Act, as its Council Tax requirement for the year. (Item R in the formula in Section 31B of the Act).
- (d) **£287.87** Being the amount at 4.2(a) above less the amount at 4.2(b) above, divided by the amount at 3.1 above, calculated by the Council, in accordance with Section 31(B) of the Act, as the basic amount of its Council Tax for the year (including Parish precepts).
- (e) **£55,750** Being the aggregate amounts of all special items (Parish precepts) referred to in Section 34(1) of the Act.
- (f) **£285.13** Being the amount at 4.2(d) above less the result given by dividing the amount at 3(e) above by Item T (1(a) above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council tax for the year for dwellings in those parts of its area to which no Parish precept relates.
- (g) **£310.94** for part of the Council's area, Parish of Whitworth, being the amounts given by adding to the amount at 4.2(f) above the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned above divided in each case by the amount at 3.2 above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in those parts of its area to which one or more special items relate.
- (h) Being the amounts shown below that are given by multiplying the amounts at 4.2(f) and 4.2(g) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

VALUATION BANDS								
	A	B	C	D	E	F	G	H
Parish of Whitworth	207.29	241.84	276.39	310.94	380.04	449.14	518.23	621.88
All other parts of the Borough	190.09	221.77	253.45	285.13	348.49	411.85	475.22	570.26

- (i) That it be noted that for the year 2021-22 the Lancashire County Council have stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the Categories of dwellings shown below:-

VALUATION BANDS								
	A	B	C	D	E	F	G	H
Lancashire County Council								
LCC Adult Social Care								
Total								

- (j) That it be noted that for the year 2021-22 the Police and Crime Commissioner for Lancashire has stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below:

VALUATION BANDS								
	A	B	C	D	E	F	G	H
Lancashire Police Authority								

- (k) That it be noted that for the year 2021-22 the Lancashire Combined Fire Authority have stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below:-

VALUATION BANDS								
	A	B	C	D	E	F	G	H

Lancashire Fire Authority								
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- (l) That, being calculated the aggregate in each case of the amounts at 4.2(h) above and 4.2(i), (j) and (k) above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of Council Tax for the year 2020-21 for each of the categories of dwellings show below:-

VALIDATION BANDS								
	A	B	C	D	E	F	G	H
Parish of Whitworth								
All other parts of the Borough								

- 5** To determine in accordance with Section 52ZB of the Local Government Finance Act 1992 that the Council's basic amount of Council Tax for 2021/22 is not excessive in accordance with principles determined by the Secretary of State under Section 52ZC. As the billing authority, the Council has not been notified by a major precepting authority that its relevant basic amount of Council Tax for 2020/21 is excessive and therefore the billing authority is not required to hold a referendum in accordance with section 52ZK of the Local Government Finance Act 1992.

6 Council Tax

Collection - That the Head of Customer Services and e-Government, officers and partners be authorised to take all necessary steps to ensure collection and recovery of the Council Tax and National Non-Domestic Rates (NNDR).

7 NNDR1

In accordance with Section 59A of The Local Government Finance Act 1988, as amended by The Local Government Finance Act 2012, the report informs members of the calculations carried out in estimating the level of National Non-Domestic Rates (the business rates tax base) the Council anticipates collecting in 2021-22. The business rates tax base, reported in the NNDR1 submission to the Department for Communities and Local Government (DCLG), is noted as £00000 (Part 1a, line 13).

That estimated amounts due from each authority in relation to NNDR collection fund for 2020-21 are noted:

	£
Lancashire County Council	(92,758)
Lancashire Combined Fire Authority	(10,306)
Rosendale Borough Council	(412,256)

