

<b>Subject:</b>	2017/18 Corporate Priorities, Budget, Council Tax and The Medium Term Financial Strategy	<b>Status:</b>	For Publication
<b>Report to:</b>	Cabinet	<b>Date:</b>	15 <sup>h</sup> February 2017
<b>Report of:</b>	Head of Finance & Property Services	<b>Portfolio Holder:</b>	Resources and Performance
<b>Key Decision:</b>	<input checked="" type="checkbox"/> Forward Plan <input checked="" type="checkbox"/>	General Exception <input type="checkbox"/>	Special Urgency <input type="checkbox"/>
<b>Equality Impact Assessment:</b>	Required: Yes	Attached:	Yes
<b>Biodiversity Impact Assessment</b>	Required: <del>Yes</del> /No	Attached:	<del>Yes</del> /No
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<b>1.</b>	<b>RECOMMENDATION(S)</b>
1.1	That the Cabinet recommend to Council a 2017/18 Council Tax rate for Band D.
1.2	That Cabinet recommends to Council the use of £199,000 ( <i>subject to the rate of Council Tax</i> ) from the Transitional Reserve and £700,000 from the Business Rates Retention reserve to support the 2017/18 annual budget.
1.3	That the Cabinet recommends to Council a net revenue budget for 2017/18 of £9,440,000
1.4	That Cabinet recommends to Council any changes to Fees and Charges as noted in Appendix 1
1.5	That Cabinet recommends to Council the transfer of the Rossendale Transport Limited pension surplus (c £220k) to Council.
1.6	That the Head of Finance and Property Services be instructed to prepare the technical resolutions necessary to give effect to these proposals.
1.7	That Cabinet recommends to Council to opt into the national appointing arrangements for external audit appointments being undertaken by Public Sector Audit Appointments Limited.

## 2. PURPOSE OF REPORT

2.1 The Purpose of the report is to enable Cabinet to recommend to Full Council the Revenue Budget and level of Council Tax for 2017/18, together with implications for the Council's Medium Term Financial Strategy (MTFS).

## 3. CORPORATE PRIORITIES

- 3.1 The matters discussed in this report impact directly on the following corporate priorities:
- **Regenerating Rossendale:** This priority focuses on regeneration in its broadest sense, so it means supporting communities that get on well together, attracting investment, promoting Rossendale, as well as working as an enabler to promote the physical regeneration of Rossendale.
  - **Responsive Value for Money Services:** This priority is about the Council working collaboratively, being a provider, procurer and a commissioner of services that are efficient and that meet the needs of local people.
  - **Clean Green Rossendale:** This priority focuses on clean streets and town centres and well managed open spaces, whilst recognising that the Council has to work with communities and as a partner to deliver this ambition.

The primary focus of the Council's budget setting is to support its Corporate priorities.

#### 4. RISK ASSESSMENT IMPLICATIONS

- 4.1 As part of the final recommendations to Council Section 25 of the Local Government Act 2003 places a requirement on the Chief Financial Officer of each local authority (in Rossendale this is the Head of Financial Services) 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". This provision is designed to ensure that Member have information which will support responsible financial management over the longer term.
- 4.2 In setting the 2017/18 Budget Members should continue to plan and give due regard to the increasing financial challenge over the medium term. In particular Members should be aware of the future implications for Council financial resources of any Council tax freeze or any increase below the Governments referendum trigger of the higher of £5.00 or 2% or more. Previous year freezes (7 successive years) in Council Tax now mean that the Council has £700k less resources per annum.
- 4.3 Members should note that the budget proposals for 2017/18 put planned reliance on the use of Council reserves in order to produce a balanced budget. This reliance is set to increase over the medium term as the forecast deficit increases, albeit such resource will be extinguished during 2019/20.
- 4.4 Further financial pressure will be faced by Council beyond 2017/18 as the impact of the reduction in the value of New Homes Bonus comes into effect alongside the loss of the Lancashire Waste Cost Share revenue.
- 4.5 The medium term financial forecast indicates an underlying deficit of c. £1.2m (subject to the assumptions noted below). Members must continue to give due consideration as to how they are to mitigate and cancel this annual deficit going forward, in order to produce legally balanced future budgets.
- 4.6 Members have previously agreed to enter into a pooling arrangement which forfeits the Council's safety net should income fall below the Councils baseline by more than 7.5%. That said, the current level of business rates is above the Council's baseline target and is assumed to continue in future years. The recent 2016 business rates revaluation is assumed to be neutral for Council. The Council is able to withdraw from the pool on an annual basis should it so wish. The future impact of proposed changes to the retention of business rates locally ("100% retention") may undermine the current financial advantages

of the current pooling arrangements.

- 4.7 The MTFS assumes a full exit from the day to day running cost (revenue and capital) of the Empty Homes programme as a result of the transfer to Calico by the close of 2016/17.
- 4.8 The MTFS assumes the eventual receipt of c £670k per annum from renewable energy. However, the local planning decision on which this revenue is based is currently with the Planning Inspector prior to final submission to the Secretary of State for a recommendation. This assumed income source is both significant and fundamental to the MTFS having an estimated total life value of c £20m.
- 4.9 Given the current situation and estimated future financial gap the MTFS risk score has recently been revised upwards within the Council's risk register.

## 5. BACKGROUND AND OPTIONS

- 5.1 For a number of years the Council has continued to reduce its net revenue expenditure in line with, initially its own efficiency agenda and more so of late the impact of the Government's 2015 Comprehensive Spending Review and the proposed changes to Local Government Financing over the following years.
- 5.2 During 2016/17 one report has been presented to Cabinet regarding current assumptions in relation to 2017/18 and beyond, highlighting cost pressures and potential savings. The main development since the last report have been:
- Publication of the 2016 actuarial pension valuation
  - Changes to the value of New Homes Bonus announced in December 2016. The impact of the announced change is a reduction of c £900k pa compared to previous forecast assumptions.

### 5.3 One-off Cost Pressures or Investment

There are no proposals for cost increase for 2017/18 not already approved by Members.

- 5.4 **Net Revenue expenditure:** Previous updates to the MTFS have assumed an annual increase in Council Tax of 2% per annum, this is reflected below in the 2017/18 assumptions.

***NB this assumption is subject to full Member approval and therefore is not confirmed at this stage.***

Subject to the above, the 2017/18 net revenue (costs less resources) together with the 2016/17 budget and future forecasts is as follows:

	2016-17 £000	2017-18 £000	2018-19 £000	2019-20 £000	2020-21 £000	2021-22 £000
<b>Budget Estimates</b>	<b>9,580</b>	<b>9,440</b>	<b>9,524</b>	<b>9,693</b>	<b>9,846</b>	<b>9,974</b>
Estimated Funding:						
Council Tax	4,986	5,168	5,271	5,376	5,483	5,592
Council Tax - growth in base (0.75%)		-	39	78	119	160
Revenue Support Grant	1,086	503	189	-	-	-
NNDR (Business rates baseline share)	1,924	2,035	2,101	2,015	2,055	2,096
New Homes Bonus	970	835	578	401	275	258
Transitional Grant	33	-	-	-	-	-
Collection Fund Surplus - Council Tax	66	-	-	-	-	-
NNDR Retained / Pooling	254	700	800	800	800	800
<b>Resources</b>	<b>9,319</b>	<b>9,241</b>	<b>8,978</b>	<b>8,670</b>	<b>8,732</b>	<b>8,906</b>
<b>Surplus / (further savings required)</b>	<b>(261)</b>	<b>(198)</b>	<b>(546)</b>	<b>(1,023)</b>	<b>(1,114)</b>	<b>(1,068)</b>
Potential cost pressures - A		0	(740)	(800)	(830)	(830)
Potential savings - B		-	-	334	668	668
<b>Surplus / (further savings required)</b>	<b>(261)</b>	<b>(198)</b>	<b>(1,286)</b>	<b>(1,489)</b>	<b>(1,276)</b>	<b>(1,231)</b>
Use of Reserves	261	198	1,286	919	0	0
<b>Surplus / (further savings required)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(570)</b>	<b>(1,276)</b>	<b>(1,231)</b>

NB

1. For 2017/18 onwards the reserves relate to Transitional Reserves. The above demonstrates an underlying and increasing revenue deficit which in the immediate periods is supported through the use of the Transitional Reserve but which in 2019/20, the increased deficit, is too great to be supported in full by this reserve. The total value of this reserve is currently £2.4m (subject to the close down of 2016/17)
2. New Homes Bonus is now shown as a separate resource for clarity. Previously this had been netted off the Budget Estimate.

The potential future changes with regarded to cost pressures and possible savings are as follows:

Cost pressures - A	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'001	2021/22 £'001
DWP Admin Subsidy	0	30	90	120	120
LCC Cost Share & Recycling Income	0	610	610	610	610
Volume & Technical	0	100	100	100	100
	<b>0</b>	<b>740</b>	<b>800</b>	<b>830</b>	<b>830</b>

Possible savings - B	2017-18 £000	2018-19 £000	2019-20 £000	2020-21 £001	2021-22 £000
Local Business Rates (Renewable Energy)	0	0	217	434	434
Rental income (Renewable Energy)	0	0	117	233	233
	<b>0</b>	<b>0</b>	<b>334</b>	<b>668</b>	<b>668</b>

NB

1. *Income anticipated from renewable energy has already been deferred by two years. We now await the final decision of the Secretary of States on the Scout Moor planning decision. The assumption is that the expansion will go ahead and that a financial contribution to the Council will commence as from October 2019.*

The key assumptions in the underlying future budget estimates are as follows:

- A general pay award of 1.0% in each year, plus associated employment costs and increments together with an annual saving (£150k) as a result of staff turnover.
- Annual Council Tax increases of 1.99% beyond 2017/18 (being the current level of council tax increase, above which the Council would have to hold a referendum)
- A year on year reduction in the Revenue Support Grant element of the Funding Formula for 2017/18 to 2019/20 in line with the four year settlement offer.
- A credit of c. £400k pa from the Council's share of Business rates gains together with a similar value from NNDR pooling. This is in line with expectations of the rateable value base across Rossendale for 2017/18. Annual NNDR surpluses are transferred to a reserve for future use.
- An estimated annual increase, within the core budget resources, of c. £64k in each year during the 4 year term of the New Homes Bonus (NHB) funding, less the fall out of funding at the end of the four year term. See further below.
- The Capita contract for revenues, benefits and customer contact has now been extended to 30<sup>th</sup> Sept 2019 and the costs included in the forecast. The revised cost structure is assumed to continue beyond 2019.
- No change has been made to fuel prices on the basis that there is an expectation of no material increase over the medium term. However, a £60k contingency remains within the corporate budget for any future price increase.
- Income from renewable energy is now assumed to commence in 2018/19 and assumes that the Secretary of State will endorse the Council's previous planning decision and that Peel Energy (or others) will expand the current operations. With a combined value of c. £670k this income is fundamental to bridging the forecast resources deficit.
- The conclusions of 2019 actuarial pension review will be similar to the 2016 review and therefore assumes no further annual increase beyond the current 4.2% pa for deficit payments and the current 15.6% p.a. for future benefits. No prepayment savings have been assumed albeit this will form part of the Council's Treasury

Management strategy.

- The current waste recycling and disposal cost share arrangements will cease as from March 2018. The combined loss to the Council being c £660k pa.

5.6 Changes in the base budget costs between 2016/17 and 2017/18 are as follows:

	<b>£000s</b>
<b>2016/17 Base Budget</b>	<b>9,580</b>
Employment costs	147
Savings	(160)
Volume & Technical changes	(127)
<b>2017/19 Base Budget</b>	<b>9,440</b>

(i) The main changes in employment costs is the 1% pay award and increments (£83k) and changes to the pensions for future service £64k

(ii) The main savings changes are noted below:

	<b>£000s</b>
Rosendale Leisure Trust grant	84
Printing savings	16
Staffing	28
Treasury / Pensions	20
Other	12

(iii) The key changes in increased Volume & Technical are noted below:

	<b>£000s</b>
Revenues & Benefits contract	164
Grants	26
Prof Fees (Scout Moor)	60
Estates income / costs	46
Less:	
Benefits subsidy	(29)
New Director post	(94)
Insurance	(16)
Misc'	(30)

## 5.7 The level of Council Tax for 2017/18

Council will make proposals on 1<sup>st</sup> March 2017

Other precepting authorities will announce their Council Tax changes as follows:

- Lancashire County Council – 9<sup>th</sup> February 2017
- Lancashire Fire & Rescue – 20<sup>th</sup> February 2017
- Lancashire Police & Crime Commissioner – tbc
- Whitworth Town Council – 23<sup>rd</sup> February 2017

The current Band D Council Tax for 2016/17 and the previous change across Rossendale is as follows:

Precepting Body	% Increase	2016/17	% Share
		Band D £	
<b>Rossendale BC</b>	0.00%	<b>253.40</b>	15.3%
Lancashire County Council	1.99%	<b>1,152.26</b>	69.6%
LCC Adult Social Care*		<b>22.60</b>	1.4%
Combined Fire Authority	0.99%	<b>65.50</b>	4.0%
Police & Crime Commissioner	1.99%	<b>162.22</b>	9.8%
<b>Total (Excl' Whitworth)</b>	<b>3.04%</b>	<b>1,655.98</b>	
Whitworth Parish Council	0.00%	<b>23.01</b>	
<b>Total Whitworth Parish</b>	<b>3.00%</b>	<b>1,678.99</b>	

\* Lancashire County Council Adult Social Care is a new precept for 2016/17

## Council Tax Base

The Council tax base has increased by 1.6% to 19,998 Band D equivalents, being in the main a reflection of new homes in Rossendale and a reduction in working age numbers claiming Council Tax Support. Any variation through actual billing will be reflected in the Collection Fund.

### 5.8 2017/18 Provisional Settlement and beyond

The provisional Settlement Funding Assessment for 2017/18 was announced on 15th December 2016. The key messages arising from the settlement are:

- a. The overall settlement announcement was in line with our expectations having previously opted to a four year settlement deal.
- b. The most significant change to funding came in the revision of the New Home Bonus calculations, the changes being:
  - Future years and the retrospective year reduction from 6 years to 4 (with a one year only transitional allowance).
  - Reward for only those units achieved in excess of the national average growth of 0.4%. For RBC the growth was 0.65%, this has cost 60% in reduced income compared to the previous year's formula.

The policy change is therefore at a cost of £3.0m to RBC over the next 5 years and is summarised as follows:

	2017/18	2018/19	2019/20	2020/21	2021/22	Total
	£000	£000	£000	£000	£000	£000
Current Estimate	835	578	401	275	258	2,346
Estimate pre-Dec 2016	1,072	1,118	1,206	1,119	834	5,349
<b>Reduction</b>	<b>237</b>	<b>540</b>	<b>806</b>	<b>844</b>	<b>577</b>	<b>3,004</b>

The current estimate assumes that NHB does continue beyond 2017/18 on the same 4 year basis as the 2016/17 changes. In light of the 2016 change this may be deemed as optimistic, particularly if the current baseline of 0.4% is increased as a result of the Government annual review. The 2021/22 estimate equates to 4 successive years of £64k to be secured in each of the previous 4 years

## 5.9 Fees & 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 1% or CPI. The September 2016 the consumer price index indicated inflation of 1.0%.

A full list of fees (including previous year comparisons) are included at Appendix 1

## 5.10 2016 Pension Valuation

The actuary has concluded his work on the 2016 valuation. The following are the substantive matters arising from the review for Rossendale:

- Future service costs 15.6% (currently 14.1% - cost increase c £60k pa)
- Pension deficit £14.4m as at March 2016 ( £19.5m 2013)
- Remaining recovery period 14-15 years
- Reduction in annual deficit payments of c £65k to £1.019m for 17/18
- Rossendale Transport Limited pension surplus of c £220k to transfer to Rossendale Borough Council.
- Opportunity to take advantage of early payment discount options.

The Council is guarantor for the Rossendale Transport Ltd (RTL) pension fund (both its payment contributions and any deficit). The fund is now closed to new RTL employees with only 3 staff remaining in the scheme. Given the Council's position as guarantor and the pension surplus of c £220k the opportunity is being recommended to transfer the surplus to Council. This has the following advantages:

- Eliminates any future deficit payments from RTL (£140k paid in 2016/17)
- RTL will continue to pay future service pension cost for the 3 remaining staff members.
- Eliminates the current pensions deficit within RLTs balance sheet (£1.4m in 2016)
- Increases the credit worthiness of RTL when negotiating, amongst other matters, procurement and supply arrangements.
- Has a marginally benefit on the size of the Council's own ongoing deficit



contributions.

The Head of Finance has responded to the valuation consultation seeking an extension of the deficit recovery period by 3 years in order to achieve a further reduction (estimated at c £100k pa) in the annual deficit contributions payment.

#### 5.11 **Bridging the Council's budget funding gap**

The Council now has 12 months to consider options and plans for bridging the funding gap which is of a significant scale as for 2018/19. Therefore, over the next financial year, amongst other things consideration should be given to:

- The likely outcome of the proposed Scout Moor renewable energy project
- The future levels of Council Tax
- Maximising the returns to Council from New Homes Bonus and Business rates revenues
- The Council's ability to support non-statutory activities, other partner/community organisations and their alliance to the Council's corporate priorities.
- The future quality of statutory service provision
- Any remaining efficiencies within Council services
- 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.
- A continual review of internal structures and taking advantages as opportunities arise
- Ensuring any contractual renewals and arrangements are to the best advantage of Council
- Transformational change opportunities in the delivery of core Council services.

#### 5.12 **Invitation to become an opted-in authority - The Local Audit and Accountability Act 2014 and the Local Audit (Appointing Person) Regulations 2015 (the Regulations)**

Public Sector Audit Appointments Limited (PSAA), being an appointing person for the purposes of the Regulations, has invited Rossendale Borough Council to become an opted in authority in accordance with the above Regulations.

This is in relation to the procurement and appointment of external auditors for the five consecutive financial years commencing 1 April 2018.

The procurement will cover the audits of the accounts of all principal local government bodies that opt in to the appointing person scheme. Eligible entities include local authorities, combined authorities, police and crime commissioners, chief constables, fire and rescue authorities, waste authorities, passenger transport executives and national park authorities.

There are currently 493 eligible principle authorities who have been invited to opt in to the appointing person arrangements. The closing date for acceptance of the opt-in invitation is 9 March 2017. At the time of writing 236 authorities (48%) have opted in.

Given the importance of this appointment and the independence of PSAA Officers would recommend opting into this process. Further information on PSAA and the process can be obtained at <http://www.psa.co.uk/>

## 6. COMMENTS FROM STATUTORY OFFICERS:

### 6.1 SECTION 151 OFFICER

6.2 The key financial matters are dealt with above.

6.3 The matter of any increase in Council Tax is a matter for Members. 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 in Council Tax is recommended by the s.151 officer.

6.4 The Council is now facing an unprecedented funding gap challenge when compared to the available resources of c. £8.9m for future years and the savings/efficiencies already made in previous years. Given that the Council has a statutory duty to produce annually a balanced budget it is legally bound to find a solution to the estimated future funding gap. There are also some high risk assumptions in the forecast as previously noted. Ultimately the use of reserves to balance the funding gap is both finite and financially an inefficient use of limited resources and means that reserves are not available for the longer term community benefit or financial returns that other projects may bring.

6.5 *Key Message:*

*It is clear that given the 2017/18 base and the widening financial gap over the longer term that Council needs to develop further plans, during 2017/18, to reduce its net cost base by at least £1.2m pa in order to avoid initial reliance on limited reserves and to deal with the future resource deficit. Therefore, the Key messages for the medium term are as follows:*

- 1. Council must begin to increase Council Tax as per the MTFs (value £500k pa over the five years).*
- 2. Council must secure the wind farms income as per the MTFs (£600k pa).*
- 3. Council must give further consideration in its financial planning to either reduce costs or increase revenues. The Cabinet and the Senior Management Team have already commenced this exercise.*

## 7. MONITORING OFFICER

7.1 No further comments.

## 8. POLICY IMPLICATIONS AND CONSULTATION CARRIED OUT

8.1 The Equality Act 2010 requires the Council to have due regard in the exercising of its functions to three considerations. The need to:

- Eliminate discrimination. Harassment and victimisation and any other conduct that is prohibited by or under the Act.
- Advance equality of opportunity between people who share a relevant protected characteristic and people who do not share it.
- Foster good relations between people who share a relevant protected characteristic and those who do not share it.

The amount of regard that is "due" is set out in the Act and will depend on the circumstances of the case. Under the general equality duty there is a requirement to

engage with people with protected characteristics and to have an adequate evidence base for Council decision-making.

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.' Further, under the duty of Best Value the Council is required to consult representatives of a wide range of local people; this should include local voluntary and community organisations and small businesses in such consultation.

## 8.2 CONSULTATION CARRIED OUT

- Cabinet and Management Team
- Members (annual budget briefing and Cabinet MTFS updates).
- Overview & Scrutiny (6th February 2017)
- Council website

## 9. CONCLUSION

9.1 The Council must remain focused on identifying and delivering further efficiencies 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 has clear links to the Council's Corporate Priorities.

### Background Papers

Document	Place of Inspection
Previous updates to the MTFS	Rossendale Borough Council website
Government's Financial Settlement	DCLG website
Response to consultations	Budget working papers



# Rossendale Borough Council

Fees and Charges as at 2016/17 and for consideration as to any changes as from 1st April 2017 as part of the 2017/18 budget setting

*The previous recommendation from Cabinet (10/02/16) is to increase by the higher of CPI or 1%, subject to any commercial decisions (Sept CPI 1%) or unless set by statute.*

*Fees in the main rounded to nearest 10p*

*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

	<b>2016/17 Charge</b>
140ltr	£158.80
240ltr	£268.80
500ltr	£512.60
660ltr	£676.70
770ltr	£810.00
1100ltr	£910.00

### **Schools/ Charities**

Cost per annum one pick up a fortnight

size of bin

	<b>2016/17 Charge</b>
55 - 140ltr Bin, Bag or Box	£68.70
240ltr	£116.20
500ltr	£221.20
660ltr	£291.90
770ltr	£349.50
1100ltr	£391.90

### **Trade Recycling**

Cost per annum - fortnightly collection

size of bin

	<b>2016/17 Charge</b>
55 - 140ltr Bin, Bag or Box	£32.30
240ltr	£55.60
500ltr	£106.10
660ltr	£139.40
770ltr	£166.70
1100ltr	£186.90

### **Sacks etc**

	<b>2016/17 Charge</b>
Grey Sacks (includes VAT) (50 pack)	£109.70
Blue Sacks (50 pack)	£32.40
Aqua Sacks (50 pack)	£32.40

**Bulky Collections**

**Bulky Collection Charges**

	2016/17	2017/18
3 items (furniture)	26.00	26.30
6 items (furniture)	52.00	52.50
Electrical White Goods (cost per item)	26.00	26.30

**Bins & Sacks**

	2016/17	2017/18
Green Bins	26.30	26.60

**No charges for the following Bins**

Blue - Glass, Cans & Plastics

Gray - Paper & Cardboard

Brown - Organic Waste

**Pest Control**

	<b>2016/17</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2017/18</b>
	<b>Weekday</b>	<b>Weekend</b>	<b>Weekday</b>	<b>Weekend</b>
Rats & Mice outside property (3 visits)	31.30	77.80	31.61	78.60
Rats & Mice inside property (3 visits)	37.40	77.80	37.77	78.60
Wasps Nests	48.50	77.80	49.00	78.60
Cockroaches	48.50	77.80	49.00	78.60
Ants	48.50	77.80	49.00	78.60
Fleas	48.50	77.80	49.00	78.60
Bed Bugs	48.50	77.80	49.00	78.60
Squirrels (3 visits)	48.50	77.80	49.00	78.60
Beetles	48.50	77.80	49.00	78.60

## Parks and Playing Fields

	2016/17	2017/18
	£	£
<b>Letting of Sites (Per Day)</b>		
Moorlands Park	185.80	187.70
Stubbylee Park	185.80	187.70
Victoria Park	185.80	187.70
Maden Recreation Ground	185.80	187.70
Haslingden Sports Centre	185.80	187.70
Newhallhey	185.80	187.70
Fairview	185.80	187.70
Marl Pits Sports Complex	799.00	807.00
All Other Playing Fields	94.90	95.80
<b><u>Commercial use of the above</u></b>		
<b>Education Use</b>		
Marl Pits Track		
0900 - 1700hrs, per annum	2,434.10	2,458.40
After 1700 hrs (Per Hour)		
(With lights)	30.30	30.60
(Without lights)	21.20	21.40
Other Playing Fields (Per annum)	3,823.90	3,862.10
<b>Games - Pitches - Winter per pitch/team/season</b>		
Grade A	312.10	315.20
Grade B	272.70	275.40
Grade C	234.30	236.60
With changing add £100	103.00	104.00
<b>Occasional Games (Per pitch)</b>		
Grade A	43.40	43.80
Grade B	33.30	33.60
Grade C	20.20	20.40
With changing add £10	10.10	10.20
Mark out pitch (one off)	73.70	74.40
<b>Games - Pitches - Summer</b> per pitch/team/season - all enquiries to Stacksteads Cricket Club		



## Parks and Playing Fields

	2016/17	2017/18
	£	£
<b>Athletics</b>		
Athletic Club Licence (Per week 2 nights)	93.90	94.80
Use of Track and changing per hour		
With Lights	61.60	62.20
Without Light	45.50	46.00
<b>Cross Country Events</b>	160.60	162.20
<b>Netball</b>		
Per season/league	854.50	863.00
Per court/per hour	18.20	18.40
<b>Allotments</b>		
Tenancy agreement	21.20	21.40
pr 100 sq. m.	30.30	30.60
<b>Bowling</b>		
Summer Season - Greens & Pavilions	154.50	156.00
Winter use (pavilion only (Oct - Mar)	124.20	125.40
Occasional use (Green only)	31.30	31.60
with pavilion add	15.20	15.40
<b>Sale of Logs and Woodchip</b>		
Unsplit logs/ Woodchip (collection by arrangement only)		
Car / Small van	10.10	10.20
Large Van	20.20	20.40
with trailer add	10.10	10.20
<b>Marl Pits ~ Directory distribution, etc.</b>		
Marl Pits Top Room £ per hour	15.20	15.40
" " Car Park " "	15.20	15.40
<b>Memorials / Dedications</b>		
<b>Trees</b>		
Standard option	180.80	182.60
Own selected species	POA	POA
<b>Benches</b>		
Standard	754.50	762.00
Ornate	919.00	928.20

## Cemeteries

	2016-17 Charges	2017-18 Charges
Purchase of right of burial in numbered grave space	572.10	577.80
Purchase of right of burial in numbered grave space (outside of the Borough)	1,144.30	1,155.70
Transfer of Grant	29.80	30.10
<b>Right to fix a headstone or monument</b>		
Headstone	175.20	177.00
Inscriptions	23.70	23.90
Vase / Plinth and Tablets	25.80	26.10
<b>Interments</b>		
Earth Grave & Grave Dressing (resident of the Borough)	485.80	490.70
Earth Grave & Grave Dressing (non resident of the Borough)	951.40	960.90
Bricked to Coffin Height	639.30	645.70
Vault – Constructions costs + 5%	951.40	960.90
Vault – Interments	444.40	448.80
Interment of Ashes	84.30	85.10
Scattering of Ashes	35.90	36.30
<b>Ashes Chambers (Rawtenstall, Bacup &amp; Haslingden)</b>		
Purchase (with imidiate interment)	684.80	691.60
Purchase (no interment)	600.00	606.00
<b>Miscellaneous Charges</b>		
Copy of Regulations and Charges	6.10	6.20
<b>Grave Planting (per season)</b>		
Lawn Type 750 sq m	55.60	56.20
Double Grave Space.	108.10	109.20
Search Fee	31.80	32.10
Duplicate Grave Deed	24.80	25.00
<b>Additional Whitworth Charges</b>		
Use of Chapel	31.80	32.10
<b>Garden of Remembrance / Whitworth Ashes</b>		
Reserving Space	27.80	28.10
Interment of Ashes	41.90	42.30
Headstone in above.	49.50	50.00
Supply of Engraved Plaque (excluding VAT)	127.80	129.10
<b>Supply of Memorial Tree</b>	159.10	160.70

*NB - If is proposed that fees are reviewed for the following financial year 18/19*

**Local Land Charges**

	2016-17	2017-18		
		Fee	VAT	TOTAL
Offical Search / Enquiries / Con29R form / LLC1	80.00	60.00 20.00	12.00 -	92.00
Offical Search - LLC1	20.00	20.00	-	20.00
Suppplementary Questions Con 29O *	£10 per question	10.00	2.00	12.00
Suppplementary Question Con 29O (Question 22) *	£20 per question	20.00	4.00	24.00

**\* Con 29 subject tio VAT as from 1st April 2017**

**Taxi Licensing****Set Nationally**

	<b>2016-17 Charges</b>	<b>2017-18 Charges</b>
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**

Set Nationally

<b>Activity</b>	<b>2016/17 Charge</b>	<b>2017/18 Charge</b>
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	Band
Rateable < £4,300	A
£4,300 to £33,000	B
£33,001 to £87,000	C
£87,001 to £125,000	D
£125,001 and above	E

Set Nationally

License	Description	2015/16 Charge	2016/17 Charge	2017/18 Charge
Premises Licence - Alcohol Band A	New	100.00	100.00	100.00
Premises Licence - Alcohol Band B	New	190.00	190.00	190.00
Premises Licence - Alcohol Band C	New	315.00	315.00	315.00
Premises Licence - Alcohol Band D	New	450.00	450.00	450.00
Premises Licence - Alcohol Band E	New	635.00	635.00	635.00
Premises Licence - NO Alcohol Band A	New	100.00	100.00	100.00
Premises Licence - NO Alcohol Band B	New	190.00	190.00	190.00
Premises Licence - NO Alcohol Band C	New	315.00	315.00	315.00
Premises Licence - NO Alcohol Band D	New	450.00	450.00	450.00
Premises Licence - NO Alcohol Band E	New	635.00	635.00	635.00
Club Premiese Certificate - Alcohol Band A	New	100.00	100.00	100.00
Club Premiese Certificate - Alcohol Band B	New	190.00	190.00	190.00
Club Premiese Certificate - Alcohol Band C	New	315.00	315.00	315.00
Club Premiese Certificate - Alcohol Band D	New	450.00	450.00	450.00
Club Premiese Certificate - Alcohol Band E	New	635.00	635.00	635.00
Club Premiese Certificate - NO - Alcohol Band A	New	100.00	100.00	100.00
Club Premiese Certificate - NO - Alcohol Band B	New	190.00	190.00	190.00
Club Premiese Certificate - NO - Alcohol Band C	New	315.00	315.00	315.00
Club Premiese Certificate - NO - Alcohol Band D	New	450.00	450.00	450.00
Club Premiese Certificate - NO - Alcohol Band E	New	635.00	635.00	635.00
Premises Licence - Alcohol Band A	Annual Fee	70.00	70.00	70.00
Premises Licence - Alcohol Band B	Annual Fee	180.00	180.00	180.00
Premises Licence - Alcohol Band C	Annual Fee	295.00	295.00	295.00
Premises Licence - Alcohol Band D	Annual Fee	320.00	320.00	320.00
Premises Licence - Alcohol Band E	Annual Fee	350.00	350.00	350.00
Premises Licence - NO Alcohol Band A	Annual Fee	70.00	70.00	70.00
Premises Licence - NO Alcohol Band B	Annual Fee	180.00	180.00	180.00
Premises Licence - NO Alcohol Band C	Annual Fee	295.00	295.00	295.00
Premises Licence - NO Alcohol Band D	Annual Fee	320.00	320.00	320.00
Premises Licence - NO Alcohol Band E	Annual Fee	350.00	350.00	350.00
Copy premises license or summary	Section 25	10.50	10.50	10.50
Provisional Statement	Section 29	315.00	315.00	315.00
Notification of Change of Name or address - premise license	Section 33	10.50	10.50	10.50
Variation of DPS	Section 37	23.00	23.00	23.00
Transfer Premises License	Section 42	23.00	23.00	23.00
Interim Authority Notice	Section 47	23.00	23.00	23.00
Copy club premises certificate or summary	Section 79	10.50	10.50	10.50
Notification of Change of Name or alteration of rules	Section 82	10.50	10.50	10.50
Change of registered address of club	Section 83	10.50	10.50	10.50
Temporary Event Notice	Section 100	21.00	21.00	21.00
Copy Temporary Event Notice	Section 100	10.50	10.50	10.50
Personal Licence	New	37.00	37.00	37.00
Personal Licence	Renewal	37.00	37.00	37.00
Copy personal license	Section 126	10.50	10.50	10.50
Notification of change of name or address - personal license	Section 127	10.50	10.50	10.50
Notification of interest	Section 178	21.00	21.00	21.00

**Street Trading**

<b>Licence</b>	<b>Details</b>	<b>2016/17 Charge</b>	<b>2017/18 Charge</b>
Street Trading Consent - 12 mth consent	New	75.00	75.00
Street Trading Consent - 12 mth consent	New	275.00	275.00
Street Trading Consent - 12 mth consent	Renewal	350.00	350.00
Street Trading Consent - 14 day consent	New	75.00	75.00
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

**Second Hand Goods Dealers Fees**

<b>Licence</b>	<b>Details</b>	<b>2016/17 Charge</b>	<b>2017/18 Charge</b>
Second hand Goods Dealer Registration	Registration	75.00	75.00
Copy registration certificate	Copy certificate	0.00	0.00

**Other**

<b>Licence</b>	<b>Details</b>	<b>2016/17 Charge</b>	<b>2017/18 Charge</b>
Sex Shop	New	1,750.00	1,750.00

Set Nationally

<b>Notes</b>
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)

<b>Notes</b>
Registration valid indefinitely or until surrendered
Issue fee

<b>Notes</b>
Application fee



## 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.

<b>All Outline Applications</b>		<b>2016/17 Charge</b>	<b>2017/18 Charge</b>
Site Area	Not more than 2.5 hectares	£385 per 0.1 hectare	£385 per 0.1 hectare
Site Area	More than 2.5 hectares	£9,527 + £115 per 0.1 hectare	£9,527 + £115 per 0.1 hectare
<b>Householder Applications</b>		<b>2016/17 Charge</b>	<b>2017/18 Charge</b>
Alterations/extensions to a <b>single dwelling</b> , including works within boundary	Single dwelling (excluding flats)	£172	£172
<b>Full Applications (and First Submissions of Reserved Matters)</b>		<b>2016/17 Charge</b>	<b>2017/18 Charge</b>
<b>Erection of dwellings</b>			
Alterations/extensions to <b>two or more dwellings</b> , including works within boundaries	Two or more dwellings (or one or more flats)	£339	£339
<b>New dwellings</b> (up to and including 50)	New dwellings (not more than 50)	£385 per dwelling	£385 per dwelling
<b>New dwellings</b> (for <i>more</i> than 50) £19,049 + £115 per additional dwelling in excess of 50 up to a maximum fee of £250,000	New dwellings (more than 50)	£19,049 + £115 per additional dwelling	£19,049 + £115 per additional dwelling
<b>Erection of buildings</b> (not dwellings, agricultural, glasshouses, plant nor machinery):			
Increase of floor space	No increase in gross floor space or no more than 40m <sup>2</sup>	£195	£195
Increase of floor space	More than 40m <sup>2</sup> but no more than 75m <sup>2</sup>	£385	£385
Increase of floor space	More than 75m <sup>2</sup> but no more than 3,750m <sup>2</sup>	£385 for each 75m <sup>2</sup> or part thereof	£385 for each 75m <sup>2</sup> or part thereof
Increase of floor space	More than 3,750m <sup>2</sup>	£19,049 + £115 for each additional 75m <sup>2</sup> in excess of 3750 m <sup>2</sup> to a maximum of £250,000	£19,049 + £115 for each additional 75m <sup>2</sup> in excess of 3750 m <sup>2</sup> to a maximum of £250,000
<b>The erection of buildings</b> (on land used for agriculture for agricultural purposes)			
Site area	Not more than 465m <sup>2</sup>	£80	£80
Site area	More than 465m <sup>2</sup> but not more than 540m <sup>2</sup>	£385	£385
Site area	More than 540m <sup>2</sup> but not more than 4,215m <sup>2</sup>	£385 for first 540m <sup>2</sup> + £385 for each 75m <sup>2</sup> (or part thereof) in excess of	£385 for first 540m <sup>2</sup> + £385 for each 75m <sup>2</sup> (or part thereof) in excess of
Site area	More than 4,215m <sup>2</sup>	£19,049 + £115 for each 75m <sup>2</sup> (or part thereof) in excess of 4,215m <sup>2</sup> up to a maximum of £250,000	£19,049 + £115 for each 75m <sup>2</sup> (or part thereof) in excess of 4,215m <sup>2</sup> up to a maximum of £250,000

**Planning Applications**

<b>Erection of glasshouses (on land used for the purposes of agriculture)</b>		<b>2016/17 Charge</b>	<b>2017/18 Charge</b>
Floor space	Not more than 465m <sup>2</sup>	£80	£80
Floor space	More than 465m <sup>2</sup>	£2,150	£2,150
<b>Erection/alterations/replacement of plant and machinery</b>			
Site area	Not more than 5 hectares	£385 for each 0.1 hectare (or part thereof)	£385 for each 0.1 hectare (or part thereof)
Site area	More than 5 hectares	£19,049 + additional £115 for each 0.1 hectare (or part thereof) in excess of 5 hectares to a maximum of £250,000	£19,049 + additional £115 for each 0.1 hectare (or part thereof) in excess of 5 hectares to a maximum of £250,000
<b>Applications other than Building Works</b>		<b>2015/16 Charge</b>	<b>2017/18 Charge</b>
<b>Car parks, service roads or other accesses</b>	For existing uses	£195	£195
<b>Waste (Use of land for disposal of refuse or waste materials or deposit of material remaining after extraction or storage of minerals)</b>			
Site area	Not more than 15 hectares	£195 for each 0.1 hectare (or part thereof)	£195 for each 0.1 hectare (or part thereof)
Site area	More than 15 hectares	£29,112 + £115 for each 0.1 hectare (or part thereof) in excess of 15 hectares up to a maximum	£29,112 + £115 for each 0.1 hectare (or part thereof) in excess of 15 hectares up to a maximum
<b>Operations connected with exploratory drilling for oil or natural gas</b>			
Site area	Not more than 7.5 hectares	£385 for each 0.1 hectare (or part thereof)	£385 for each 0.1 hectare (or part thereof)
Site area	More than 7.5 hectares	£28,750 + additional £115 for each 0.1 hectare (or part thereof) in excess of 7.5 hectares up to a maximum of £250,000	£28,750 + additional £115 for each 0.1 hectare (or part thereof) in excess of 7.5 hectares up to a maximum of £250,000
<b>Other operations (winning and working of minerals)</b>			
Site area	Not more than 15 hectares	£195 for each 0.1 hectare (or part thereof)	£195 for each 0.1 hectare (or part thereof)
Site area	More than 15 hectares	£29,112 + additional £115 for each 0.1 in excess of 15 hectare up to a maximum of £65,000	£29,112 + additional £115 for each 0.1 in excess of 15 hectare up to a maximum of £65,000
<b>Other operations (not coming within any of the above categories)</b>			

**Planning Applications**

Site area	Any site area	£195 for each 0.1 hectare (or part thereof) up to a maximum of £1,690	£195 for each 0.1 hectare (or part thereof) up to a maximum of £1,690
<b>Lawful Development Certificate</b>		<b>2016/17 Charge</b>	<b>2017/18 Charge</b>
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		£195	£195
LDC – Proposed Use		Half the normal planning fee.	Half the normal planning fee.
<b>Prior Approval</b>			
Agricultural and Forestry buildings & operations or demolition of buildings		£80	£80
Telecommunications Code Systems Operators		£385	£385
<b>Reserved Matters</b>			
Application for approval of reserved matters following outline approval		Full fee due or if full fee already paid then £385 due	Full fee due or if full fee already paid then £385 due
<b>Approval/Variation/discharge of condition</b>			
Application for removal or variation of a condition following grant of planning permission		£195	£195
Request for confirmation that one or more planning conditions have been complied with		£28 per request for Householder otherwise £97 per request	£28 per request for Householder otherwise £97 per request
<b>Change of Use of a building to use as one or more separate dwellinghouses, or other cases</b>			
Number of Dwellings	Not more than 50 dwellings	£385 for each	£385 for each
Number of Dwellings	More than 50 dwellings	£19,049 + £115 for each in excess of 50 up to a maximum of £250,000	£19,049 + £115 for each in excess of 50 up to a maximum of £250,000
<b>Other Changes of Use of a building or land</b>		£385	£385
<b>Advertising</b>			
Relating to the business on the premises		£110	£110
Advance signs which are not situated on or visible from the site, directing the public to business		£110	£110
Other advertisements		£385	£385

**Building Control - Table A**

**New Build - Houses 2016/17**

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	200.00	40.00	<b>240.00</b>	500.00	100.00	<b>600.00</b>	800.00	160.00	<b>960.00</b>
2	300.00	60.00	<b>360.00</b>	700.00	140.00	<b>840.00</b>	1,100.00	220.00	<b>1,320.00</b>
3	312.50	62.50	<b>375.00</b>	800.00	160.00	<b>960.00</b>	1,335.00	267.00	<b>1,602.00</b>
4	400.00	80.00	<b>480.00</b>	950.00	190.00	<b>1,140.00</b>	1,500.00	300.00	<b>1,800.00</b>
5	475.00	95.00	<b>570.00</b>	1,000.00	200.00	<b>1,200.00</b>	1,713.86	342.77	<b>2,056.63</b>
6	530.00	106.00	<b>636.00</b>	1,170.00	234.00	<b>1,404.00</b>	1,952.28	390.46	<b>2,342.74</b>
7	580.00	116.00	<b>696.00</b>	1,300.00	260.00	<b>1,560.00</b>	2,141.05	428.21	<b>2,569.26</b>
8	610.00	122.00	<b>732.00</b>	1,450.00	290.00	<b>1,740.00</b>	2,330.27	466.05	<b>2,796.32</b>
9	630.00	126.00	<b>756.00</b>	1,700.00	340.00	<b>2,040.00</b>	2,591.50	518.30	<b>3,109.80</b>
10	650.00	130.00	<b>780.00</b>	1,880.00	376.00	<b>2,256.00</b>	2,855.11	571.02	<b>3,426.13</b>

**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	200.00	40.00	<b>240.00</b>	650.00	130.00	<b>780.00</b>	1,000.00	200.00	<b>1,200.00</b>
Single Dwelling with Floor Area between 501m2 and 700m2	200.00	40.00	<b>240.00</b>	850.00	170.00	<b>1,020.00</b>	1,200.00	240.00	<b>1,440.00</b>

Please note for more than 10 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 A**

**New Build - Houses 2017/18**

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	200.00	40.00	<b>240.00</b>	550.00	110.00	<b>660.00</b>	850.00	170.00	<b>1,020.00</b>
2	300.00	60.00	<b>360.00</b>	700.00	140.00	<b>840.00</b>	1,100.00	220.00	<b>1,320.00</b>
3	312.50	62.50	<b>375.00</b>	800.00	160.00	<b>960.00</b>	1,335.00	267.00	<b>1,602.00</b>
4	400.00	80.00	<b>480.00</b>	950.00	190.00	<b>1,140.00</b>	1,500.00	300.00	<b>1,800.00</b>
5	475.00	95.00	<b>570.00</b>	1,000.00	200.00	<b>1,200.00</b>	1,713.86	342.77	<b>2,056.63</b>
6	530.00	106.00	<b>636.00</b>	1,170.00	234.00	<b>1,404.00</b>	1,952.28	390.46	<b>2,342.74</b>
7	580.00	116.00	<b>696.00</b>	1,300.00	260.00	<b>1,560.00</b>	2,141.05	428.21	<b>2,569.26</b>
8	610.00	122.00	<b>732.00</b>	1,450.00	290.00	<b>1,740.00</b>	2,330.27	466.05	<b>2,796.32</b>
9	630.00	126.00	<b>756.00</b>	1,700.00	340.00	<b>2,040.00</b>	2,591.50	518.30	<b>3,109.80</b>
10	650.00	130.00	<b>780.00</b>	1,880.00	376.00	<b>2,256.00</b>	2,855.11	571.02	<b>3,426.13</b>

**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 Single Dwelling with Floor Area between	200.00	40.00	<b>240.00</b>	700.00	140.00	<b>840.00</b>	1,050.00	210.00	<b>1,260.00</b>
Dwelling with Floor Area between	200.00	40.00	<b>240.00</b>	900.00	180.00	<b>1,080.00</b>	1,250.00	250.00	<b>1,500.00</b>

Please note for more than 10 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 2016/17**  
Valid for applications received between 01/04/2016 & 31/03/2017

Proposal	Plan Fee	VAT	Plan Total	Inspect Fee	VAT	Inspect Total	Building Notice Fee	VAT	Building Notice Total
<b>Category 1: Extensions to Dwellings</b>									
Extension Internal Floor area not exceeding 6m2	312.50	62.50	<b>375.00</b>	inc	inc	<b>inc</b>	375.00	75.00	<b>450.00</b>
Extension Internal Floor Area over 6m2 but not exceeding 40m2	166.67	33.33	<b>200.00</b>	279.17	55.83	<b>335.00</b>	535.00	107.00	<b>642.00</b>
Extension Internal Floor Area over 40m2 but not exceeding 60m2	166.67	33.33	<b>200.00</b>	395.83	79.17	<b>475.00</b>	675.00	135.00	<b>810.00</b>
Extension - Internal Floor Area over 60m2 but not exceeding 80m2	166.67	33.33	<b>200.00</b>	500.00	100.00	<b>600.00</b>	800.00	160.00	<b>960.00</b>
<b>Category 2 - Garages &amp; Carports</b>									
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 & the conversion of an attached garage into a habitable room	229.17	45.83	<b>275.00</b>	inc	inc	<b>inc</b>	275.00	55.00	<b>330.00</b>
Where the Garage extension exceeds a floor area of 40m2 but does not exceed 60m2	333.33	66.67	<b>400.00</b>	inc	inc	<b>inc</b>	390.00	78.00	<b>468.00</b>
<b>Category 3: Loft Conversion and Dormers</b>									
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	312.50	62.50	<b>375.00</b>	inc	inc	<b>inc</b>	375.00	75.00	<b>450.00</b>
With a dormer but not exceeding 40m2 in floor area	166.67	33.33	<b>200.00</b>	250.00	50.00	<b>300.00</b>	490.00	98.00	<b>588.00</b>

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 2017/18**  
Valid for applications received between 01/04/2017 & 31/03/2018

Proposal	Plan Fee	VAT	Plan Total	Inspect Fee	VAT	Inspect Total	Building Notice Fee	VAT	Building Notice Total
<b>Category 1: Extensions to Dwellings</b>									
Extension Internal Floor area not exceeding 10m2	316.67	63.33	<b>380.00</b>	inc	inc	<b>inc</b>	380.00	76.00	<b>456.00</b>
Extension Internal Floor Area over 10m2 but not exceeding 40m2	166.67	33.33	<b>200.00</b>	283.33	56.67	<b>340.00</b>	540.00	108.00	<b>648.00</b>
Extension Internal Floor Area over 40m2 but not exceeding 60m2	166.67	33.33	<b>200.00</b>	400.00	80.00	<b>480.00</b>	680.00	136.00	<b>816.00</b>
Extension - Internal Floor Area over 60m2 but not exceeding 80m2	166.67	33.33	<b>200.00</b>	508.33	101.67	<b>610.00</b>	810.00	162.00	<b>972.00</b>
<b>Category 2 - Garages &amp; Carports</b>									
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	233.33	46.67	<b>280.00</b>	inc	inc	<b>inc</b>	280.00	56.00	<b>336.00</b>
The conversion of an attached garage into a habitable room			<b>250.00</b>	inc	inc	<b>inc</b>	250.00	50.00	<b>300.00</b>
Where the Garage extension exceeds a floor area of 40m2 but does not exceed 60m2	333.33	66.67	<b>400.00</b>	inc	inc	<b>inc</b>	390.00	78.00	<b>468.00</b>
<b>Category 3: Loft Conversion and Dormers</b>									
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	312.50	62.50	<b>375.00</b>	inc	inc	<b>inc</b>	375.00	75.00	<b>450.00</b>
With a dormer but not exceeding 40m2 in floor area	166.67	33.33	<b>200.00</b>	250.00	50.00	<b>300.00</b>	490.00	98.00	<b>588.00</b>

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 2016/17**

Proposal	Plan Fee	VAT	Plan Total	Inspect Fee	VAT	Inspect Total	Building Notice Fee	VAT	Building Notice Total
<b>Installation of Replacement windows and doors</b> in a dwelling where the number of windows / doors does not exceed 20	60.00	12.00	<b>72.00</b>	inc	inc	<b>inc</b>	60.00	12.00	<b>72.00</b>
<b>Underpinning</b> with a total cost not exceeding £30,000	233.33	46.67	<b>280.00</b>	inc	inc	<b>inc</b>	233.33	46.67	<b>280.00</b>
<b>Controlled Electrical Work</b> to a single dwelling (not carried out in conjunction with work being undertaken that falls within Table B)	179.17	35.83	<b>215.00</b>	inc	inc	<b>inc</b>	179.17	35.83	<b>215.00</b>
<b>Renovation of a thermal element</b> i.e. Work involving recovering of a roof, replacement of a floor or renovation of an external wall to which L 1b applies	91.67	18.33	<b>110.00</b>	inc	inc	<b>inc</b>	91.67	18.33	<b>110.00</b>
<b>Formation of a single en suite bathroom / shower room or cloakroom within an existing dwelling</b> (excluding electrical work)	200.00	40.00	<b>240.00</b>	inc	inc	<b>inc</b>	200.00	40.00	<b>240.00</b>
<b>Removal or partial removal of chimney breast</b>	200.00	40.00	<b>240.00</b>	inc	inc	<b>inc</b>	200.00	40.00	<b>240.00</b>
<b>Removal of wall and insertion of one or two steel beams maximum span 4 metres</b>	200.00	40.00	<b>240.00</b>	inc	inc	<b>inc</b>	200.00	40.00	<b>240.00</b>
<b>The insertion of insulating material in a cavity wall of an existing property*</b>	25.00	5.00	<b>30.00</b>	inc	inc	<b>inc</b>	25.00	5.00	<b>30.00</b>
<b>Installation of a multi fuel appliance including associated Flue liner and hearth*</b> to a single dwelling	200.00	40.00	<b>240.00</b>	inc	inc	<b>inc</b>	200.00	40.00	<b>240.00</b>

\* 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 2017/18**

Proposal	Plan Fee	VAT	Plan Total	Inspect Fee	VAT	Inspect Total	Building Notice Fee	VAT	Building Notice Total	Regularisation
<b>Installation of Replacement windows and doors</b> in a dwelling where the number of windows / doors does not exceed 20	62.50	12.50	<b>75.00</b>	inc	inc	<b>inc</b>			<b>75.00</b>	<b>100.00</b>
<b>Installation of Replacement windows and doors</b> in a dwelling where the number of windows / doors does not exceed 20 (retrospective)										
<b>Underpinning</b> with a total cost not exceeding £30,000	233.33	46.67	<b>280.00</b>	inc	inc	<b>inc</b>	233.33	46.67	<b>280.00</b>	
<b>Controlled Electrical Work</b> to a single dwelling (not carried out in conjunction with work being undertaken that falls within Table B)	183.33	36.67	<b>220.00</b>	inc	inc	<b>inc</b>			<b>220.00</b>	
<b>Renovation of a thermal element</b> i.e. Work involving recovering of a roof, replacement of a floor or renovation of an external wall to which L 1b applies	91.67	18.33	<b>110.00</b>	inc	inc	<b>inc</b>	91.67	18.33	<b>110.00</b>	
<b>Formation of a single en suite bathroom / shower room or cloakroom within an existing dwelling</b> (excluding electrical work)	200.00	40.00	<b>240.00</b>	inc	inc	<b>inc</b>	200.00	40.00	<b>240.00</b>	
<b>Removal or partial removal of chimney breast</b>	200.00	40.00	<b>240.00</b>	inc	inc	<b>inc</b>	200.00	40.00	<b>240.00</b>	
<b>Removal of wall and insertion of one or two steel beams maximum span 4 metres</b>	200.00	40.00	<b>240.00</b>	inc	inc	<b>inc</b>	200.00	40.00	<b>240.00</b>	
<b>The insertion of insulating material in a cavity wall of an existing property*</b>	25.00	5.00	<b>30.00</b>	inc	inc	<b>inc</b>	25.00	5.00	<b>30.00</b>	
<b>Installation of a multi fuel appliance including associated Flue liner and hearth*</b> to a single dwelling	200.00	40.00	<b>240.00</b>	inc	inc	<b>inc</b>	200.00	40.00	<b>240.00</b>	

\* 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 2016/17**

(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 <b>6m2</b>	312.50	62.50	<b>375.00</b>	inc	inc	<b>inc</b>
2	Internal Floor Area over <b>6m2</b> but not exceeding <b>40m2</b>	166.67	33.33	<b>200.00</b>	279.17	55.83	<b>335.00</b>
3	Internal Floor Area over <b>40m2</b> but not exceeding <b>80m2</b>	166.67	33.33	<b>200.00</b>	450.00	90.00	<b>540.00</b>
4	<b>Shop fit</b> out not exceeding a value of £50,000	300.00	60.00	<b>360.00</b>	inc	inc	<b>inc</b>
5	<b>Replacement Windows</b>						
	a - not exceeding 10 windows	104.17	20.83	<b>125.00</b>	Inc	Inc	<b>inc</b>
	b - between 11 - 20 windows	191.67	38.33	<b>230.00</b>	Inc	Inc	<b>inc</b>

**Building Control - Table D**

**Extensions and New Build - Other than to Dwellings 2017/18**

(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 <b>6m2</b>	316.67	63.33	<b>380.00</b>	inc	inc	<b>inc</b>
2	Internal Floor Area over <b>6m2</b> but not exceeding <b>40m2</b>	166.67	33.33	<b>200.00</b>	283.33	56.67	<b>340.00</b>
3	Internal Floor Area over <b>40m2</b> but not exceeding <b>80m2</b>	166.67	33.33	<b>200.00</b>	458.33	91.67	<b>550.00</b>
4	<b>Shop fit</b> out not exceeding a value of £50,000	300.00	60.00	<b>360.00</b>	inc	inc	<b>inc</b>
5	<b>Replacement Windows</b>						
	a - not exceeding 10 windows	108.33	21.67	<b>130.00</b>	Inc	Inc	<b>inc</b>
	b - between 11 - 20 windows	195.83	39.17	<b>235.00</b>	Inc	Inc	<b>inc</b>

**Building Control - Table E**

% increase - No uplift from 2014/15

**Standard Charges for all work not in Tables A,B,C & D for 2016/17**  
(excludes individually determined charges)

Estimated Cost											
From	To	Plan Fee	VAT	Plan Total	Inspect Fee	VAT	Inspect Total	Building Notice Fee	VAT	Building Notice Total	
0	1000	108.33	21.67	<b>130.00</b>	inc	inc	<b>inc</b>	125.00	25.00	<b>150.00</b>	
1,001	2,000	200.00	40.00	<b>240.00</b>	inc	inc	<b>inc</b>	220.00	44.00	<b>264.00</b>	
2,001	5,000	216.67	43.33	<b>260.00</b>	inc	inc	<b>inc</b>	260.00	52.00	<b>312.00</b>	
5,001	7,000	233.33	46.67	<b>280.00</b>	inc	inc	<b>inc</b>	280.00	56.00	<b>336.00</b>	
7,001	10,000	266.67	53.33	<b>320.00</b>	inc	inc	<b>inc</b>	320.00	64.00	<b>384.00</b>	
10,001	20,000	329.17	65.83	<b>395.00</b>	inc	inc	<b>inc</b>	395.00	79.00	<b>474.00</b>	
20,001	30,000	166.67	33.33	<b>200.00</b>	275.00	55.00	<b>330.00</b>	480.00	96.00	<b>576.00</b>	
30,001	40,000	208.33	41.67	<b>250.00</b>	320.00	64.00	<b>384.00</b>	549.00	109.80	<b>658.80</b>	
40,001	50,000	250.00	50.00	<b>300.00</b>	385.00	77.00	<b>462.00</b>	670.00	134.00	<b>804.00</b>	
50,001	75,000	291.67	58.33	<b>350.00</b>	470.00	94.00	<b>564.00</b>	820.00	164.00	<b>984.00</b>	
75,001	100,000	333.33	66.67	<b>400.00</b>	583.33	116.67	<b>700.00</b>	1,020.00	204.00	<b>1,224.00</b>	
100,001	150,000	375.00	75.00	<b>450.00</b>	666.67	133.33	<b>800.00</b>	1,200.00	240.00	<b>1,440.00</b>	

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 2017/18**  
(excludes individually determined charges)

Estimated Cost											
From	To	Plan Fee	VAT	Plan Total	Inspect Fee	VAT	Inspect Total	Building Notice Fee	VAT	Building Notice Total	
0	1000	108.33	21.67	<b>130.00</b>	inc	inc	<b>inc</b>	125.00	25.00	<b>150.00</b>	
1,001	2,000	200.00	40.00	<b>240.00</b>	inc	inc	<b>inc</b>	230.00	46.00	<b>276.00</b>	
2,001	5,000	220.83	44.17	<b>265.00</b>	inc	inc	<b>inc</b>	265.00	53.00	<b>318.00</b>	
5,001	7,000	237.50	47.50	<b>285.00</b>	inc	inc	<b>inc</b>	285.00	57.00	<b>342.00</b>	
7,001	10,000	275.00	55.00	<b>330.00</b>	inc	inc	<b>inc</b>	330.00	66.00	<b>396.00</b>	
10,001	20,000	341.67	68.33	<b>410.00</b>	inc	inc	<b>inc</b>	410.00	82.00	<b>492.00</b>	
20,001	30,000	166.67	33.33	<b>200.00</b>	279.17	55.83	<b>335.00</b>	535.00	107.00	<b>642.00</b>	
30,001	40,000	208.33	41.67	<b>250.00</b>	325.00	65.00	<b>390.00</b>	640.00	128.00	<b>768.00</b>	
40,001	50,000	250.00	50.00	<b>300.00</b>	391.67	78.33	<b>470.00</b>	770.00	154.00	<b>924.00</b>	
50,001	75,000	291.67	58.33	<b>350.00</b>	479.17	95.83	<b>575.00</b>	925.00	185.00	<b>1,110.00</b>	
75,001	100,000	333.33	66.67	<b>400.00</b>	595.83	119.17	<b>715.00</b>	1,112.00	222.40	<b>1,334.40</b>	
100,001	150,000	375.00	75.00	<b>450.00</b>	679.17	135.83	<b>815.00</b>	1,265.00	253.00	<b>1,518.00</b>	

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 (2016/17)**

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 (2017/18)**

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 (2016/17)**

Category of Work	Proposal	Net	VAT	Gross Fee
1	Copy of Decision Notice or Completion Certificates	20.83	4.17	25.00
2	Additional copy from same file.	5.00	1.00	6.00
3	Re- opening of archived applications (Charge per Hour - minimum 1 hour £70)	58.33	11.67	70.00
4	Withdrawal of an application and any associated charges (Charge per Hour - minimum 1 hour £70)	58.33	11.67	70.00
5	Building Regulation Confirmation letter	58.33	11.67	70.00
6	Supply of non-standard data and information, including responding to solicitors enquiries (Charge per Hour - minimum 1 hour £70)	58.33	11.67	70.00

**Building Control - Table G****Other Charges (2017/18)**

Category of Work	Proposal	Net	VAT	Gross Fee
1	Copy of Decision Notice or Completion Certificates (within the past 3 years)	20.83	4.17	25.00
2	Additional copy from same file.	5.00	1.00	6.00
3	Re- opening of archived applications (Charge per Hour - minimum 1 hour £70) plus decision notice and completion certificate	58.33	11.67	70.00
4	Re- opening of archived applications (Charge per Hour - minimum 1 hour £70) plus decision notice, completion certificate and site visit (New)			100.00
5	Withdrawal of an application and any associated charges (Charge per Hour - minimum 1 hour £70)	58.33	11.67	70.00
6	Building Regulation Confirmation letter	58.33	11.67	70.00
7	Change of applicants details on valid application (New)	58.33	11.67	70.00
8	Supply of non-standard data and information, including responding to solicitors enquiries (Charge per Hour - minimum 1 hour £70)	58.33	11.67	70.00

## 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)

	2016/17 Charge	2017/18 Charge
Individual House Name / Individual House re-name or re-number	50	60
Conversions of existing Properties into multiples	£100 up to a maximum of 4 units; additional Units £20 per unit	£110 up to a maximum of 4 units; additional Units £25 per unit
Development of 10 plots or less	£50 per plot up to a maximum of £200	£60 per plot up to a maximum of £240
Development of 11 plots or more	Charges individual assessed	Charges individual assessed
Additional charge, where this includes the naming of a street	£100	£100
Additional charge, where this includes the naming of a building (e.g. block of flats)	£100	£100

## Environmental Health

Item	2016/17 Charge	2017/18 Charge
<b>Food Safety</b>		
Export Certificate	<b>£49.50</b>	<b>£50.00</b>
Food Premises Register	<b>£115.20</b>	<b>£116.40</b>
Private water supplies - Risk Assessment	<b>£34.30</b> per hour or any part there of, plus £10 per invoiced Household up to a max of £500	<b>£34.60</b> per hour or any part there of, plus £10 per invoiced Household up to a max of £500
Private water supplies - Sampling	<b>£34.30</b> per hour or any part there of, max £100	<b>£34.60</b> per hour or any part there of, max £100
Private water supplies - Investigation	<b>£34.30</b> per hour or any part there of, max £100	<b>£34.60</b> per hour or any part there of, max £100
Private water supplies - Granting Authorisation	<b>£34.30</b> per hour or any part there of, max £100	<b>£34.60</b> per hour or any part there of, max £100
Private water supplies - Analysing a sample under Regulation 10	<b>Laboratory Charges</b>	<b>Laboratory Charges</b>
Private water supplies - Analysing a check monitoring sample	<b>Laboratory Charges</b>	<b>Laboratory Charges</b>
Private water supplies - Analysing an audit monitoring sample	<b>Laboratory Charges</b>	<b>Laboratory Charges</b>
<b>Health &amp; Safety</b>		
Skin Piercing - premises	<b>£131.30</b>	<b>£132.60</b>
Skin Piercing - persons	<b>£131.30</b>	<b>£132.60</b>
Factual report to solicitors / injured person	<b>£187.90</b>	<b>£189.80</b>
Tattooist	<b>£131.30</b>	<b>£132.60</b>
Acupuncture	<b>£131.30</b>	<b>£132.60</b>
Electrolysis	<b>£131.30</b>	<b>£132.60</b>
Semi-Permanent Skin Colouring	<b>£131.30</b>	<b>£132.60</b>
<b>Animal Welfare</b>		
Animal boarding establishment license	<b>£126.30</b>	<b>£127.60</b>
Dog Breeding establishment license	<b>£111.10</b>	<b>£112.20</b>
Pet Shop License	<b>£126.30</b> plus Vet Fees	<b>£127.60</b> plus Vet Fees
Riding Establishment License	<b>£131.30</b> plus Vet Fees	<b>£132.60</b> plus Vet Fees
Dangerous Wild Animals License	<b>£143.40</b> plus Vet Fees	<b>£144.80</b> plus Vet Fees
Performing Animals Registration	<b>£126.30</b> plus Vet Fees	<b>£127.60</b> plus Vet Fees
Zoo License	<b>£344.40</b> plus Vet Fees	<b>£347.80</b> plus Vet Fees

## Environmental Health

Item	2016/17 Charge	2017/18 Charge
<b>Pollution Health &amp; Housing</b>		
LAPC & LAPPC Fees	<b>As Prescribed</b>	<b>As Prescribed</b>
Environmental Information Regulation enquires	<b>£80.80</b> per hour (minimum 1 hour)	<b>£81.60</b> per hour (minimum 1 hour)
List of permitted processes	<b>£49.50</b>	<b>£50.00</b>
Enquires related to public register of permitted processes	<b>£80.80</b> per hour (minimum 1 hour)	<b>£81.60</b> per hour (minimum 1 hour)
Contaminated Land Enquires	<b>£80.00</b> (1st hour), <b>£40.00</b> (per additional half hour)	<b>£80.80</b> (1st hour), <b>£40.40</b> (per additional half hour)
Any Default works	<b>Hourly rate of officer involved + 15% of external works costs (min £15 and max £500 per household)</b>	<b>Hourly rate of officer involved + 15.15% of external works costs (min £15 and max £500 per household)</b>
UK House inspections	<b>£100.00</b>	<b>£101.00</b>
HMO License	<b>£572.70</b> for up to 10 units + <b>£56.60</b>	<b>£578.40</b> for up to 10 units + <b>£57.20</b>
Housing Act 2004 Notices not including Variations and Revocations	<b>Up to Statutory Maximum Currently £500 2016</b>	<b>Up to Statutory Maximum Currently £500 2016</b>
Housing Act 2004 Revocation or Variation of Notice	<b>Officer Time</b>	Officer Time
The Smoke and Carbon Monoxide Alarm (England) Regulations 2016		
Penalty Charge (not exceeding £5000) Reg 8	£2500 First Offence reduced to £1250 if paid early 1st offence. £5000 reduced to £2500 for 2nd offence. £5000 for any other offence no reduction.	£2500 First Offence reduced to £1250 if paid early 1st offence. £5000 reduced to £2500 for 2nd offence. £5000 for any other offence no reduction.
<b>Scrap Metal</b>		
Dealers 3 year Licence	<b>£350.00</b>	<b>£353.50</b>
Mobile Collections 3 year Licence	<b>£250.00</b>	<b>£252.50</b>
Variations	<b>£50.00</b>	<b>£50.50</b>
Replacement licences	<b>£40.00</b>	<b>£40.40</b>

## Legal Services

	2016/17 Charge			2016/17 Charge		
	Net	VAT	Gross	Net	VAT	Gross
<b><u>Sales of land and property and freehold reversion</u></b>						
Up to £5,000			353.50			357.00
£5001 - £15,000			454.50			459.00
£15,001 - £100,000			757.50			765.10
over £100k			1% of sale price			1% of sale price
<b><u>Leases and Licences</u></b>						
Industrial Unit Lease			252.50			255.00
Industrial Unit Licence			101.00			102.00
Garden/Garage Tenancy			252.50			255.00
Wayleave/Easement		* min	252.50		* min	255.00
Commercial Lease		* min	505.00		* min	510.10
Notice of Assignment			50.50			51.00
Agricultural Tenancy			252.50			255.00
Agricultural Tenancy Renewal			151.50			153.00
Lease Renewal			151.50			153.00
Deed of Variation/Surrender/Release			252.50			255.00
<b><u>S106 Agreements</u></b>						
Preparation		* min	757.50		* min	765.10
Checking Fee		* min	151.50		* min	153.00
Deed of Variations		* min	252.50		* min	255.00
<b>Footpath Diversions</b>			1767.50			1785.20
+ any disbursements (assuming unopposed)						
<b>Commercial Event Licences</b>			101.00			102.00
<b>Misc' Commercial Licence</b>		* min	101.00		* min	102.00
<b>Subject Access Requests (Statutory Fee)</b>			10.00			10.00
<b>Court Costs (Council Tax &amp; NNDR)</b>			95.00			96.00

\* subject to complexity -

\* subject to complexity -

**Property Services**

	2016/17 Charge			2017/18 Charge		
	Net	VAT	Gross	Net	VAT	Gross
<b>Garage sites</b>	151.50	30.30	<b>181.80</b>	153.10	30.62	<b>183.72</b>
<b>Departure Charges (Rawtenstall Bus Terminal, Bacup Road)</b>	33.63 p			34.00 p		
Information regarding markets and industrial units have not been included due to the sensitivity of individual pricing						
No new Garage tenancies are being taken unless on pre-payment of 10 years						

	2016/17 Charge			2017/18 Charge				
	Net	VAT	Gross	Net	VAT	Gross		
Up to £10,000			120	24	<b>144</b>	162	32	<b>194</b>
Up to £30,000			130	26	<b>156</b>	176	35	<b>211</b>
Up to £60,000			145	29	<b>174</b>	196	39	<b>235</b>
Up to £100,000			320	64	<b>384</b>	432	86	<b>518</b>
Up to £150,000			600	120	<b>720</b>	810	162	<b>972</b>
£150,001 to 250,000			0.50%					
Above £250,000 - Fee to be agreed								
<b>Any charge may be higher depending upon complexity of the individual case</b>								

**DRAFT - Rossendale Borough Council Budget 2017/18 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 2000.
  - 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 Revenue Support Grant, New Homes Bonus, National Non-Domestic Rates, Council Tax, 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: inflation, the economy, changes to local government financing and the downturn 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 2017/18 and the medium term the following specific areas of risks have been identified:

<b>Expenditure/ Income Heading</b>	<b>Impact</b>	<b>Likelihood</b>	<b>Comments</b>
<b>Employee Costs</b>			
Pay awards	Medium	Low	The budget assumes an average underlying 1.0% for general pay awards for 2016/17 as per the 2 yr pay deal together with any contractual increment growth. .
Vacancies / structures	Medium	Medium	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 2017/18 being £150k for the year.
Pension Contributions	High	Low	The latest actuarial valuation published December 2016 has indicated a requirement to continue to increase future service rates, now 15.6% (14.0% in 16/17) over the next 3 years and has quantified the deficit payment of c £1m pa.  Officers as part of the Treasury Management strategy will be recommending an option to claim an early prepayment discount.
<b>Running Costs</b>			
Energy and Fuel	Medium	Low	Fuel has steadily risen during 2016 but can be contained with the Operations budget. Corporate budgets also include a £60k contingency
Repairs and maintenance	Medium	Medium/High	High risk/cost areas remain with. Amongst others, the many drainage culverts within RBC land ownership, uninsured malicious damage to property and resolution of potential public liability



Expenditure/ Income Heading	Impact	Likelihood	Comments
			<p>matters. The Capital budget has previously set aside an emergency works budget and now has an available balance of £100k. Capital requirements continue to experience increasing demand.</p> <p>In addition to capital receipts we continue to set aside £100k as a revenue contribution to Capital</p>
Insurance	Medium	High	<p>The Council's insurance portfolio was tendered during 14/15 with the potential for a new 7 year relationship.</p> <p>Sporadically we are seeing 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. A number of claims companies have recently run national campaigns in relation to occupational health claims. In addition we continue to experience numerous small value trip claims which seem to include disproportionate legal costs.</p> <p>MMI the Councils insurer in 1992 triggered the Creditors Scheme of Arrangement, during 2013/14. MMI now require contribution rates of 25% (previously 15%).</p> <p>The Council has set aside or provided for contributions equivalent to 30%. Adequacy of provisions will be reviewed at the close of 2016/17.</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>

<b>Expenditure/ Income Heading</b>	<b>Impact</b>	<b>Likelihood</b>	<b>Comments</b>
<b>Contract Costs</b>			
ICT	Low/Medium	Low	Additional savings continue to be identified from improved technology and systems.
Leisure	Medium	Medium	The budget and MTFS take account of past Member decisions in relation to the Marl Pits refurbishment and its funding.  Rossendale Leisure Trust is now self-financing.
Revenues Benefits and Customer Contracts	Low	Low	The price of this contract is now fixed following a three year extension to Sept 2019 as previously approved by Members.
Housing Benefits	Very High	Medium/High	Expenditure in this area is c. £20m and is the largest single item of expenditure in the Council's budget. While 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 £196k and with some previous history of variances in this area, significant caution needs to be exercised.
Council Tax Support	Very High	Medium/High	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 precepting authorities are now exposed to the risk of additional growth and the cost of non-collection from those who are now be eligible to a maximum 80% benefit.  Any over allowance in the tax baser will correct itself through actual billings and the Collection Fund Account

<b>Expenditure/ Income Heading</b>	<b>Impact</b>	<b>Likelihood</b>	<b>Comments</b>
<b>Income</b>			
Property Related ( Planning Fee, Building Control & Land charges) and other income	Medium	Medium/High	A prudent view has been taken for all income streams and does not include any upside from price increases.
Licencing	Medium	Medium	A prudent view has been taken on Taxis incomes following recent policy changes.
Market Rents	Medium	High	Reflects the previous decisions by Members on pricing and policy.
Waste Collection / Recycling income	Medium	Medium / High	<p>The budget reflects the current value of previously tendered waste recycling income albeit that the market is subject to volatility.</p> <p>The LCC Cost share agreement ends 31<sup>st</sup> March 2018 and will result in a £600k funding pressure.</p>
Capital Financing and Interest	High	Medium	<p>Our capacity to make interest gains has significantly reduced over the last few years as bank rates remain at all-time lows and which are assumed to again remain flat during 2016/17.</p> <p>Estimates of future interest rates can be seen in the Councils Treasury Management Strategy.</p> <p>The Council is the 100% owner of the local bus operator. No dividends or income is anticipated (other than departure charges). The Council effectively acts as the company's bankers, with security over its property.</p>
NNDR (Business Rates)	High	Medium	<p>The Council is now part of a Lancashire wide pool were it will retain 40% of all revenues (subject to its tariff) (with 10% of the previous levy charge going to LCC). The MTFS reflects this additional income.</p> <p>The greatest risk within the MTFS is in</p>

Expenditure/ Income Heading	Impact	Likelihood	Comments
			<p>relation to forecast income from the Scout Moor expansion (c 50% of which is the estimated value of NNDR which is retained 100% by Council).</p> <p>In addition the financial benefits the Council receives from the pooling arrangement may not be the same following the “100% retention of business rates at a local level” the details and timing of which have yet to be finalised.</p>
New Homes Bonus	High	High	<p>The budget assumes the receipt of New Homes Bonus funding, with continued funding in future years. Receipt of 2017/18 has been confirmed. However the funding is limited now to only 4 years with reward only for units achieved in excess of a national target baseline.</p> <p>There is increased risk as to the value of NHB for future years. The recent changes to the NHB formula have taken £3m out of the Council’s MTFS resource assumptions over the five year period.</p>
Housing	High	Medium	<p>During 16/17 the Council has continued to face a significant financial and capacity challenge as it worked to recover and finally exit the HCA Empty Homes programme.</p> <p>The 17/18 budget assumes that all day to day operational costs and opportunities now vest with the Calico the Council’s housing partner.</p> <p>Some residual legal challenge costs and their risk may remain with Council</p>
<b>Current Economic Outlook</b>	High	High	Central Government resources were significantly reduced as part of both the CSR 2010 and 2015 as all councils continue to suffer financially from the

Expenditure/ Income Heading	Impact	Likelihood	Comments
			<p>austerity agenda. The Council does at least have a 4 year settlement estimate on which to base its MTFs, albeit RGS now ceases in 2019/20.</p> <p>The medium term remains particularly challenging for District Councils who continue to be asked to do more with less resource, particularly following changes to the NHB formula and a reduction in its value..</p> <p>It would seem that NHB has been top sliced at a local district level in order to contribute to the increasing costs of Adult Social Care within the upper tier authorities. It cannot be guaranteed that a similar impact will not occur again under some other Central Gov't change (eg: 100% retention of business rates)</p>
<b>Use of Transitional Reserves</b>	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>Given the increasing MTFs deficit this reserve will run out in 19/20.</p>
<b>Level of Council Tax and Council Tax freeze grant</b>	High	High	<p>This is the Council's most significant income source which has been frozen for the last seven years.</p> <p>As a district Council Rossendale is able to increase its CTax up to maximum of £5 or 1.99% (whichever is the higher) in order to avoid the risk of a referendum. A 1.99% increase is worth c £100k cumulative resources for each year</p> <p>With RGS coming to an end and with the value of NHB being reduced 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</p>

Expenditure/ Income Heading	Impact	Likelihood	Comments
			budget,

In Summary this gives risks in the revenue budget in the range below

	Worst Case £000	Best Case £000	Weighted Average £000
Pay awards	0	0	0
Staff Vacancies	80	0	40
Pension Contributions	0	0	0
Energy and Fuel	0	-50	-25
Repairs and Maintenance	20	0	10
Insurance	0	0	0
ICT Contract	0	0	0
Leisure Contracts	0	0	0
Revenues, Benefits and Customer Contract	0	0	0
Housing	100	0	50
Housing Benefit Payments	200	-100	50
Council Tax support	0	0	0
Taxi, Planning & other Fees	0	0	0
Building Control	0	0	0
Property Rents	40	0	20
Waste Collection / Recycling	100	0	50
Capital Financing and Interest	35	-35	0
General economic Outlook	100	0	50
Business Rates	100	0	50
Transitional Reserves	0	0	0
Council Tax Revenues	0	0	0
<b>Total</b>	<b>775</b>	<b>-185</b>	<b>295</b>

The implication of this range of possible variations is that on a worst case basis the Council needs to maintain reserves of at least £775k to set against the identified risks.

### Conclusion and Adequacy of Reserves

- Having considered the exposure to risk the following shows how this risk relates to the Council's reserves:

	<b>£000</b>
Maximum Financial Risk Exposure	775
Minimum level of General risk	<u>1,000</u>

	1,775
Less est' General Reserve @ 31.3.17	1,000
Less Transitional Reserves	2,403
Notional Surplus in available reserves	<u>1,628</u>

6. However, it is also unlikely that all these risks will materialise at once, and if the worst case possible variation is adjusted for likelihood set out in the risk assessment then the following shows the requirement to maintain reserves

	<b>£000</b>
Weighted Financial Risk Exposure	295
Minimum Level of General Reserve	<u>1,000</u>
	1,295
Less:	
Est General Reserve at 31.3.16	1,000
Est Transitional Reserves	2,403
Notional surplus in reserves	2,108

7. This notional surplus would indicate that reserves are adequate though they only represent approximately a two year contingency (all other things remaining equal)
8. It is generally accepted that no budget is without some exposure to risk. However, the position in Rossendale for 2017/18 is such that risks have been identified and either provided against or the above considered view taken that the scale of the risks are manageable. This is reflected in a budget that is both:
- Prudent, that is maintaining a balance between spending commitments and the resources with which to pay for them, and
  - Sustainable, that is able to maintain that balance over the short term.
9. The degree of risk that remains evident in the budget influences the view which should be taken on the level of reserves which the Council need to maintain, which is the second strand to this statutory advice. The Council's financial strategy suggests that Members continue to plan for general reserves of c.£1.0m. General reserves as at 1st April 2016 were £1.0m and are expected to continue to be £1.0m as at 31<sup>st</sup> March 2017. The Medium Term Financial Strategy identifies other pressures on the horizon in the main as a result of the CSR 2015, the recent Local Government Settlement (eg NHB) and other resource pressures. However, within the immediate medium term the Council has some resource to plan for the anticipated deficit over this period. This therefore means that general reserves should be planned for at a level of at least c. £1m over the medium term. Such general reserves, together with other earmarked reserves will allow a cushion against the risks which have been identified and those unforeseen incidents which may from time to time arise. The financial monitoring reports to Members include a forecast of all reserves over the medium term.

10. All that said, the Council is facing a continuing financial challenge over the medium term with an annual financial deficit of c.£1.2m commencing shortly in 2018/19. Therefore Council must give further consideration in its financial planning to either reduce costs or increase revenues and in particular consider carefully its support of non-statutory services and the Government's assumptions of Spending Power. Given the Council's previous success in delivering efficiency savings the current funding deficit and the ability to record a positive s25 report in the future is extremely challenging.

11. Therefore, in conclusion for 2017/18, 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 2017/18

**PJ Seddon**  
**Head of Financial Services**  
**February 2017**

DRAFT