

**REPORT TO:** Planning Committee  
Cabinet Member – Technical Services  
Cabinet

**DATE:** 9 February 2011  
23 February 2011  
3 March 2011

**SUBJECT:** Planning - Fees and Charges 2011/12

**WARDS  
AFFECTED:** ALL

**REPORT OF:** Andy Wallis, Planning & Economic Development Director

**CONTACT  
OFFICER:** Jim Alford - Telephone 0151 934 3544

**EXEMPT/  
CONFIDENTIAL:** No

**PURPOSE/SUMMARY:**

To seek approval of the Planning Committee to increase fees and charges levied within the Planning Portfolio.

**REASON WHY DECISION REQUIRED:**

At the meeting of 26<sup>th</sup> February 2004, Cabinet requested that any other amendment to fees and charges be referred for approval prior to implementation.

**RECOMMENDATION(S):**

1. That Cabinet Member – Technical Services notes the contents of the report.
2. That Planning Committee note the content of the report and recommend to Cabinet the proposed increases in fees and charges for 2011/12 as set out in Annex A of the report and the revised financial contributions to be set out in Supplementary Planning Guidance.
3. That the Planning Committee consider the implementation of the proposed scale of planning and other application fees as soon as it becomes available and that the fees, together with any proposed subsequent amendments, be submitted to the Cabinet for approval before its mandatory implementation in October 2011.
4. **That Cabinet agree the proposed charges for 2011-12 as set out in Annex A of the report**

**KEY DECISION:** No

**FORWARD PLAN:** No

**IMPLEMENTATION DATE:** 1 April 2011

**ALTERNATIVE OPTIONS:**

Fees remain the same as previous approved

**IMPLICATIONS:**

**Budget/Policy Framework:** Fees and Charges are set outside of the main budget setting process

**Financial:**

<b><u>CAPITAL EXPENDITURE</u></b>	<b>2010/ 2011 £</b>	<b>2011/ 2012 £</b>	<b>2012/ 2013 £</b>	<b>2013/ 2014 £</b>
Gross Increase in Capital Expenditure				
Funded by:				
Sefton Capital Resources				
Specific Capital Resources				
<b><u>REVENUE IMPLICATIONS</u></b>				
Gross Increase in Revenue Expenditure				
Funded by:				
Sefton funded Resources				
Funded from External Resources				
Does the External Funding have an expiry date? Y/N	When?			
How will the service be funded post expiry?				

**Legal:**

**Risk Assessment:**

**Asset Management:**

**CONSULTATION UNDERTAKEN/VIEWS**

The Interim Head of Corporate Finance & Information Services has been consulted and his comments have been incorporated into this report.

**FD637 /2011**

**CORPORATE OBJECTIVE MONITORING:**

<b><u>Corporate Objective</u></b>		<b><u>Positive Impact</u></b>	<b><u>Neutral Impact</u></b>	<b><u>Negative Impact</u></b>
1	Creating a Learning Community		✓	
2	Creating Safe Communities		✓	
3	Jobs and Prosperity		✓	
4	Improving Health and Well-Being		✓	
5	Environmental Sustainability		✓	
6	Creating Inclusive Communities		✓	
7	Improving the Quality of Council Services and Strengthening local Democracy		✓	
8	Children and Young People		✓	

**LIST OF BACKGROUND PAPERS RELIED UPON IN THE PREPARATION OF THIS REPORT**

Planning Fees and Charges 2009-10  
Environmental Information Regulations

## **BACKGROUND:**

1. The Committee will be aware that each year those fees and charges levied by individual departments are reviewed and increased (where appropriate) to reflect current service delivery costs, national guidelines and/or inflation.
2. In 2004, Cabinet requested that any other amendment to fees and charges be referred for approval prior to implementation.
3. Some of the services of the Planning & Economic Development Department have been transferred to other Portfolios so charges previously included for these areas have been removed from the list.
4. Attached at Annex A is a summary of those fees and charges included within the Planning and Technical Services portfolios, together with proposed increases in charges. Changes made to the list include :
  - The service charge has been aligned with the cost of supply of environmental information.
  - Inflationary increases of 4.6% (based on RPI average for 2010)
5. It is proposed that fees and charges be increased to reflect inflationary pressures and national guidelines where appropriate.

## **Building Control Charges**

6. Responsibility for setting Building Control Charges is now devolved to the Council. Members may recall a report to the 18 August 2010 Planning Committee advising them of the requirement to produce a revised scheme of Building Regulation charges. The charges were implemented on 1 October (and amended on 4 January 2011 to reflect the VAT rate change) and are shown on Sefton's website.

## **Planning Fees**

7. Members will recall a report to 15<sup>th</sup> December 2010 Planning Committee detailing CLG proposals for changing planning fees. The preferred option in the consultation paper details the proposed devolution of fee setting to local authorities. The consultation suggests that authorities can set their own fees from April 2011 and that fees must be reviewed and implemented by October 2011. At this stage, Officers are not able to put together a comprehensive scheme of charging until some baseline data has been gathered and the CLG has clarified what costs should be taken into account when setting fees.
8. Given the short timescales involved in this process it is requested that the Planning Committee be given delegated authority to approve the proposed scale of fees as soon as it becomes available and that the scheme together with any proposed subsequent amendments be ratified by Cabinet before its mandatory implementation in October 2011.

## Land Charges Fees

9. The Environmental Information Regulations 2004 provide for the information given in land searches to be made available for inspection free of charge. Facilities have been put in place for personal searchers to access the land charges and highways registers at Sefton Plus and building regulation registers, environmental protection notices and highways information at Magdalen House, and planning information is available on Sefton's website.
10. It is anticipated that charging for land charge searches will be overtaken by the provisions of the Environmental Information Regulations in that the Council is only able to make reasonable charges for information which it may be requested to provide to clients in a tailored format and must not make a profit from this work. Work is now underway to collate information in respect of costs for the service and fees for land searches will be set to reflect this.

<b>Scale of Charges 2011/12 Planning Services</b>		
<b>Details</b>	<b>2010/11 Charges (£)</b>	<b>New charges 2011/12 Charges (£)</b>
Service charge only (Associated fee based on 15 mins time & staff costs taken to answer questions)	12.50	<b>12.50</b>
<b>Supply of OS Map Extracts for Planning Applications</b>		
1:1250 or 1:2500	21.20	<b>22.00</b>
1:200 or 1:500	10.70	<b>11.00</b>
<b>Photocopies</b>		
<b>Planning Application Documents</b>		
A3 & A4 size Photocopies -		
Service charge	10.70	<b>12.50</b>
per page	0.25	<b>0.25</b>
<b>Planning Decision Notices</b>	11.00	<b>13.00</b>
Plan Prints -		
Service charge	10.70	<b>12.50</b>
per page	1.25	<b>1.30</b>
<b>Building Control Documents</b>		
A3 & A4 size Photocopies -		
Service charge (includes VAT)	12.50	<b>14.70</b>
per page (includes VAT)	0.30	<b>0.30</b>
Plan Prints -		
Service charge (includes VAT)	12.50	<b>14.70</b>
per page (includes VAT)	1.45	<b>1.50</b>

<b>Supply of Environmental Information</b>		
Hourly rate (normal working hours)	50.00	<b>50.00</b>
Hourly rate (outside normal working hours)	61.50	<b>61.50</b>
<b>Charges in connection with Section 106, Town and Country Planning Act 1990 (as amended)</b>		
Provision of trees, per tree	460.40	<b>481.50</b>
Public green space provision or enhancement (including a maintenance contribution):		
- for hotels and other Use Class C1 uses: for each 20m2 of bedroom floorspace:	1734.50	<b>1815.00</b>
- for other commercial development and leisure development for each 100 m2 of floorspace:	1734.50	<b>1815.00</b>
- for industrial development for each 500 m2 of floorspace.	1734.50	<b>1815.00</b>
<b>Publications</b>		
<i>For all documents in this section please contact the Assistant Planners, Local Plans (Ian Loughlin 0151 934 3558 or David Robinson on 0151 934 3598)</i>		
<b>Unitary Development Plan (2006)</b>	10.00 + p&p	<b>10.00 + p&amp;p</b>
<b>Local Development Scheme</b>	N/a	
<b>Annual Monitoring Report</b> (Electronic copy available online at <a href="http://www.sefton.gov.uk/amr">www.sefton.gov.uk/amr</a> )	N/a	<b>Free</b>
<b>Supplementary Planning Guidance Notes</b>		
New Housing Development	Free	<b>Free</b>
Design	Free	<b>Free</b>
Ensuring Choice of Travel	Free	<b>Free</b>

Greenspace, Trees and Development	Free	Free
Landscape Character	Free	Free
Development in the Green Belt	Free	Free
Archaeology	Free	Free
House Extensions	Free	Free
Shop Fronts, Security and Signage	Free	Free
Southport Seafront	Free	Free
Bootle Town Centre	Free	Free
South Sefton Housing Market Renewal: Bedford Road/Queens Road	Free	Free
South Sefton Housing Market Renewal: Bedford Road/Queens Road Development Brief	Free	Free
South Sefton Housing Market Renewal: Klondyke and Canal Corridor	Free	Free
South Sefton Housing Market Renewal: Klondyke and Canal Corridor Development Brief	Free	Free
<b>Flood Risk</b>		
Sefton Strategic Flood Risk Assessment (SFRA) 2009 Main Report – WS Atkins (electronic version available <a href="http://www.sefton.gov.uk/sfra">www.sefton.gov.uk/sfra</a> )	Free	Free
Sefton Strategic Flood Risk Assessment (SFRA) 2009 Appendices – WS Atkins (electronic version available <a href="http://www.sefton.gov.uk/sfra">www.sefton.gov.uk/sfra</a> )	Free	Free
<b>Green Space and Recreation</b>		
Sefton Green Space and Recreation Study 2009 Main Report (electronic version available <a href="http://www.sefton.gov.uk/planningstudies">www.sefton.gov.uk/planningstudies</a> )	Free	Free
Sefton Green Space and Recreation Study 2009 Main Report (electronic version available <a href="http://www.sefton.gov.uk/planningstudies">www.sefton.gov.uk/planningstudies</a> )	Free	Free



<p><b>Sefton Statistics</b>  <i>For information about the 2001 Census and other queries about population, please contact the Planning Intelligence Officer, Strategy &amp; Information (Kate Calderbank 0151 934 4599)</i></p>		
<p><b>Shopping</b>  <i>For all documents in this section please contact the Assistant Planner, Strategic Planning (Tom Hatfield 0151 934 3555)</i></p>		
<p><b>Sefton Retail Strategy Review 2005</b>  Volume one: Retail Capacity Analysis, Prepared by White Young Green Planning, for Sefton Council. February 2006. (Also available to view on Sefton Website at <a href="http://www.sefton.gov.uk/planningstudies">www.sefton.gov.uk/planningstudies</a> )</p>	65.55	<b>68.50</b>
<p>Volume Two: Vitality &amp; Viability Study of Southport Town Centre and Bootle Town Centre Prepared by White Young Green Planning, for Sefton Council. March 2006 (Also available to view on Sefton Website)  Volume Three: Technical Appendices - February 2006 <b>CD rom</b> (Note: <b>Not available</b> on Sefton Website)</p>	65.55	<b>68.50</b>
<p>Sefton Retail Strategy Review Update 2009 – Incorporating town centre health checks for Bootle and Southport (Also available to view on Sefton Website <a href="http://www.sefton.gov.uk/planningstudies">www.sefton.gov.uk/planningstudies</a> )</p>	22.20	<b>23.20</b>
<p>Sefton Retail Strategy Review Update 2009 – Appendices (Also available to view on Sefton Website <a href="http://www.sefton.gov.uk/planningstudies">www.sefton.gov.uk/planningstudies</a>)</p>	36.70	<b>38.40</b>
<p><b>Housing</b>  <i>For all documents in this section please contact the Assistant Planner, Strategic Planning (Tom Hatfield 0151 934 3555)</i></p>		

Sefton Housing Study 2003. Main Report. Fordham Research, 2004	44.95	<b>47.00</b>
The Relationship between the shortage of affordable housing and the health of the local economy in Southport, Merseyside. Final Report September 2004. Fordham Research 2004	11.25	<b>11.75</b>
Housing Development Sites in Sefton 2004	11.25	<b>11.75</b>
Sefton Housing Needs Assessment Update 2005. Main report, Fordham Research (electronic version available)	Free	<b>Free</b>
Sefton Strategic Housing Market Assessment 2009. Appendices, Fordham Research (electronic version available <a href="http://www.sefton.gov.uk/shma">www.sefton.gov.uk/shma</a> )	Free	<b>Free</b>
<b>Sefton's Urban Housing Capacity Assessment</b>		
<i>For all documents in this section please contact the Assistant Planner, Strategic Planning (Tom Hatfield 0151 934 3555)</i>		
Sefton's Urban Housing Capacity Study 2004. White Young Green and Chesterton, July 2004. Final Report (electronic version)	Free	<b>Free</b>
Sefton's Urban Housing Capacity Study 2004. White Young Green and Chesterton, July 2004. Executive Summary	5.60	<b>5.85</b>
Strategic Housing Land Availability Assessment Study – WYG (Final document available electronically February 2010) <a href="http://www.sefton.gov.uk/shlaa">www.sefton.gov.uk/shlaa</a>	Free	<b>Free</b>
Strategic Housing Land Availability Assessment Study – WYG (Final document available electronically February 2010) <a href="http://www.sefton.gov.uk/shlaa">www.sefton.gov.uk/shlaa</a>	Free	<b>Free</b>

<b>Economy</b>		
<i>For all documents in this section please contact the Assistant Planner, Strategic Planning (Tom Hatfield 0151 934 3555)</i>		
Merseyside Employment Land Study, White Young Green, 2004 (electronic version available)	Free	<b>Free</b>
Joint Employment Land and Premises Study – BE Group (Final document available electronically February 2010) <a href="http://www.sefton.gov.uk/elps">www.sefton.gov.uk/elps</a>	Free	<b>Free</b>
Joint Employment Land and Premises Study – BE Group (Appendices available electronically February 2010) <a href="http://www.sefton.gov.uk/elps">www.sefton.gov.uk/elps</a>	Free	<b>Free</b>
<b>Country and Countryside</b>		
Leeds Liverpool Canal Towpath Nature Trails: Stanley Dock-Bootle-Aintree	Free	<b>Free</b>
Leeds Liverpool Canal Towpath Nature Trails: Maghull-Lydiat-Scarbrick	Free	<b>Free</b>
<b>Exploring Sefton's Footpaths Series:</b>		
3 Walks in the Mersey Forest	Free	<b>Free</b>
4 Walks in the Mersey Forest	Free	<b>Free</b>
Walking and Cycling Guide	Free	<b>Free</b>
Seasonal Newsletter Walking and Cycling	Free	<b>Free</b>
Discover Sefton Leaflet	Free	<b>Free</b>
Discover Formby Leaflet	Free	<b>Free</b>
New Door Step Guide, Lydiat	Free	<b>Free</b>
Every Step Counts Independent Walks	Free	<b>Free</b>
Walkabout Merseyside Coast and Country	Free	<b>Free</b>
Melling Meanders	Free	<b>Free</b>
Cycling Trans Pennine Trail	Free	<b>Free</b>
Cycle Maps – Merseyside	Free	<b>Free</b>
Rideabout	Free	<b>Free</b>
National Cycling Network North of England	Free	<b>Free</b>
Health Walks	Free	<b>Free</b>

<b>Conservation Area Advisory Leaflets:</b>		
Conservation Area Advisory Leaflet: Birkdale Village, 2001	Free	<b>Free</b>
Conservation Area Advisory Leaflet: Birkdale Park	Free	<b>Free</b>
Conservation Area Advisory Leaflet: Blundellsands Park, 1984	Free	<b>Free</b>
Conservation Area Advisory Leaflet: Carr Houses, 2001	Free	<b>Free</b>
Conservation Area Advisory Leaflet: Churchtown and North Meols	Free	<b>Free</b>
Conservation Area Advisory Leaflet: Crosby Hall and Little Crosby	Free	<b>Free</b>
Conservation Area Advisory Leaflet: Damfield Lane, Maghull	Free	<b>Free</b>
Conservation Area Advisory Leaflet: Derby Park	Free	<b>Free</b>
Conservation Area Advisory Leaflet: Gloucester Road, 2001	Free	<b>Free</b>
Conservation Area Advisory Leaflet: Green Lane, Formby, 1989	Free	<b>Free</b>
Conservation Area Advisory Leaflet: Hesketh Road, 2001	Free	<b>Free</b>
Conservation Area Advisory Leaflet: Homer Green, 2001	Free	<b>Free</b>
Conservation Area Advisory Leaflet: Lunt Village, 2001	Free	<b>Free</b>
Conservation Area Advisory Leaflet: Promenade, Southport	Free	<b>Free</b>
Conservation Area Advisory Leaflet: Sefton Village, 2001	Free	<b>Free</b>
Conservation Area Advisory Leaflet: Waterloo	Free	<b>Free</b>
Conservation Area Advisory Leaflet: Waterloo Park, 2001	Free	<b>Free</b>
Conservation Area Advisory Leaflet: West Birkdale, 2001	Free	<b>Free</b>
Churchtown Village Trail. A Guide to this Historic Village (Also, can be viewed on North Meols Civic Society Web site)	Free	<b>Free</b>
Listed Buildings Advisory Leaflet 2006	Free	<b>Free</b>
Lydiate Hall and Chapel Conservation Area 1993	Free	<b>Free</b>

Moor Park Conservation Area Leaflet	Free	Free
Protected Trees. A Guide to Tree Preservation Procedures, DoE 2002	Free	Free
Notes on Waterloo (Reference only)		
<b>Planning Information</b>		
Planning. A Guide for Householders DoE 2002	Free	Free
The Party Wall etc. Act 1996: Explanatory Booklet DETR, 2002	Free	Free
A Householder's Planning Guide for the Installation of Satellite Television Dishes, DETR, 2000	Free	Free
Your Planning Application RTPI, 1998	Free	Free
Can I Object? RTPI, 1998	Free	Free
Should I Appeal? RTPI, 1998	Free	Free
Green Belts & Development. What Is Permitted? RTPI, 1998	Free	Free
Listed Buildings and Conservation Areas. Sefton MBC	Free	Free
Lord Street Conservation Area Appraisal. Planning Guidance for owners, occupiers and developers. Sefton MBC	Free	Free
Mobile Homes. A Guide for Residents and Site Owners, DETR 2001	Free	Free
Cost Awards in Planning Appeals. A Guide for Appellants DETR 2000	Free	Free
Compulsory Purchase Orders. A Guide to Procedure DoE 1992	Free	Free
Outdoor Advertisements and Signs. A Guide for Advertisers, DETR 2000	Free	Free
Planning Permission. A Guide for Business, DETR 2000	Free	Free
Hazardous Substances Consent. A Guide For Industry, DETR 2000	Free	Free
Planning Consultants. Where to find Planning Advice in the North West, RTPI 2004	Free	Free
How to Complain to the Local Government Ombudsman, LGO 2000	Free	Free

Mobile Phones and Health, DH 2000	Free	Free
High Hedges: Complaining to the Council, ODPM	Free	Free
Over the Garden Wall, ODPM	Free	Free
<b>Environmental Advisory Services Charges</b> (subject to VAT)		
<b>Access to material per hour (min 1 hour)</b>	50.00	<b>50.00</b>
<b>Support services for external users</b> per hour	50.00	<b>50.00</b>
<b>Overheads</b>		
Photocopying (per A4 sheet)	0.30	<b>0.30</b>
Service charge	12.50	<b>12.50</b>
<b>Highways Development Control charges</b>		
<b>Adoption of new roads/streets</b>		
- under S38 of the Highways Act	1,500.00 + 10% of construction costs	<b>1,600.00</b>
- under S37 of the Highways Act	1500.00	<b>1,600.00</b>
<b>Stopping up and diversion of highways</b>		
- per Order	2,000.00	<b>2,200.00</b>
- up to a maximum	10,000.00	<b>11,000.00</b>
Including direct costs from the Magistrates Court as directed by the Court		
<b>Council approval where Government Office processes a S247 Town &amp; Country Planning Act 1990</b>	150.00	<b>500.00</b>
<b>Gating Orders under S129a Highways Act 1980</b> - Where multiple streets can be shown on a plan at an appropriate scale of no more than A4 at 1:1250	2,000.00	<b>2,200.00</b>
<b>S278 Highways Act 1980 agreements</b>	1,500.00 + 10% of design & supervision fees	<b>1,600.00</b>

<b>S177 Highways Act 1980 Licenses</b>	1,000.00	<b>1,100.00</b>
<b>S115 (a-k) Highways Act 1990 Licence</b> (as amended by the Local Government Miscellaneous Provisions Act 1982)	1,000.00 (except where this relates to pavement cafes)	<b>1,100.00</b>
<b>S184 Highways Act 1980</b>	1,000.00	<b>1,100.00</b>
<b>S50 New Roads and Streetworks Act 1991 Licence</b> (Placing private apparatus within the highway)	Up to a max of 1,000.00	<b>1,100.00</b>
<b>Street Naming and Numbering</b>		
- No change to an approved address	Free	
- Including alteration to an approved address	150.00	<b>250.00</b>
<b>Licence to create a cellar opening</b> under S179 of Highways Act 1980	500.00	<b>750.00</b>
<b>Licence for catenary wires, poles, ropes or beams across/above a highway</b> under S178 of Highways Act 1980	500.00	<b>750.00</b>
<b>Consent to erect flagpoles or other similar apparatus on a highway</b> under S144 of Highways Act 1980	500.00	<b>750.00</b>
<b>Licence for monument or war memorial</b> under S42 of the Public Health Act	500.00	<b>750.00</b>
<b>Modification Order under S53 of the Wildlife and Countryside Act 1981</b> (per Order)	2,000.00	<b>2,200.00</b>

<b>General enquiry</b> for Stopping-up Order/ Gating Order/ Diversion Order/ Modification Order/S38/S278 Highways Act agreement/S111(1) Local Government Miscellaneous	55.00	<b>60.00</b>
<b>General enquiry</b> requesting adopted highway and other related information		
- adoption plan	55.00	<b>60.00</b>
- adoption plan and major road schemes	70.00	<b>75.00</b>
- additional questions	10.00	<b>10.00</b>
	(to a maximum of 100.00)	<b>(to a maximum of 110.00)</b>
<b>Licence to install trees, shrubs etc in a public highway</b>	500.00	<b>750.00</b>
<b>Traffic Management Charges</b>		
<b>Temporary road closure</b> (for road works or events on the highway)	600.00	<b>650.00</b>
<b>Emergency road closure</b>	250.00	<b>300.00</b>
<b>Temporary road closure</b> (for charitable or civic events)	350.00	<b>400.00</b>
<b>Progression of Traffic Regulation Orders</b>	750.00	<b>800.00</b>
<b>Local Land Charges</b> (contact us on 934 2019 or 2199)		
<b>Standard Search Fee</b> CON29R/LLC1	102.00	
CON29R form only	80.00	
CON29O enquiries: each box ticked (all £285)	15.00	
CON29 form only - each box	15.00 + 10.00 admin fee	
LLC1 only	22.00	
LLC1 additional parcel fee (maximum 16 parcels)	1.00 each	
Solicitors written enquiry:	30.00	
Expedited Fee:	20.00	
Additional parcels:	£ 20.00 each	
Copies of LC entries (not including a copy or extract of any plan or document filed pursuant to LLC rules)	1.50	
Inspection of documents filed under Rule 10 in respect of each parcel of land (Light Obstruction Notices only)	2.50	