

Felicity Foley,  
Acting Committees  
Manager

020 8489 2919

felicity.foley@haringey.gov.uk

18 January 2019

To: All Members of the Regulatory Committee

Dear Member,

Regulatory Committee - Monday, 21st January, 2019

I attach a copy of the following reports for the above-mentioned meeting which were not available at the time of collation of the agenda:

**8. PLANNING SERVICES FEES AND CHARGES (PAGES 1 - 16)**

Yours sincerely

Felicity Foley  
Acting Committees Manager

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**Report for:** Regulatory Committee 21 January 2019

**Title:** Planning Services fees and charges

**Report authorised by:** Emma Williamson- AD Planning

**Lead Officer:** Emma Williamson- AD Planning

**Ward(s) affected:** ALL

**Report for Key/  
Non Key Decision:** Key.

## **1. Describe the issue under consideration**

- 1.1. The Council's income policy requires an annual review of the level of the fees and charges levied upon service users with a view to ensuring that income is maximised commensurate with the full recovery of costs.
- 1.2. This report sets out the Fees & Charges that are proposed to be applied to services in Development and Management, Building Control and Land Charges for the year 2019/20.

## **2. Recommendations**

- 2.1. The Regulatory Committee is asked:
  - To approve to increase the fee or charge rates for Development Management to reflect the revised hourly rates and levels of work required to deliver the services as set out in Appendix One.
  - To approve to increase the fee or charge rates for Building Control services as set out in appendix 3, these are broadly in line with inflation for the most part.
  - To note that there is no proposal to increase the Land Charges fees as these already achieve cost recovery. The fees are set out in Appendix 4.

## **3. Reasons for Decision**

- 3.1. It is a requirement to review fees and charges annually. The financial position of the Council supports the view that levels of fees and charges should be maximised taking into account all relevant factors including the effect on service users and any consequent demand for services.

## **4. Alternative options considered**

- 4.1. Not raising the fees in line with inflation was considered and discounted given the need for the Council to recover the costs of providing these services.

## **5. Review of Fees & Charges**

- 5.1. The principles underpinning the Council's external income policy are that all fees and charges are reviewed annually and income is maximised within current service and policy objectives. The competitiveness of the market in which the service operates and the effect of price on demand and overall income yield should be considered. Some services are restricted to cost recovery.

- 5.2. The MTFS assumes that fees and charges increase by a minimum of 3.3% unless there is good reason not to, which should be explained. This represents the underlying CPI rate when the annual service review of fees & charges commenced.
- 5.3. The Planning Service has reviewed the basis on which the fees have been calculated, principally the number of hours which the services require to deliver them. In addition we have reviewed the way that the Planning Service hourly rates have been calculated.
- 5.4. A number of fees and charges cannot be set by the Cabinet. Regulation 2(6) of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 provides that charges for certain approvals, consents, permits and licenses (e.g. licensing/planning/consent under the Highways Act 1980) may not be made by the Executive (Cabinet). These fees are set by the Council's Regulatory Committee and it is these fees that are set out in this report.

## **6. Development Management fees and charges (see Appendix 1)**

- 6.1. The service has reviewed charges relating to pre-application advice and planning performance agreements relating to residential and commercial properties and increases have been applied to these charges.
- 6.2. During 2015/16 the service undertook a detailed review of fees and charges. This resulted in a schedule that reflects the actual costs of delivering the service and was benchmarked against other Local Authority Development Management Services. The benchmark study is attached at Appendix 2. The Service has redone this detailed review taking account of the actual times that are taken to deliver these services.
- 6.3. An equalities screening has been completed in relation to the proposed changes. Although a number of these raises are substantial the fee increases are not anticipated to impact disproportionately on any of the protected groups. It should also be noted that these charges would only apply to those that are carrying out development and these fees would be a very small proportion of the overall cost of a development project.
- 6.4. It is not anticipated that this will increase the income of the Planning Service, rather it is likely that it will offset and expected reduction in planning applications and pre-applications in the current years.

## **Building Control fees and charges (See Appendix 3)**

- 6.5. Charges are required to be set so that the Building Regulations service breaks even over a 3-year period.
- 6.6. During 2015/16 the service undertook a detailed review of fees and charges. This resulted in a schedule that reflects the actual costs of delivering the service and was benchmarked against other Local Authority Building Control Services. Therefore, it is proposed that fees and charges increase by an average of x in line with inflation.
- 6.7. An equalities screening has been completed in relation to the proposed changes. The proposed fee increases are low, with 4. most under or at the rate of inflation. Therefore, the fee increases are not anticipated to impact disproportionately on any

of the protected groups. It should also be noted that these charges would only apply to those those that are carrying out development and these fees would be a very small proportion of the overall cost of a development project.

### **Local Land Charges charges**

- 6.8. Charges are required to be set so that the Local Land Charges service breaks even over a 3-year period.
- 6.9. During 2016-17 the LLC Service undertook a detailed review of the fees and charges which were both based against other Local Authority LLC services and also on cost of staff producing the searches. The current charges are attached as appendix 4.
- 6.10. The fees have been set so that we do not create a profit in a 3 year period and also so that we, as a Local Authority, do not also set our fees so low as to impact the other, (Private Search) companies, in accordance with the guidance on fees setting under the Local Land Charges Act 1975.

## **7. Contribution to strategic outcomes**

- 7.1. Maximising the Council's resources, in particular in the current financial climate, is a key part of the Councils Medium Term Financial Strategy. In addition, the review of fees and charges has taken into account the Council's strategy and policies.

## **8. Use of Appendices**

Appendix 1	Development Management charges
Appendix 2	Benchmarking table with other London Boroughs
Appendix 3	Building Control charges
Appendix 4	Land Charges charges

## **9. Local Government (Access to Information) Act 1985**

- 9.1. Not Applicable.

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## Appendix XI b.

## Development Management Charges

Services that we charge for	2017/18 charge	2018/19 charge	Proposed 2019/20 Charge	Change
(1)	(2)	(3)	(4)	(5)
	£	£	£	%
Householder advice (including VAT)	300.00	307.00	320.00	4.23%
Pre-application on-site fee (plus VAT)	n/a	n/a	142.00	n/a
Minors 1-5 residential units (plus VAT)	680.00	696.00	1,171.00	68.25%
Change of use 100m2 - 499m2 (plus VAT)	680.00	696.00	1,171.00	68.25%
Minor commercial space up to 499 m2 (plus VAT)	680.00	696.00	1,171.00	68.25%
Minors 6-9 residential units (plus VAT)	785.00	804.00	1,745.50	117.10%
Minor commercial space 500m2 - 999m2 (plus VAT)	770.00	788.00	1,745.50	121.51%
Majors 10-24 residential units (plus VAT)	2,400.00	2,458.00	4,555.50	85.33%
Major commercial space 1000m2-1999m2 (plus VAT)	2,370.00	2,427.00	4,555.50	87.70%
Majors 25 residential units and above (plus VAT)	2,900.00	2,970.00	6,318.00	112.73%
Major commercial space 2000m2 and above (plus VAT)	2,900.00	2,918.00	6,318.00	116.52%
Mixed use developments in any category will be a combination of the above fees	n/a	n/a		n/a
Development Management Forum	n/a	800.00	1,125.00	4.00%
Basement advice fee	n/a	500.00	526.00	4.00%
Pre-Application Committee Briefing	n/a	900.00	1,280.50	4.00%

Drainage meeting for a major	n/a	1,000.00	1,030.00	3.00%
Energy meeting for a major	n/a	1,000.00	1,030.00	3.00%
Air quality meeting for a major	n/a	1,000.00	1,030.00	3.00%
PPA (Planning Performance Agreements) initial meeting inc VAT		6,840.00	7,581.00	11.00%

## Quality Review Panels

Quality Review Panel - Formal Review (+ VAT NB includes room hire)	4,500.00	4,500.00	4,500.00	0.00%
Quality review panel- Chair's review (+ VAT includes room hire)	2,000.00	2,000.00	2,000.00	0.00%
Surgery Review (+VAT)	1,200.00	1,200.00	1,200.00	0.00%

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	Minors. 1-5 new residential units	Minors. 6-9 residential units	Majors. 10-24 residential units	Majors. 25-50 residential units	Majors. 51-100 residential units
<b>Haringey</b>	<b>£835.2 (VAT inclusive)</b>	<b>£964.80 (VAT inclusive)</b>	<b>£2,949.60 (VAT inclusive)</b>	<b>£3,564 (VAT inclusive)</b>	<b>£3,564.00 (VAT inclusive)</b>
<b>Barking &amp; Dagenham</b>	£2,000.00	£4,800.00	£7,000.00		N/A
<b>Barnet</b>	£1,027.20	£1,927.20	£3,212.40	£6,426	
<b>Bexley</b>	£1,000		£2,940		
<b>Brent</b>	£960	£1,800	£4,800	£9,000	
<b>Bromley</b>	1 unit - £310 (each additional dwelling up to 9 - £150)		10 units - £1660 (each additional dwelling up to 24 - £100)	£3,160	
<b>Camden</b>	£3,708.81		£9,890.16	£14,835.24	
<b>Croydon</b>	£1,000	£2,000	£3,500		
<b>Ealing</b>	£3,000 + VAT		10-99 residential units £7,000 + VAT 100 residential units - £15,000 + VAT		
<b>Enfield</b>	£523.70	£997.40	£3,117.00	£5,236.60	
<b>Greenwich</b>	£1,030 + VAT		£2,940 + VAT		
<b>Hackney</b>	£360	£900	£1,800	£3,000	£3,600
<b>Hammersmith &amp; Fulham</b>	£900	£2,000	£3,000		£4,500
<b>Harrow</b>	£1,300	£1,800	£5,000	£8,000	
<b>Havering</b>	£318.25	£848.75	£1,592.00	£1,857.25	£2,122.50
<b>Hillingdon</b>	£600	£1,000	£2,280		£3,000
<b>Hounslow</b>	£960	£1,818	£4,545		£7,070
<b>Islington</b>	1-3 units - £945.60 4-6 units - £2,205.60 7-9 units - £2,644.80		£9,547.20	£12,528.00	
<b>Kensington &amp; Chelsea</b>	£878	£2,364	£3,139		£5,236
<b>Kingston upon Thames</b>	£1,250	£1,750	£3,120	£4,620	£7,600
<b>Lambeth</b>					
<b>Lewisham</b>	£1,440	£1,800	£2,880	£3,600	
<b>Merton</b>	£990		£1,650		£3,300
<b>Newham</b>	£1,200	£2,400	£3,600		£5,400
<b>Redbridge</b>	£700	£1,500	£2,500	£3,750	£5,000

<b>Richmond upon Thames</b>	£1,040		£2,275	£4,168	£6,588
<b>Southwark</b>	£300	£2,000		£2,500	£4,500
<b>Sutton</b>					
<b>Tower Hamlets</b>	£840	£1,475	£7,500		
<b>Waltham Forest</b>	£700	£1,000	£2,500	£3,500	£5,000
<b>Wandsworth</b>	£564		£1,899		£2,406
<b>Westminster</b>	£462 per dwelling (up to 50)				£22,859 + £138 per additional dwelling over 50 (maximum of £300,00)

	Minor commercial applications up to 499 sqm	Minors (Category 4) 500-999sq m commercial floorspace	Majors (Category 3) 1000-1999sqm commercial floorspace	Majors (Category 2) 2000-9999sqm commercial floorspace	Majors (Category 1) 10,000 or more commercial floorspace
<b>Haringey</b>	£835.20 (VAT inclusive)	£945.60 (VAT inclusive)	£2,912.40 (VAT inclusive)	£3,501.60 (VAT inclusive)	£7,004.40 (VAT inclusive)
<b>Barking &amp; Dagenham</b>	£2,000	£4,800	£7,000		N/A
<b>Barnet</b>	£1,927.20		£3,212.40	2000m2-3999m2 - £6,426 4000m2 + - £8,996.40	£8,996.40
<b>Bexley</b>	£1,000		£2,940.00		
<b>Brent</b>	<99sqm - £360.00 100-499sqm - £960.00	£1,800	£4,800	2,000-4,999sqm - £9,000.00 5,000sqm - £12,000.00	£12,000.00
<b>Bromley</b>	£600	£1,000	£1,500	£2,000	
<b>Camden</b>	£989.02	£3,708.81	£9,890.16	£14,835.24	
<b>Croydon</b>	£1,000	£2,000	£3,500		
<b>Ealing</b>	£3,000 + VAT		£7,000 + VAT		£15,000 + VAT
<b>Enfield</b>	£523.70	£997.40	£3,117.00	£5,236.60	
<b>Greenwich</b>	£1,030 + VAT		£2,940 + VAT		£5,130 (plus VAT)
<b>Hackney</b>	<99sqm - £180 100-499 sqm £360	£900	£1,800	2000sqm - 4999sqm - £3,000 5000sqm + - £3,600	£3,600
<b>Hammersmith &amp; Fulham</b>	<100m2 - £700 100-499m2 - £800	£2,200	1,000-4,999m2 - £2,500	5,000-9,999m2 - £5,000	£8,500
<b>Harrow</b>	<100m2 £1,300 100m2-999m2 - £1,800		£5,000	2,000 - 4,999sqm - £8,000 5,000m2 + - £12,000	£12,000
<b>Havering</b>	<99sqm - £159.25 100-499sqm - £318.25	£848.75	£1,592.00	2000-4000sqm - £1857.25 5000-9999sqm - £2,122.50	£2,652.75
<b>Hillingdon</b>	£270	500-749sqm - £600 750-999sqm - £1,000	£2,280		£3,000
<b>Hounslow</b>	100-999sqm - £1,818		1,000-2,499sqm - £4,545 2,500-4,999sqm - £7,070		5000< £8,080
<b>Islington</b>	£945.60	500-699sqm - £2,205.60 700-999sqm - £2,644.80	£9,547.20	£12,528.00	
<b>Kensington &amp; Chelsea</b>	<100m2 - £364 100-499sqm - £878	£2,364	1000-4999m2 - £3,139 5000-9999m2 - £5,236		£9,750

<b>Kingston upon Thames</b>	£1,250	£1,750	£3,120	£6,600	Price on arrangement (fee starting at £10,00)
<b>Lambeth</b>					
<b>Lewisham</b>	£1,200	£1,800	£2,880	£3,600	£6,000
<b>Merton</b>	1-99m2 - £99 100-999m2 - £990		£1,650	£3,300	
<b>Newham</b>	<99m2 - £1,200 100-1999sqm - £2,400			2000-4999sqm - £3,600 5000-15,000sqm - £5,400	
<b>Redbidge</b>	£700	£1,500	£3,750	£5,000	N/A
<b>Richmond upon Thames</b>	£1,040		£2,275	£4,168	£6,588
<b>Southwark</b>	£300	£2,000	£2,500		£4,500
<b>Sutton</b>					
<b>Tower Hamlets</b>	£840	£1,475	£7,500		
<b>Waltham Forest</b>	£700	£1,000	1,000-4,999sqm - £2,500 4,999-9,999sqm - £3,500		£5,000
<b>Wandsworth</b>	£564 (each additional 100m2 = £185)		£1,899		£2,406
<b>Westminster</b>					



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## Appendix XI a.

## Building Control

Services that we charge for (1)	2017/18 charge (3) £	2018/19 charge (4) £	Proposed 2019/20 Charge (4) £	Change (5) %	Proposed 2019/20 Charge @ RPI 3.3% (4) £	Change (5) %
Building Control pre-app meetings on site	92.00	95.00	100.00	5.26%		
<b>SCHEDULE A</b>						
Extension <10m <sup>2</sup>	447.00	460.00	480.00	4.35%		
Extension 10m <sup>2</sup> - 40m <sup>2</sup>	533.00	550.00	580.00	5.45%		
Extension 40m <sup>2</sup> - 60m <sup>2</sup>	609.00	620.00	650.00	4.84%		
Over 60m <sup>2</sup>	Building Control Charge based on estimated cost of work					
Loft Conversion without dormer(s)	447.00	460.00	480.00	4.35%		
Loft Conversion with dormer(s)	609.00	620.00	650.00	4.84%		
Detached garage 30m <sup>2</sup> - 60m <sup>2</sup>	447.00	460.00	480.00	4.35%		
Recovering roof (per dwelling)	269.00	275.00	290.00	5.45%		
Replacement of windows/doors for every five windows or part thereof	203.00	210.00	220.00	4.76%		
Electrical works (non competent person)	269.00	275.00	300.00	9.09%		
Green Deal works	183.00	190.00	200.00	5.26%		
Shop Fit out each 100m <sup>2</sup> or part there of	259.00	265.00	300.00	13.21%		
New Shop front (up to 10m)	224.00	230.00	250.00	8.70%		
<b>NEW BUILD DWELLINGS (houses and flats, three stories without basements)</b>						
1 new dwelling	711.00	720.00	800.00	11.11%		
2 - 5 dwellings (per additional dwelling - in addition to the charge for one dwelling)	224.00	230.00	240.00	4.35%		
6 - 20 new dwellings (per additional dwelling over 5 - in addition to the charge for five dwellings (plan charge - £514.50+VAT and inspection charge £1,470+VAT))	186.00	190.00	200.00	5.26%		
Over 20 dwellings						
<b>ALL OTHER WORKS Estimated cost of works</b>						
up to £2000	203.00	210.00	225.00	7.14%		
up to £5000 (£2,001 - £5,000)	229.00	235.00	250.00	6.38%		
£5001 - £10,000	285.00	290.00	300.00	3.45%		
£10,001 - £20,000	396.00	400.00	410.00	2.50%		
£20,001 - £30,000	508.00	515.00	530.00	2.91%		
£30,001 - £40,000	609.00	615.00	640.00	4.07%	640.00	4.07%
£40,001 - £50,000	721.00	725.00	750.00	3.45%		
£50,001 - £60,000	833.00	840.00	870.00	3.57%		
£60,001 - £70,000	944.00	950.00	980.00	3.16%		
£70,001 - £80,000	1,026.00	1,030.00	1,060.00	2.91%		
£80,001 - £90,000	1,127.00	1,140.00	1,180.00	3.51%	1,180.00	3.51%
£90,001 - £100,000	1,229.00	1,250.00	1,290.00	3.20%		
£100,001 - £120,000	1,335.00	1,350.00	1,390.00	2.96%		
£120,001 - £140,000						
<b>Additional charges</b>						
Completion Certificates	46.00	48.00	50.00	4.17%		
Copy Documents	20.30	20.50	22.50	9.76%		
Copy Plans A3 (where permissible) - first page	Individually determined		25.00			
Subsequent page(s)	Individually determined					
Research fee	36.00	40.00	50.00	25.00%		
Surveyor hourly charge (08:00 - 18:00)	92.00	95.00	100.00	5.26%		
Surveyor hourly charge (18:00 - 08:00)	138.00	142.50	150.00	5.26%		
Technical Support charge	46.00	47.50	50.00	5.26%		
<b>Other Building Control services</b>						
Dangerous Structures	This charge will be based upon an hourly rate of £90 or £135 if the dangerous structure is dealt with outside normal office hours	95 or 142.50	100 or 150	5.00%		
Demolition Notices		200.00	250.00	25.00%		
Safety at Sports Grounds	To be charged at full cost recovery based on the hourly rate of staff					

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**Local Land Charges Fees 2019/20**

<b>Search Type</b>	<b>Net Amount</b>	<b>VAT</b>	<b>Gross Amount</b>
LLC1	£ 25.00	£ -	£ 25.00
Parcel Fee LLC1	£ 5.00	£ -	£ 5.00
CON29R	£ 85.00	£ 17.00	£ 102.00
Parcel Fee (CON29R)	£ 22.00	£ 4.40	£ 26.40
LLC1 & CON29R	£ 110.00	£ 17.00	£ 127.00
Parcel Fee (LLC1 CON29R)	£ 27.00	£ 4.40	£ 31.40
CON290 Question	£ 5.00	£ 1.00	£ 6.00

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