

APPENDIX C

Service / New Charge

The Planning and Place Service charges fees for building regulation work. Unlike planning application fees, which are set nationally, local authorities can choose the level of fees for the building regulation services that they provide.

Whilst it is proposed to maintain much of the existing fee schedule, the supplementary charges for service provision have been revised into different categories and have been expanded into a greater number of categories. This would align Lancaster broadly with other district local authorities.

Charging Policy

The proposed charging will be on a full commercial basis.

Comparative Information

The additional charges will involve re-categorising many of the more regular occurring domestic alterations and supplementary other charges. The proposed charges align with other local authority providers.

Financial

Information Required	Description
Level of charge	See foot of this form for the proposed additional fees.
Start date	1 April 2022
Budgeted income	<p>The additional fees would not account for all of the Building Control income – much of the income will derive from new housebuilding and fees are already established for those categories.</p> <p>In total fees are projected to achieve £95k for 2022/23.</p>
Surplus/deficit as a percentage of cost	N/A

Surplus/deficit per usage	N/A
---------------------------	-----

Impact Assessment

Customers can choose who they want to deliver their building regulation services. They may choose the public sector or the private sector. The fees being proposed therefore are not mandatory for residents of the district and are only part of the competitive local building control market.

Impact on Other Areas

The fees can be levied with the current staffing arrangements (Capita) in place, but the possibility of raising greater fee income would benefit from recruitment to the currently-vacant Building Control posts (this has been highlighted via the budget process discussions).

Method of Collection

Pre-paid fee, submitted alongside application form and plans.

Alternatives

Local authorities charge for their building regulation services. The private sector and other local authorities offer competitive alternatives. The revised structure and service offers are commensurate with the service being offered and will represent an improvement for users of the service.

Consultation

None, given the competitive nature of the local market – advanced consultation would not be beneficial.

Schedule 4 – Standard Charges for Domestic Alterations		Standard Charges for Domestic Alterations			
		Plan Charge (inclusive of VAT)	Inspection Charge (inclusive of VAT)	Building Notice Charge (inclusive of VAT)	Regularisation Charge (exempt from VAT)
a	Installation of replacement windows and doors in a dwelling (not exceeding 20)	£100.00	inc.	£100.00	£120.00
b	Controlled electrical work to a single dwelling (not carried out in conjunction with work being undertaken that falls within the other tables) <i>Work is undertaken by a person who is not a member of a registered Competent Person Scheme</i>	£500.00	inc.	£500.00	£600.00
c	Renovation of a thermal element (i.e. work involving recovering of a roof or renovation of an external wall)	£130.00	inc.	£130.00	£156.00
d	Formation of an ensuite, bathroom or cloakroom	£270.00	inc.	£270.00	£324.00
e	Removal or partial removal of chimney breast(s)	£200.00	inc.	£200.00	£240.00
f	Removal of wall & insertion of steel beam(s)	£250.00	inc.	£250.00	£300.00
g	Conversion of an existing conservatory roof to solid roof construction	£225.00	Inc.	£225.00	£270.00
h	Forming two existing dwellings into one single dwelling	£225.00	Inc.	£750.00	£900.00
i	Installation of a new heating appliance to a single dwelling	£240.00	Inc.	£240.00	£288.00
j	Installation of new sewage chemical treatment plant	£250.00	Inc.	£250.00	£300.00

Schedule 5 – Other Charges		Fee (inclusive of VAT)	
a	A revised scheme considered not to be the same as originally deposited	£100.00	
b	Fee to be applied for Completions inspection where 12 months have elapsed since the previous inspection. A further charge will be applied for issuing a Completion Certificate. This service is not available on applications which were submitted more than 15 years ago.	£130.00	
c	Fee to be applied for issuing a Completion Certificate where 12 months have elapsed since the previous inspection. This service is not available on applications which were submitted more than 15 years ago.	£50.00	
d	Fee to cover technical and admin costs if an application is withdrawn before it has been assessed. The fee less the £60 will be refunded.	£75.00	
e	Copy of Approval Notice, Completion Letter or Completion Certificate	£25.00	
f	Building Regulation Confirmation Letter (i.e. letter of exemption)	£60.00	
g	Pre-Application Advice: Includes one site visit and the fee paid is non-refundable but is deductible from your total application cost should an application be submitted within 6 months of your pre-application submission	Domestic	£60.00
		Commercial	£120.00

APPENDIX C

Service / New Charge

The Planning and Place Service already offers a chargeable pre-application advice service. As part of the Service Review, the Service has been discussing revised advice with some service users. The proposed new service provides a more flexible advice service for users (more options to choose in terms of how a developer wants to receive their advice). The proposed changes will also aim to reduce waiting times for receiving advice by two weeks.

Charging Policy

The proposed charging will be on a cost recovery basis.

Comparative Information

The backlog of planning application work has been addressed and there is a need to relaunch the pre-application advice service for 2022-23.

Two levels of pre-application advice will be offered - the popular 'Developer Forum' advice will be retained as one of the advice the Service offers as this provides excellent value for money for developers who want to test their major, strategic proposals. Fees have been reviewed to ensure that they are commensurate with costs (fees have not increased since 2017).

The second level of service will replace the current 'Level 1' and 'Level 2' products. The Service has listened to feedback from some agents and architects regarding the speed of pre-application advice, and the need for increased flexibility (for example, the ability to simply meet on site for some schemes, rather than to require written responses). Taking this into account, our new pre-applications service will provide applicants with the choice of receiving their advice via (a) a site visit; (b) a site visit + written follow up; or (c) a site visit + written + additional meeting.

Financial

Information Required	Description
Level of charge	Fees will be set on a sliding scale based upon the type of advice service that the user selects, and the scale of development that is proposed. See foot of this form for proposed sliding scale.
Start date	1 April 2022

Budgeted income	Difficult to gauge given that this would be a revamped service, but budget estimates for 2022/23 aim to achieve £75k.
Surplus/deficit as a percentage of cost	N/A
Surplus/deficit per usage	N/A

Impact Assessment

Entering into pre-application advice is not mandatory in the UK, and therefore users of the service have a choice as to whether to seek advice for their development proposals.

Good quality pre-application advice has the ability to help applicants address any issues prior to the submission of a planning application, thus reducing long-term project costs.

Good quality Forum advice has already proved popular for developers and has been welcomed by Parish Councils and local Flood Groups who are now involved in shaping pre-application proposals for major development.

Impact on Other Areas

None.

Method of Collection

Pre-paid fee, submitted alongside application form.

Alternatives

Local authorities have been able to charge for pre-application advice for some considerable time. Not charging for advice would make the service unviable. Significant increases in fees would make the service unpopular. The revised structure and service offers are commensurate with the service being offered and will represent an improvement for users of the service.

Consultation

Managers have informally discussed these proposals with some agents and architects, and informally with the local Chamber of Commerce.

Development Category	'ENGAGE' ADVICE SERVICE	'FORUM' ADVICE SERVICE
Residential: 1-2 New residential units	Site Meeting Only - £250	Not Available
	Site Meeting + Written Advice - £300	
	Site Meeting + Written Advice + Follow Up Meeting - £350	
Residential: 3-9 New residential units (or where the number of units is not specified, up to 0.49 hectare)	Site Meeting Only - £300	Not Available
	Site Meeting + Written Advice - £350	
	Site Meeting + Written Advice + Follow Up Meeting - £400	
Residential: 10-49 New residential units (or where numbers are unknown, between 0.5-1.0 hectare)	Site Meeting Only - £650	£2000
	Site Meeting + Written Advice - £800	
	Site Meeting + Written Advice + Follow Up Meeting - £1000	
Residential: 50+ New residential units (or where numbers not known, development in excess of 1.01 hectare)	Site Meeting Only - £800	£3000
	Site Meeting + Written Advice - £1000	
	Site Meeting + Written Advice + Follow Up Meeting - £1750	
Non-Residential: Proposals involving development, works, operations or change of use of up to 1000 sq.m	Site Meeting Only - £250	Not Available
	Site Meeting + Written Advice - £300	
	Site Meeting + Written Advice + Follow Up Meeting - £350	
Non-Residential: Proposals (defined above) between 1001-2000 sq.m	Site Meeting Only - £300	Not Available
	Site Meeting + Written Advice - £350	
	Site Meeting + Written Advice + Follow Up Meeting - £400	
Non-Residential: Proposals (defined above) in excess of 2000 sq.m site area	Site Meeting Only - £500	£2000
	Site Meeting + Written Advice - £750	
	Site Meeting + Written Advice + Follow Up Meeting - £800	

