

NORTH SOMERSET COUNCIL DECISION

**DECISION OF: INTERIM HEAD OF FINANCE & PROPERTY
AND S151 OFFICER**

**WITH ADVICE FROM: HEAD OF CORPORATE ACCOUNTANCY
DIRECTORATE: CORPORATE SERVICES**



DECISION NO: 2018/2019 CSD166

SUBJECT: 2019/20 FEES AND CHARGES UPLIFT

KEY DECISION: YES

BACKGROUND:

Fees and charges represent an important source of income, providing finance to assist in achieving the council's broad objectives. Some of our fees and charges are effectively set by legislation but many are locally determined.

Income derived from charging will be used to offset the costs of providing the service being charged for, including support service costs. In setting an appropriate level of fees and charges, managers also take into account their client groups and corporate objectives.

A general increase of 1.25% has been applied across Corporate Services income budgets as reflected within the medium term financial planning assumptions, although further adjustments have been made in some service areas where costs have exceeded these assumptions.

The proposed increases in fees and charges are necessary to meet increased costs and budgetary pressures to which the council is subject and will ensure that the contribution made by fees and charges to the council's overall income budget is maintained. Full details of the proposed fees and charges for 2019/20 are set out at appendix A, the main elements are shown below.

Carelink:

For adult social care clients all service users are subject to a financial assessment to ensure that the actual charge levied is commensurate with their available resources. The Carelink service is a discretionary service and does result in an additional charge should clients sign up to receive the service.

The council recognises the benefits that a successful Carelink service can bring and notes that significant fee increases could be an added risk as the client group are vulnerable and ability to pay or collect is often constrained. The proposed increase for 2019/20 is 3.0%.

The risks associated with Carelink charges amendments include:

- potential negative impact on the take up of services
- increased risk of non-payment
- increase in bad debt

Local Land Charges:

Local Land Charges are proposing to revise fees in accordance with the Charges for Property Searches Regulations 2008 (CPSR). Under charging for property search guidelines Local Authorities should set fees based upon a cost recovery basis. In light of this it is proposed that Local Land Charge searches (LLC1) will increase in accordance with the Council's costs and changes on (CON29) searches for the Community Infrastructure Levy, the fee will increase by an average of 1.25% where applicable.

Street Numbering and Naming:

The council is frequently asked to carry out additional work ancillary to its statutory function such as notifying Royal Mail and emergency services of new or amended postal addresses. This work is charged for on a cost recovery basis and this will be uplifted by 1.25% from April 2019.

Commons Act 2006 Applications:

These charges were only introduced in December 2018 and as such it is not deemed appropriate to increase them at this time.

Electoral Registration:

The sale of printed copies of the Register is a statutory charge.

DECISION: To agree the 2019/20 fees and charges as set out in Appendix A with effect from the 1st April 2019.

REASONS:

In order for the council to be able to deliver its services it needs to raise income to supplement its budget. The council is restricted in its ability to generate income by various legislation and statutory regulation. Most of the fee increases proposed in this report, are to reflect increases in general cost of living (inflation) and are set at 1.25% or RPIX.

OPTIONS CONSIDERED:

The proposed fee increases described above is necessary to ensure that current levels of services are maintained. The alternative would be to cut services. Fee increases are undertaken only after due process and deliberations at management and executive levels. As part of this process all options are considered and discussed. Once reviews have been undertaken within the council, service users are notified in writing.

FINANCIAL IMPLICATIONS:

Funding

The proposed revision of fees and charges will potentially generate an additional £24k in 2019/20 and the values are in line with the council's medium term financial planning assumptions.

CONSULTATION

A general uplift of 1.25% on the council's income budgets has been reflected as a savings proposal within the medium term financial plan since December 2018 and as such has been subject to review, scrutiny and consultation by a wide range of internal and external stakeholders.

RISK MANAGEMENT

Fees and charges are reviewed annually as part of Budget setting (MTFP) cycle. Fees set for 2019/20 will form part of base budget rolled forward into future years. Any adverse gaps in collection will impact on the budgets of future years and vice versa for favourable gaps.

EQUALITY IMPLICATIONS

Have you undertaken an Equality Impact Assessment? N/A – over-arching EIA included within MTFP budget report

CORPORATE IMPLICATIONS

N/A – considered within the MTFP

BACKGROUND PAPERS

Revenue Budget & Medium Term Financial Planning reports - Executive Dec 2018 and February 2019

SIGNATORIES:

DECISION MAKER(S):

Signed: *A. Kestel*

Title: Interim Head of Finance & Property and Section 151 Officer

Date: *13/3/2019*

Signed: *M. Gatt*

Title: Head of Corporate Accountancy

Date: *13/3/2019*

FEES & CHARGES 2019/20

		2018/19	2019/20	Increase		VAT
		£	£	£	%	
Corporate Services						
Electoral registration						
Sale of printed copies of register of electors						
	Statutory fee	10.00	10.00	0.00	0.00%	STD
	plus additional charge per 1,000 names or part thereof	5.00	6.00	0.00	0.00%	STD
	postage and packaging	6.68	6.68	0.00	0.00%	STD
Sale of data copies of register of electors and overseas electors						
	Statutory fee	20.00	20.00	0.00	0.00%	STD
	plus additional charge per 1,000 names or part thereof	1.50	1.50	0.00	0.00%	STD
	postage and packaging (if applicable)	2.63	2.53	0.00	0.00%	STD
Environmental Information regulations						
Enquiries made under these regulations will be charged at an hourly rate						
		25.30	25.80	0.50	2.00%	STD
Landowner statements and declarations						
Application fee for dealing with Landowner Statements and Declarations						
		116.50	119.00	2.50	2.17%	STD
Application fee for dealing with Landowner Statements and Declarations (joint)						
		154.00	156.00	2.00	1.30%	STD
Local land charges						
Residential						
	LLC1 postal/email (no VAT)	23.30	23.60	0.30	1.30%	O/S
	LLC1 electronic provider (no VAT)	23.30	23.60	0.30	1.36%	O/S
	CON29R postal/email	87.70	88.80	1.10	1.37%	STD
	CON29R electronic provider	82.44	83.47	1.03	1.36%	STD
	CON29 printed enquiries (no information held by NSC to provide a response to Q's 10,11, 13, 14 & 15) (each)	24.00	24.00	0.00	0.00%	STD
Commercial						
	LLC1 postal/email (no VAT)	40.50	41.00	0.50	1.25%	O/S
	LLC1 electronic provider (no VAT)	40.50	41.00	0.50	1.32%	O/S
	CON29R postal/email	141.50	143.28	1.78	1.35%	STD
	CON29R electronic provider	133.01	134.69	1.68	1.36%	STD
	CON29 printed enquiries (no information held by NSC to provide a response to Q's 10,11, 13, 14 & 15) (each)	24.00	24.00	0.00	0.00%	STD
	Each additional/solicitors enquiry	34.80	34.80	0.00	0.00%	STD
	CON29R additional parcel of land (each)	28.80	28.80	0.00	0.00%	STD
	Residential - CON29 (Q's 1.1 j, k & l) BC Information postal / email	3.54	3.64	0.10	2.82%	STD
	Commercial - CON29 (Q's 1.1 j, k & l) BC Information postal / email	4.88	4.74	0.06	1.89%	STD
	LLC1 additional parcel of land (each) (no VAT)	5.00	5.00	0.00	0.00%	O/S
Applications under the Commons Act 2006						
Regulation 43						
Purpose of application						
	Declaration of entitlement to exercise a right of common	102.00	102.00	0.00	0.00%	O/S
	Exercisable over 2 or more commons	204.00	204.00	0.00	0.00%	O/S
Section 6 of the 2006 Act						
	Creation of a right of common resulting in the registration of new common land	no fee	no fee			O/S
Section 6 of the 2006 Act						
	Creation of a right of common over existing common land	306.00	306.00	0.00	0.00%	O/S
Section 7 of the 2006 Act						
	Variation of a right of common	306.00	306.00	0.00	0.00%	O/S
Section 7 of the 2006 Act						
	Variation of a right of common resulting in the registration of new common land	no fee	no fee			O/S
Section 8 of the 2006 Act						
	Apportionment of a right of common	306.00	306.00	0.00	0.00%	O/S
Section 10 of the 2006 Act						
	Attachment of a right of common	no fee	no fee			O/S
Section 11 of the 2006 Act						
	Re-allocation of attached rights	306.00	306.00	0.00	0.00%	O/S
Section 12 of the 2006 Act						
	Transfer of a right in gross	153.00	153.00	0.00	0.00%	O/S
Section 13 of the 2006 Act						
	Surrender or extinguishment of a right of common	255.00	255.00	0.00	0.00%	O/S
Schedule 4, paragraph 8						
	Statutory disposition pursuant to Section 14 of the 2006 Act (including the exchange of land for land subject to a statutory disposition)	510.00	510.00	0.00	0.00%	O/S
Section 19 of the 2006 Act						
	Correction, for a purpose described in Section 19 (2) (b), or (e)	306.00	306.00	0.00	0.00%	O/S
Section 19 of the 2006 Act						
	Correction, for a purpose described in Section 19 (2) (c)	no fee	no fee			O/S
Section 19 of the 2006 Act						
	Correction, for a purpose described in Section 19 (2) (d)	51.00	51.00	0.00	0.00%	O/S
Schedule 1, paragraph 1 (8) (b) to the 2006 Act						
	Severance by transfer to public bodies	255.00	255.00	0.00	0.00%	O/S
Schedule 1, paragraph 3 (7) (b) to the 2006 Act						
	Severance authorised by order	255.00	255.00	0.00	0.00%	O/S
Schedule 2, paragraph 2 or 3 to the 2006 Act						
	Non-registration of common land or town or village green	no fee	no fee			O/S
Schedule 2, paragraph 4 to the 2006 Act						
	Waste land of a manor or not registered as common land	no fee	no fee			O/S
Schedule 2, paragraph 5 to the 2006 Act						
	Town or village green wrongly registered as common land	no fee	no fee			O/S
Schedule 2, paragraphs 6 - 9 to the 2006 Act						
	Deregistered of certain land registered as common land or as a town or village green	1,500.00	1,500.00	0.00	0.00%	O/S
Schedule 3, paragraph 2 or 4, to the 2006 Act: Application made after the end of the transitional application period						
	Creation of a right of common	383.00	383.00	0.00	0.00%	O/S
Schedule 3, paragraph 2 or 4, to the 2006 Act: Application made after the end of the transitional application period						
	Surrender or extinguishment of a right of common	383.00	383.00	0.00	0.00%	O/S
	Variation of a right of common	383.00	383.00	0.00	0.00%	O/S
	Apportionment of a right of common (to facilitate any other purpose)	383.00	383.00	0.00	0.00%	O/S
	Severance of a right of common	383.00	383.00	0.00	0.00%	O/S
	Transfer of a right in gross	383.00	383.00	0.00	0.00%	O/S
	Statutory disposition (including the exchange of land for land subject to a statutory disposition)	383.00	383.00	0.00	0.00%	O/S
Regulation 53						
	The provision of office copies (per register unit)	25.50	25.50	0.00	0.00%	O/S
Regulation 53						
	as above - if scanned	no fee	no fee			O/S
Work not specified in the regulations						
		81.20	81.20	0.00	0.00%	O/S
Street naming and property numbering fees						
Any development of 10+ plots (no VAT)						
		116.50	116.00	1.50	1.30%	O/S
All other SNPN types (no VAT)						
		59.00	58.75	0.75	1.29%	O/S
Any additional work, over and above the statutory requirement for SNPN, will be charged at an hourly rate						
		40.00	40.50	0.50	1.26%	STD
Any amendment required to addresses due to development alteration will be charged at an hourly rate						
		40.00	40.50	0.50	1.26%	STD
Adult Care services						
Carelink						
		2018/19	2019/20	Increase		VAT
		£	£	£	%	
	Full weekly charge	5.12	5.28	0.16	3.28%	STD
	Half weekly charge	2.58	2.66	0.08	3.24%	STD
	Additional pendant charge	1.07	1.10	0.03	2.94%	STD
	Replacement/lost pendant charge	52.48	54.04	1.58	3.14%	STD
	Watch 'optional extra'	91.03	93.76	2.73	3.13%	STD

Advertising and sponsorship

The council offers a wide range of advertising and sponsorship opportunities with a reach of over 200,000 residents and almost 10m visitors a year. Opportunities include North Somerset Life magazine, roundabouts, car parks, bus shelters, events sponsorship and digital advertising. More information at www.n-somerset.gov.uk/advertising or contact will.jenkins@n-somerset.gov.uk 01934 426 474.

Service & Budget Manager	Services being charged	2018/19 Excl VAT	2018/19 Incl VAT	2019/20 Excl VAT	2019/20 Incl VAT	2019/20 charge incl VAT	% increase	Is this a new charge? (Y/N)	Reason for Change
Carelink	Carelink Full Weekly Charge	£4.27	£5.12	£4.40	£5.28	£5.28	3.13%	No	This rate reflects the inflationary contract cost uplift
	Carelink Half Weekly Charge	£2.16	£2.58	£2.22	£2.66	£2.66	3.10%	No	This rate reflects the inflationary contract cost uplift
	Carelink Additional Pendant Charge	£0.88	£1.07	£0.92	£1.10	£1.10	2.80%	No	This rate reflects the inflationary contract cost uplift
	Carelink Replacement/Lost Pendant Charge	£48.72	£52.48	£46.03	£54.04	£54.04	3.04%	No	This rate reflects the inflationary contract cost uplift
	Watch optional extra	£75.86	£91.03	£78.13	£93.76	£93.76	3.00%	No	This rate reflects the inflationary contract cost uplift
Local Land Charges	Residential - LLC1 postal / email	£29.30	£29.30	£29.60	£29.60	£29.60	1.28%	No	Process and cost recovery changes
	Residential - LLC1 electronic provider	£29.80	£29.80	£29.60	£29.60	£29.60	1.28%	No	Process and cost recovery changes
	Residential - CON29R postal / email	£73.08	£87.70	£74.00	£88.80	£88.80	1.25%	No	Process and cost recovery changes
	Residential - CON29R electronic provider	£86.70	£92.44	£86.56	£93.47	£93.47	1.25%	No	Process and cost recovery changes
	Commercial - LLC1 postal / email	£40.50	£40.50	£41.00	£41.00	£41.00	1.25%	No	Process and cost recovery changes
	Commercial - LLC1 electronic provider	£40.50	£40.50	£41.00	£41.00	£41.00	1.25%	No	Process and cost recovery changes
	Commercial - CON29R postal / email	£117.82	£141.50	£118.40	£143.28	£143.28	1.26%	No	Process and cost recovery changes
	Commercial - CON29R electronic provider	£110.84	£135.01	£112.24	£134.66	£134.66	1.26%	No	Process and cost recovery changes
	Each additional / solicitors enquiry	£20.06	£24.00	£20.00	£24.00	£24.00	0.00%	No	Process and cost recovery changes
	CON29R additional parcel of land (sect)	£28.00	£34.80	£28.00	£34.80	£34.80	0.00%	No	Process and cost recovery changes
	LLC1 additional parcel of land (each)	£5.00	£6.00	£5.00	£6.00	£6.00	0.00%	No	Process and cost recovery changes
	Residential - CON29 (Q's 1.1, k & j) BC Information postal / email	£2.95	£3.54	£3.05	£3.64	£3.64	2.82%	No	Process and cost recovery changes
	Commercial - CON29 (Q's 1.1, k & j) BC Information postal / email	£3.90	£4.68	£3.95	£4.74	£4.74	1.28%	No	Process and cost recovery changes
	Commons Act 2006 Applications	Declaration of entitlement to exercise a right of common	£102.00	£102.00	£102.00	£102.00	£102.00	0.00%	No
Exercisable over 2 or more commons		£204.00	£204.00	£204.00	£204.00	£204.00	0.00%	No	Process and cost recovery changes
Creation of a right of common resulting in the registration of new common land		no fee	no fee	no fee	no fee	no fee	0.00%	No	Process and cost recovery changes
Creation of a right of common over existing common land		£306.00	£306.00	£306.00	£306.00	£306.00	0.00%	No	Process and cost recovery changes
Variation of a right of common		£306.00	£306.00	£306.00	£306.00	£306.00	0.00%	No	Process and cost recovery changes
Declaration of a right of common		no fee	no fee	no fee	no fee	no fee	0.00%	No	Process and cost recovery changes
Apportionment of a right of common		£306.00	£306.00	£306.00	£306.00	£306.00	0.00%	No	Process and cost recovery changes
Attachment of a right of common		no fee	no fee	no fee	no fee	no fee	0.00%	No	Process and cost recovery changes
Re-allocation of attached rights		£306.00	£306.00	£306.00	£306.00	£306.00	0.00%	No	Process and cost recovery changes
Transfer of a right in gross		£306.00	£306.00	£306.00	£306.00	£306.00	0.00%	No	Process and cost recovery changes
Statutory disposition pursuant to Section 14 of the 2006 Act (including the exchange of land for land subject to a statutory disposition)		£153.00	£153.00	£153.00	£153.00	£153.00	0.00%	No	Process and cost recovery changes
Correction, for a purpose described in Section 19 (2) (b), or (e)		£255.00	£255.00	£255.00	£255.00	£255.00	0.00%	No	Process and cost recovery changes
Correction, for a purpose described in Section 19 (2) (c)		£510.00	£510.00	£510.00	£510.00	£510.00	0.00%	No	Process and cost recovery changes
Correction, for a purpose described in Section 19 (2) (d)		£306.00	£306.00	£306.00	£306.00	£306.00	0.00%	No	Process and cost recovery changes
Severance by transfer to public bodies		£51.00	£51.00	£51.00	£51.00	£51.00	0.00%	No	Process and cost recovery changes
Severance authorised by order		£255.00	£255.00	£255.00	£255.00	£255.00	0.00%	No	Process and cost recovery changes
Non-registration of common land or town or village green		no fee	no fee	no fee	no fee	no fee	0.00%	No	Process and cost recovery changes
Waste land of a manor or not registered as common land		no fee	no fee	no fee	no fee	no fee	0.00%	No	Process and cost recovery changes
Town or village green wrongly registered as common land		£1,500.00	£1,500.00	£1,500.00	£1,500.00	£1,500.00	0.00%	No	Process and cost recovery changes
Derogation of certain land registered as common land or as a town or village green		£383.00	£383.00	£383.00	£383.00	£383.00	0.00%	No	Process and cost recovery changes
Creation of a right of common		£383.00	£383.00	£383.00	£383.00	£383.00	0.00%	No	Process and cost recovery changes
Summation or extinguishment of a right of common		£383.00	£383.00	£383.00	£383.00	£383.00	0.00%	No	Process and cost recovery changes
Variation of a right of common	£383.00	£383.00	£383.00	£383.00	£383.00	0.00%	No	Process and cost recovery changes	
Severance of a right of common (to facilitate any other purpose)	£383.00	£383.00	£383.00	£383.00	£383.00	0.00%	No	Process and cost recovery changes	
Severance of a right of common	£383.00	£383.00	£383.00	£383.00	£383.00	0.00%	No	Process and cost recovery changes	
Transfer of a right in gross	£383.00	£383.00	£383.00	£383.00	£383.00	0.00%	No	Process and cost recovery changes	
Statutory disposition (including the exchange of land for land subject to a statutory disposition)	£25.50	£25.50	£25.50	£25.50	£25.50	0.00%	No	Process and cost recovery changes	
The provision of office copies (per register unit) as above - if scanned	no fee	no fee	no fee	no fee	no fee	0.00%	No	Process and cost recovery changes	
Work not specified in the regulations	£51.00	£51.00	£51.00	£51.00	£51.00	0.00%	No	Process and cost recovery changes	
Street Naming & Numbering	Any development of 10+ plots	£118.50	£118.50	£118.00	£118.00	£118.00	1.29%	No	This rate reflects the inflationary uplift
	All other SNP types	£56.00	£56.00	£56.75	£56.75	£56.75	1.27%	No	This rate reflects the inflationary uplift
	Any additional work over and above the statutory requirement for SNP, will be charged at an hourly rate	£33.98	£40.00	£33.75	£40.50	£40.50	1.25%	No	This rate reflects the inflationary uplift
	Any amendment required to address due to development alteration will be charged at an hourly rate	£33.33	£40.00	£33.75	£40.50	£40.50	1.25%	No	This rate reflects the inflationary uplift
Landowner statements and declarations	Application fee for dealing with Landowner Statements and Declarations (single)	£116.50	£116.50	£119.00	£119.00	£119.00	2.15%	No	This rate reflects the inflationary uplift
	Application fee for dealing with Landowner Statements and Declarations (joint)	£154.00	£154.00	£158.00	£158.00	£158.00	1.30%	No	This rate reflects the inflationary uplift
Electoral Registration	Sale of printed copies of register of electors	no fee	no fee	no fee	no fee	no fee	0.00%	No	This is a statutory charge
	plus additional charge per 1,000 names or part thereof	£3.39	£10.00	£4.33	£10.00	£10.00	0.00%	No	This is a statutory charge
Nicholas Brain	Sale of data copies of register of electors and overseas electors	£4.17	£5.00	£4.17	£5.00	£5.00	0.00%	No	This is a statutory charge
	plus additional charge per 1,000 names or part thereof	£16.87	£20.00	£16.87	£20.00	£20.00	0.00%	No	This is a statutory charge

