

REPORT TO	ON
CABINET	6 December 2017

Jan 2017



TITLE	PORTFOLIO	AUTHOR
Review of Fees and Charges	Finance / Neighbourhoods and Streetscene	Acting Chief Finance Officer / Director of Neighbourhoods, Asset Management & Environmental

Is this report a KEY DECISION	Yes
Is this report on the Statutory Cabinet Forward Plan?	Yes
Is the request outside the policy and budgetary framework and therefore subject to confirmation at full Council?	Yes
Is the report confidential	No

1. PURPOSE OF THE REPORT

To review Fees and Charges pricing policies and seeking approval to:-

- implement Car Parking charges at Worden Park;
- revise the current Pay and Display Car Parking charging Policy for existing Car parks;
- revise the charging policy for Building Control fees;
- set the charge for Public Spaces Protection Orders (PSPOs) Fixed Penalty Notices;
- uplift fees charged for Pre-Planning Advice.

2. PORTFOLIO RECOMMENDATIONS

It is recommended that Cabinet recommends to Council that:-

1. An increase of 2.5% be applied to all fees and charges with the exception of Licensing, Car Parking, Building Control fees, PSPO Fixed Penalty Notices and Pre-Planning Advice charges with effect from 1st April 2018 (see Appendix 1).
2. Car Parking Charges are introduced at Worden Park to charge £2.00 per day during term time only and £1.00 per day outside of term time and at weekends (as detailed in Option Two in Appendix 2) with effect from 1st April 2018.
3. The pricing structure for existing Pay and Display Car Parking Charges is revised to remove the two lower tariffs of 50p for up to 2 hours and 80p for up to 3 hours and replace them with a charge of £1.00 for up to 3 hours (as per Appendix 3) to be deferred to 1st April 2018.
4. The Car Parking Charges at Leyland Railway Station are increased to £1.50 a day and to £6.00 per week (as per Appendix 3) with effect from 1st January 2018.

5. The new charging policy for Building Control fees as set out in Appendix 4b is adopted with effect from 1st January 2018.
6. Penalty Notice Charges in respect of PSPOs are set at £100.00 with effect from 1st December 2017.
7. The charging policy for Pre-Planning Advice (as set out on page 6) is adopted with effect from 1st January 2018.

3. EXECUTIVE SUMMARY

- This report collates a number of recommendations to revise charging policies across the Council to generate additional income that totals in the region of £241k as summarised below:

	£
Fees and Charges Uplift as listed in Appendix One	19,624
Worden Park – Option Two in Appendix 2	99,000
Existing Car Parks in Appendix 3	40,000
Building Control in Appendix 4	20,000
PSPOs - Fixed Penalty Notices	1,500
Pre-Planning Application Advice	60,738
Estimated Total Additional Income	240,862

- Historically Fees and Charges have been uplifted on an ad hoc basis across the Council.
- An exercise has taken place to propose a standard inflationary increase in all Fees and Charges.
- It is recommended that this standard increase for 2018/19 should be set at 2.5% as this is comparative with recent CPI rates.
- There are exceptions to this proposal and therefore the following charges are excluded from this recommendation:-
 1. Car Parking Charges
 2. Building Control
 3. Public Spaces Protection Orders
 4. Pre-Planning Advice
 5. Taxi Licencing
- The additional income that will be generated is expected to be £19,624.
- Where applicable Budget Holder have proposed an alternative approach to revising and updating charging policies.
- Car Parking at Worden Park – As detailed in Appendix 2, a new charging policy is proposed to help manage demand an option could be to charge £2 per day at Worden Park during term time only and revert to the £1 per day charge outside term time and at the weekends. This was not included in the consultation carried out which suggested a charge of £1. However, the key theme of the consultation was to establish the principle of charging and not necessarily the tariff. Estimated income generated is £99,000 per annum
- Revision of existing pay and display Car parking Charges - Tariffs within South Ribble are relatively low in comparison to other authorities. It is recommended that Car Parking tariffs should be simplified by removing the two lower tariffs of 50p for up to 2 hours and 80p for up to 3 hours. It is proposed that these are replaced by a new tariff of £1.00 for up to 3 hours.

- Car parking at Leyland Station - It is also proposed to increase the tariff on the railway carpark from £1.00 to £1.50 per day and £4.00 to £6.00 per week.
- With regard to Building Control, the service has returned to a small surplus position and therefore is now compliant with the requirement that the cost of providing a Building Control service does not fall on Council Tax and Business Rate payers.
- To maintain this position the Building Control Manager has re-structured the charging policy.
- The proposed new Building Control statement of charges is set out in Appendix 4b.
- Although it is difficult to accurately forecast demand in future years it is anticipated on past trends that additional income of £20k will be generated.
- New Public Spaces Protection Orders (PSPOs) have been introduced which replace Dog Control Orders. It is proposed that Fixed Penalty Notices issued should carry a penalty fine of £100.00 to act as a deterrent to offenders.
- PSPOs cover the following:-
 1. Fouling of land by dogs
 2. Dogs in exclusion areas
 3. Keeping dogs under control – leads
- The rate of charges the Council currently charges for Pre-Planning Advice has been compared with other authorities and has shown that the current charges set are lower than those charged by other North West Councils.
- It is considered appropriate that charges should be increased by 25% to bring them into line with current local practice. This will generate additional income of circa. £61k.

4. CORPORATE PRIORITIES

The report relates to the following corporate priorities:

Clean, green and safe	✓	Strong and healthy communities	
Strong South Ribble in the heart of prosperous Lancashire		Efficient, effective and exceptional council	✓

5. BACKGROUND TO THE REPORT

Historically the review of all fees and charges within the devolved budget management regime have been carried out by individual Budget Holders. This paper has collated all fees and charges whereby the Council has discretion to set the amount charged in order for a holistic and standard price increase policy to be implemented.

6. PROPOSALS

Appendix 1 sets out the 2018/19 forecasted income budgets for discretionary fees and charges and the estimated additional income generated should a standard inflationary rate be applied (please note the charges listed are detailed at budgeted level). The rate recommended is 2.5% which is comparable to the current CPI rate. This rate is applied to all discretionary income streams with the exception of Licensing and Pay and Display Car Parking charges where standard increases would generate unusable values. There are other exceptions to this proposal as described above as other more applicable pricing strategies are considered more appropriate dependent on other matters such as market sensitivity and deterrents to discourage behaviours such as dog fouling.

The table below summaries the total scale of additional income that could be generated for each example standard inflationary percentage increase.

Inflationary Rate	Forecasted total additional income
1.0%	£7,950
1.5%	£11,924
2.0%	£15,899
2.5%	£19,624
3.0%	£23,849
3.5%	£27,823
4.0%	£31,798
4.5%	£35,773
5.0%	£39,748

An estimated total of **£0.241m** is forecasted as additional income that could be generated in a full year if the following revisions within this report are made to the Council's Fees and Charging Policies. Fees and Charges across the Council has been analysed and it is recommended that an uplift should be applied to fees and charges by 2.5% with effect from 1st April 2018. There are some exceptions to this recommendation, namely the following:-

- Pay and Display Car Parking Charges
- Building Control Fees and Charges Policy
- PSPO Fixed Penalty Notices
- Pre-Planning Advice Fees and Charges Policy

The above charges are also contained within this reports with separate proposals to revise the relevant charging policies. The rationale and details for each proposal is set out below and within the attached appendices where recommendations are based on particular specific matters e.g. competitive markets, deterrent fines and contribution to meeting the Council's budget challenge. The report also recommends introducing Car Parking Charges at Worden Park. The estimated additional income that could be realised is summarised below:-

	£
Fees and Charges Uplift as listed in Appendix One	19,624
Worden Park – Option Two in Appendix 2	99,000
Existing Car Parks in Appendix 3	40,000
Building Control in Appendix 4	20,000
PSPOs - Fixed Penalty Notices	1,500
Pre-Planning Application Advice	60,738
Estimated Total Additional Income	240,862

7. CAR PARKING CHARGES

The Medium Term Financial Strategy (MTFS) includes an income target from car parking charges of £110,000 for 2018/19. Therefore the arrangements to achieve the income need to be put in place by 1st April 2018 to ensure the target is delivered.

South Ribble Borough Council owns over 50 car parks across the borough which include town centre pay and display, car parks at public and council buildings, parks and open spaces and small car parks in residential areas. Parking charges within South Ribble have remained relatively constant since their introduction in 2004 in order to support local businesses.

To achieve the MTFS target, consideration is being given to introducing charges on Worden and Withy Grove Parks and simplification of the current tariffs at existing car parks by reducing the number of bands and introducing small increases.

Details of this exercise, including the results of consultation are included within **Appendix 2** to this report.

In addition to new Car Parking Charges this exercise also reviewed existing the Council's Pay and Display Car Parking charging structure, the findings of which are set out in **Appendix 3** to this report.

8. BUILDING CONTROL - Forecasted additional income totals circa. £20,000.

The Building Control trading account has made a surplus in 2016/17. Following a small surplus in 2015/16 this is a significant improved trading position following a number of years of a trading deficit. The Building Control Manager has undertaken a fundamental review of the Building Control charging policy as detailed in **Appendix 4** in order to build upon, and maintain, the service's improved performance within a competitive market. The existing pricing policy is attached at **Appendix 4a** and the proposed pricing policy is attached at **Appendix 4b**.

In summary, the range of charges has been reduced and in some instances replaced on a quote by quote basis. Quantifying accurately the additional income this will generate is problematic within a trading function which is demand led but the Budget Holders estimates that if current demand is replicated in future additional income generated could be circa. £20,000.

The Building Control trading account has been operating in deficit for some years which has been a budget pressure up until 2016/17. This pricing proposal is presented in the belief it will maintain competitiveness and prevent the trading account dropping back into a trading loss position.

Building Control Fees and Charges have remained unchanged since 4th January 2011. A review of the current charges has taken place to assess the amount of officer time taken on each type of job for inspections and administration. It is felt that the proposed charges represent a fair reflection of the time taken to recover costs in order to break even over a given period. We have also added more standard fees because of changing trends in building work.

The proposed charges are in line with neighbouring authorities and may offer more flexibility in attracting further work previously undertaken by approved inspectors in the private sector.

9. FIXED PENALTY NOTICES - Forecasted additional income @ 25% uplift totals circa. £1,500.

The Council adopted Dog Control Orders (DCOs) in September 2009. These orders replaced a number of bye-laws previously in force covering a range of offences and also allowed offences to be discharged by the payment of a £80 fixed penalty notice, thereby avoiding prosecution and the need to appear at Magistrate's Court.

From October 2017 DCOs will lapse and be replaced by Public Spaces Protection Orders (PSPOs). A Cabinet report was approved to replace DCOs with PSPOs on 25th of October, with the five PSPOs put in place on the 3rd of November 2017.

All offences can be dealt with by issuing a fixed penalty in the sum of £100, this equates to a 25% increase. The maximum fine on summary conviction is currently £1,000.

The current Fixed Penalty Notice (FPN) for dog control order offences in the borough is set at £80. It is proposed that this will be increased to £100 for breaching a PSPO. This is on the basis that the current £80 has been in place for some time and that the maximum FPN should be introduced as a deterrent to offenders. In cases of non-payment, the matter can be taken to court where the maximum fine on summary of conviction is level 3 on the standard scale which is currently £1,000.

The proposed PSPOs will cover the following:-

- Fouling of land by dogs
- Dogs exclusion areas
- Dogs on leads
- Dogs on leads by direction
- Means to pick up foul by dogs

10. PRE-PLANNING APPLICATION ADVICE - Forecasted additional income @ 25% uplift totals circa. **£61k**.

The Planning Manager has identified that the charges for Pre-Planning Application advice are lower than other Authorities in the North West. Developers are received high quality professional advice and therefore the following charging structure is proposed.

Development Size	Current Pre App Fees	Number of Planning Apps 2016/17	Potential Pre App Fees	Potential Income based on 25% taking advice
Householder	Free	329	£50	£4,113
Small	£120	225	£200	£11,250
Medium	£300 (plus £150 per follow up)	171	£500	£21,375
Major	£420 (plus £210 per follow up)	45	£2,000	£22,500
Significant Major	£720 (plus £360 per follow up)	2	£3,000	£1,500
Totals				£60,738

11. OTHER OPTIONS CONSIDERED

This is a new approach to reviewing discretionary fees and charges whereby a revised pricing policy is considered and proposed to the same annual timetable. This report brings together the separate re-pricing of fees and charges proposals.

An alternative option is the 'as is' approach whereby the review of fees and charges is undertaken periodically by the relevant budget holders to varied timescales and determined within the decision making processes within a devolved budget management regime.

Other levels of inflationary increases to the income generated by the Council are also available, however, the options recommended are the optimum proposals considered to be the most appropriate taking into account budget challenges, market sensitivities, competition, incentivisation and deterrent where applicable.

12. FINANCIAL IMPLICATIONS

The financial implications are contained within the body of the report.

The salient financial implications are with regard to generating additional income for the Council to support its MTFS and maximising income opportunities. This serves to protect front line services and aligns resources with the Councils Corporate Plan and Priorities. A summary is listed below:-

An uplift of 2.5% across all discretionary Fees and Charges would achieve forecasted additional expenditure of £19.6K

The proposal made for charging for car parking at Worden Park will achieve circa. £99k additional income to help meet the Council's budget challenges.

A simplified charging policy for existing Pay and Display Car Park charges could realise additional income of circa. £40k.

Revising other charging policies as detailed in the body of the report could realise the following levels of additional income:-

- Building Control £20k
- Fixed penalty Notices £1.5k.
- Pre-Planning Application advice £61k.

13. HR and ORGANISATIONAL DEVELOPMENT IMPLICATIONS

There are no implications as a direct result of the recommendations within this report.

14. ICT/TECHNOLOGY IMPLICATIONS

There are no implications as a direct result of the recommendations within this report.

15. PROPERTY AND ASSET MANAGEMENT IMPLICATIONS

There are no implications as a direct result of the recommendations within this report.

16. RISK MANAGEMENT

The Council recognises the risk of vehicle displacement with regard to introducing car parking charges at Worden Park for which appropriate and effective mitigations will need to be implemented as required.

The budget efficiency savings identified as part of the 2017/18 MTFs may not be realised if Car Parking Charges and/or other Fees and Charges are not restructured into new charging policies.

17. EQUALITY AND DIVERSITY IMPACT

There is no impact on equality and diversity.

18. RELEVANT DIRECTORS' RECOMMENDATIONS

It is recommended that Cabinet recommends to Council that:-

1. Increase of 2.5% are applied to all fees and charges with the exception of Licensing, Car Parking, Building Control fees, PSPO Fixed Penalty Notices and Pre-Planning Advice charges with effect from 1st April 2018 (see Appendix 1).
2. Car Parking Charges are introduced at Worden Park to charge £2.00 per day during term time only and £1.00 per day outside of term time and at weekends (as detailed in Option Two in Appendix 2) with effect from 1st April 2018.
3. The pricing structure for existing Pay and Display Car Parking Charges is revised to remove the two lower tariffs of 50p for up to 2 hours and 80p for up to 3 hours and replace them with a charge of £1.00 for up to 3 hours (as per Appendix 3) to be deferred to 1st April 2018.
4. The Car Parking Charges at Leyland Railway Station are increased to £1.50 a day and to £6.00 per week (as per Appendix 3) with effect from 1st January 2018.
5. The new charging policy for Building Control fees as set out in Appendix 4b is adopted with effect from 1st January 2018.
6. Penalty Notice Charges in respect of PSPOs are set at £100.00 with effect from 1st December 2017.
7. The charging policy for Pre-Planning Advice (as set out on page 6) is adopted with effect from 1st January 2018.

19. COMMENTS OF THE STATUTORY FINANCE OFFICER

The Council made a commitment in the budget to focus on income generation in the earlier part of the MTFs in order to protect services being delivered to residents and businesses within South Ribble. The adoption of the proposals within this report can realise additional income totalling £241,000 per annum.

The MTFs contains a target for generating additional income through the revision of car parking charges of £110,000 per annum from 2018/19. The proposals for Worden Park and the existing Pay and Display car parks would generate additional net annual income of £139,000, an estimated additional contribution of £29,000 compared to the target.

The other recommended increases in fees and charges are forecast to generate £102,000 additional income which would help the Council meet its budget challenges over the medium term.

20. COMMENTS OF THE MONITORING OFFICER

Local authorities have a variety of powers to charge for specific statutory services prescribed in legislation. In those instances the Council has no discretion as to how much it can charge. Nevertheless, there are other provisions which allow authorities to decide whether to charge and how much to charge.

The Local Government Act 2003 also provides a power to charge for discretionary services. The power to charge for discretionary services is not available to local authorities if there is a statutory duty to provide the service or if there is a specific power to charge for it or if there is a prohibition on charging.

Where the Council charges for such discretionary services, it has a duty to ensure that the income from charges does not exceed the costs of the provision, taking one financial year with another,

Additionally, S1 of the Localism Act 2011 provides local authorities with a general power of competence. Under this provision, similarly, the Council may not recover more than the cost of providing that service. Recovery is assessed taking one year with another.

Where authorities have a duty to provide a statutory service free of charge to a certain standard, no charge can be made for delivery to that standard, however delivery beyond that point may constitute a discretionary service for which a charge could be made.

21. BACKGROUND DOCUMENTS AND APPENDICES

Background documents: 2017/18 Budget and MTFS (February 2017)

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INTRODUCING CAR PARKING CHARGES AT WORDEN PARK AND WITHY GROVE

EXECUTIVE SUMMARY RECOMMENDATIONS

It is recommended that the Council introduces car parking charges at Worden Park as follows:-

WORDEN PARK - OPTION TWO

To help manage demand an option could be to charge £2 per day at Worden Park during term time only and revert to the £1 per day charge outside term time and at the weekends. This was not included in the consultation carried out which suggested a charge of £1. However, the key theme of the consultation was to establish the principle of charging and not necessarily the tariff.

Estimated income generated is £99,000 per annum

It is recommended that the Council does not introduce car parking charges at Withy Grove Park for the following reasons:-

WITHY GROVE

It is proposed not to introduce Pay and Display parking at present, given the location of the Leisure Centre and the complexity of introducing a refund scheme for users of the centre, combined with the terraced nature of the surrounding streets and lack of private parking for residents, the introduction of parking charges would prove extremely disruptive for residents and users of the Leisure Centre at this time.

Background

The Medium Term Financial Strategy (MTFS) includes an income target of £110,000 for 2018/19. Therefore the arrangements to achieve the income need to be put in place by 1st April 2018 to ensure the target is delivered.

South Ribble Borough Council owns over 50 car parks across the borough which include town centre pay and display, car parks at public and council buildings, parks and open spaces and small car parks in residential areas. Parking charges within South Ribble have remained relatively constant since their introduction in 2004 in order to support local businesses.

To achieve the MTFS target, consideration is being given to introducing charges on Worden and Withy Grove Parks and simplification of the current tariffs at existing car parks by reducing the number of bands and introducing small increases.

A consultation exercise was undertaken via the Council website and attendance at the My Neighbourhood Forums during October and November 2016. Letters were also distributed to affected properties around Worden and Withy Grove Parks and other car parks included in the consultation. It is considered that the consultation response is still current and that further consultation would not produce different outcomes.

The key aim of the review and consultation exercise was to enable better management of the Council's car parks so that they are available for genuine users and that any impact on the surrounding areas is mitigated.

The consultation responses are summarised in **Appendix 2a**.

A comparison of the charges for neighbouring authorities has also been carried out and is shown in **Appendix 2b**. This shows that even if the proposed increases are implemented, that the Council's car parking charges are still relatively low and represent good value for money.

Worden Park

Worden Park is a popular facility attracting many visitors both local and from the wider North West Region and has been subject to considerable investment of over £900,000 in recent years. Works undertaken include a reconfigured main entrance and car park, reconstruction of footpaths and driveways, improvements to the fish pond and an extension to the existing car park. Further investment is underway with the refurbishment of both the Vine House and the Conservatory and the provision of new toilets.

The existing restrictions on the park are: 3 hours No Return within 3 hours Monday to Friday (term time only). These will not be needed should charges be introduced.

The existing restrictions already in place on parts of the Worden estate are: No Waiting Monday to Friday 10am – 3.30pm (term time only) and Worden Lane No Waiting at any Time. Whilst this is an LCC matter, it is intended that these will remain in force.

OPTION ONE

It is proposed that the introduction of Pay and Display parking be considered at a charge of £1 per day between the hours of 10am and 4pm (Monday to Sunday). There would be no charge for Blue Badge holders. The income generated could contribute towards the Council achieving financial self-sufficiency and also support the provision of further improvements to the park facilities.

Financial Implications

Worden Park – Option One	
Forecasted Annual Income	£70,000
LESS Forecasted Annual Cost (enforcement, cash collection etc.)	£6,000
Forecasted Net Income	£64,000
Set up costs	£20,000

During the consultation period approximately 80 residents attended the Leyland My Neighbourhood Forum on the 8th November, 2016 and a total of 85 responses were received via the online consultation process. The majority of the responses received were opposed to any possible extension of the current parking restrictions to include weekends feeling this would restrict the ability of residents and friends to visit at weekend. However, a number of those opposed to any possible changes to the restrictions were in favour of the introduction of charges on Worden Park.

Worden Park Alternative Preferred Option

Following the completion of the construction of the car parks it has been possible to carry out further and more accurate monitoring of their use. This has identified high demand at peak times from the Runshaw college students. Whilst this brings in income from the permit scheme there are also many students parking for short periods within the restrictions and also those parking for longer and taking a risk of receiving a Penalty Charge Notice. This can affect genuine park users on busy days. Whilst enforcement is carried out on a regular basis the situation is difficult to manage.

The £1 charge will remove the need for the permit scheme as the students will pay their tariff through the Pay and Display machines or cashless via their mobile phones. However, because the tariff is very reasonable at £1, it is anticipated that many students will use the park instead of Euxton Villa FC where the day charge is £2.

Another issue from the students is that many are not respectful in their driving manner and have been causing some damage to the overflow car park surfacing.

OPTION TWO

To help manage demand an option could be to charge £2 per day at Worden Park during term time only and revert to the £1 per day charge outside term time and at the weekends. This was not included in the consultation carried out which suggested a charge of £1. However, the key theme of the consultation was to establish the principle of charging and not necessarily the tariff.

Financial Implications

Worden Park – Option Two	
Forecasted Annual Income	£105,000
LESS Forecasted Annual Cost (enforcement, cash collection etc.)	£6,000
Forecasted Net Income	£99,000
Set up costs	£20,000

Worden Park Potential Displacement

Should parking charges be introduced it is likely to have a potential impact on the surrounding roads, although it is difficult to assess the scale of the impact. Officers have worked with Lancashire County Council on this issue. Should significant displacement take place then Lancashire County Council may initially request the Council to withdraw the charges, should the Council continue with the charges they would most likely consult with residents over the introduction of further restrictions on some roads to prevent displacement. These would likely be No Parking 10am – 4pm Monday to Sunday on the roads closest to the park. Should this be necessary one option to help the residents would be to issue household permits. However, this would be at conflict with LCC’s policies which is a barrier to progressing the initiative.

Withy Grove Park

Withy Grove Park has been subject to significant investment in recent years including the construction of a new playground and the re-landscaping of the eastern side of the park. Further investment of £250,000 is underway which includes the re-landscaping of the western side of the park with the aim of achieving Green Flag status. The playground is one of the best equipped in the North West providing a wide range of equipment for children of all ages and abilities and attracts visitors from across the North West Region.

There are currently no restrictions on the park or on the adjacent residential area.

It is proposed that due to the potential for disruption on the surrounding residential streets and the need to develop a reimbursement scheme for Serco customers who are significant users of the car park, Pay and Display parking is not introduced at present.

As the park is adjoining a leisure centre and swimming pool consideration needs to be given to a reimbursement scheme for Serco’s customers who are significant users of the car park.

Estimated income from charges is circa £22,000 per annum. However, should a reimbursement scheme be introduced for Serco’s customers, it is anticipated that a significant proportion of the income would be used for this purpose.

Estimated set up costs are circa £12,000 and recurring annual revenue costs (enforcement, cash collection etc.) would be circa £2,000.

Financial Implications

Withy Grove – No Leisure centre Refund	
Forecasted Annual Income	£22,000
LESS Forecasted Annual Cost (enforcement, cash collection etc.)	£2,000
Forecasted Net Income	£20,000
Set up costs	£12,000

During the consultation period approximately 100 residents attended the Eastern My Neighbourhood Forum on the 27th October and a total of 37 responses were received via the online consultation process. All the responses received were opposed to the introduction of any parking restrictions on the surrounding streets and only a small number were in favour of the introduction of charges for parking.

Withy Grove Park Potential Displacement

Should parking charges be introduced, as for Worden Park this is likely to have a potential impact on the surrounding roads, although again it is difficult to assess the scale of the impact, however the residential area surrounding the park is made up of terraced properties and those with limited private parking, the introduction any restrictions is likely to significant impact on residents and their visitors.

As with Worden Park should significant displacement take place then Lancashire County Council may initially request the Council to withdraw the charges, should the Council continue with the charges then LCC would most likely consult with residents over the introduction of further restrictions on some roads to prevent displacement. Should LCC have to consider introducing restrictions these would likely be No Parking 10am – 4pm Monday to Sunday on the roads closest to the park.

Car Parking Consultation Results

A number of options have been proposed relating to the introduction of charges and restrictions on various car parks throughout the borough. In order to gain the views of residents a consultation was undertaken via the South Ribble website and presentations at the five Neighbourhood Forums starting in Penwortham on 13 October 2016 and finishing in Western Parishes on 17 November 2017. The consultation via the website ran from the 13th October until the 21st November 2017 and was visited by 188 residents. In addition a further 2 written responses were received, making a total of 190 responses. The proposals and results for the individual car parks are detailed below.

Worden Park

The proposal of the introduction of a £1 charge on the car parks which would apply 10.00 – 16.00 seven days a week. Views were also sought on possible changes in relation to Traffic Regulation Orders on the surrounding roads.

- A total of 85 responses were received
- 25 were in favour of the introduction of charges
- 45 were opposed to the introduction of charges
- 13 did not comment
- 16 were in favour of additional restrictions
- 53 were opposed to additional restrictions
- 16 did not comment

Comments received:

Vehicles parking on the surrounding roads is already a problem at weekend

Introducing charges would benefit Runshaw College

The car park would be full of students

The 3 hour restriction is perfect – why change it

The current restrictions on the surrounding roads should be removed

Current restrictions on the highway are unfair on residents

Restriction on the highway should be increased from 10am to 10pm

Extend the restrictions on Dalehead Road

Except for Access – not being enforced

Lack of on-street enforcement

No on-street restrictions at weekend or during the holidays

£1 charge very reasonable and overdue

Opposed to any restrictions on Parkgate Drive

If charges are introduced – don't alter the existing restrictions unless it becomes a problem

Would be in favour only if residents only parking is introduced

Permit scheme for residents in the surrounding roads

Should be free parking at weekends

First hour should be free

First 2 hours free then £2 for the rest of the day

The car park should be free at weekends

Will increase congestion in the surrounding area

Edale Close – no problems and would not like any restrictions

Enforce the existing on street restrictions

Parking charges a good idea – if restrictions are introduced on Parkgate Drive

Withy Grove Park

The proposal of the introduction of a £1 charge on the car parks which would apply 10.00 – 16.00 seven days a week. Views were also sought on possible introduction of Traffic Regulation Orders on the surrounding roads.

- A total of 37 responses were received
- 3 were in favour of the introduction of charges
- 26 were opposed to the introduction of charges
- 8 did not comment
- 37 were opposed to the introduction of restrictions on surrounding roads

Comments received:

No charge – use of the parks should be encouraged

No toilets or facilities – what are we paying for?

Strongly object to on-street restrictions

Resident's permits

Restrictions not necessary

Charges will deter visitors to the park

No objection to the charge

Strongly object to charges – I would not use the park

How will the on-street restrictions be enforced?

Park will not be used

Rugby/football teams will suffer

Current on-street restrictions not being enforced

Terrible idea

Car park not big enough in summer

Trial period of no restriction

Charges seem fair

General Pay & Display Car Parking Charges

Proposals for simplifying the current tariffs and introducing a charge of £1 for up to 3 hours with the remaining charges unchanged.

- A total of 14 responses were received
- 5 were in favour of the changes to tariffs
- 9 were opposed to changes in tariffs

Bowling Terrace, Leyland

The proposed introduction of a time related restriction on this car park, possibly a 2 hour maximum stay no return within 2 hours.

- A total of 31 responses were received
- None were in favour of the introduction of restrictions
- 31 were opposed to the introduction of restrictions

East Street, Leyland

The proposed introduction of a time related restriction on this car park, possibly a 2 hour maximum stay no return within 2 hours.

- A total of 5 responses were received
- 2 were in favour of the introduction of restrictions
- 3 were opposed to the introduction of restrictions

Ryefield Avenue, Penwortham

The proposed introduction of a time related restriction on this car park, possibly a 2 hour maximum stay no return within 2 hours.

- A total of 10 responses were received
- 1 was in favour of the introduction of restrictions
- 9 were opposed to the introduction of restrictions

Liverpool Road, Penwortham

The proposed introduction of a time related restriction on this car park, possibly a 2 hour maximum stay no return within 2 hours.

- A total of 8 responses were received
- 5 were in favour of the introduction of restrictions
- 3 were opposed to the introduction of restrictions

St Catherine's Park

The proposed introduction of a time related restriction on this car park.

- No responses were received

Comparison of Car Parking Charges with Adjacent Towns

	Preston (Council) Various car parks	Preston (Private) Various car parks	Chorley (Council) Short Stay	Chorley (Council) Long Stay	Chorley (Private)	South Ribble (Council) Short Stay	South Ribble (Council) Long Stay	South Ribble (Private)
Up to 1 hours	£1.20 – £1.40	£1.20 – £1.30	FREE					
Up to 2 hours	£2.00 – £2.60	£2.00				0.50p	0.50p	0.50p
Up to 3 hours	£2.50 – £3.40	£2.50 - £2.70	£1.00	FREE	0.90p	0.80p	0.80p	£1.00
Up to 4 hours	£3.00 – £4.70	£3.50			£1.20	£1.50	£1.50	£1.50
Over 4 hours							£3.00	
Up to 5 hours		£4.50	1.80			£3.00		
Over 5 hours		£7.50				£10.00		
Up to 9 hours								
Up to 12 hours	£4.00 – £4.70	£4.00		£3.50				
Up to 24 hours	£6.00 – £10.00	£6.00			£3.00			£2.50
Railway Station 1 day ticket		£12.00			£2.50	£1.00		
5 day ticket								£8.00
7 day ticket						£4.00	£10.00	
Free 1 hour bays						57 designated spaces		

GENERAL CAR PARKING CHARGES

The Council’s Pay and Display Car Parks (Pay and Display) operate from Monday to Saturday with Sunday being free of charges.

Short stay car parks are located at: Leyland – Sumner Street, Ecroyd Street (Leyland Market), and Churchill Way.

Long stay car parks are located at King Street Leyland and Hope Terrace Lostock Hall.

There is also the Railway car park at Chapel Brow, Leyland.

Currently South Ribble operate two tariffs on its car parks for short stay and long stay. The town centre car parks are designated short stay car parks and are intended for use by shoppers. Long stay are intended for shoppers, commuters and office/shop workers.

The current tariffs are as follows:-

Short Stay Tariffs		Long Stay Tariffs	
Up to 2 hours	50p	Up to 2 hours	50p
3 hours	80p	3 hours	80p
4 hours	£ 1.50	4 hours	£ 1.50
5 hours	£ 3.00	5 hours	£ 3.00
Over 5 hours	£10.00	Over 5 hours	£10.00
1 hour free parking in blue bays (no return within 1 hour)		1 hour free parking in blue bays (no return within 1 hour)	

Railway Station Tariff

This car park is part owned by the Council and Network Rail, although the council takes responsibility for its management and retains any income from charges and the issue of Penalty Charge Notices. Any changes to the tariff would need to be agreed with Network Rail.

Per Day	£ 1.00
Per Week	£ 4.00

Recommendation

Tariffs within South Ribble are relatively low in comparison to other authorities. It is recommended that Car Parking tariffs should be simplified by removing the two lower tariffs of 50p for up to 2 hours and 80p for up to 3 hours.

It is proposed that these are replaced by a new tariff of £1.00 for up to 3 hours.

It is also proposed to increase the tariff on the railway carpark from £1.00 to £1.50 per day and £4.00 to £6.00 per week.

A comparison of the charges for neighbouring authorities has also been carried out and is shown in **Appendix 2b**. This shows that even if the proposed increases are implemented, that the Council's car parking charges are still relatively low and represent good value for money.

Financial Implications

Revision of Existing Car Parking Charges	
Forecasted Additional Annual Income	£40,000
Forecasted Additional Annual Cost (enforcement, cash collection etc.)	nil
Forecasted Net Income	£40,000
Set up costs	£3,000

Other Car Parks

The consultation process asked for feedback about the proposed introduction of restrictions at a number of other council car parks. This was due to either members, officers or residents identifying issues which in the main were in relation to cars being parked for long periods of time, thus denying spaces for shoppers etc. Car parks included in the consultation were Bowling Terrace off Leyland Lane Leyland, East Street Leyland, Ryefield Avenue off Hawksbury Drive Kingsfold, Liverpool Road Higher Penwortham and St Catherine's Park Lostock Hall. Letters were sent out to those residents considered to be affected.

As can be seen from the consultation responses in **Appendix 2a**, there is nothing to suggest any changes to these car parks.

BUILDING CONTROL FEES AND CHARGES

The Building Control trading account has made a small trading surplus in 2015/16 and a trading surplus in 2016/17 after a period of the trading account being in deficit. The Building Control Manager has undertaken a fundamental review of the Building Control charging policy in order to build upon and maintain the service's position within a competitive market. The existing pricing policy is attached at **Appendix 4a** and the proposed pricing policy is attached at **Appendix 4b**.

In summary, the range of charges has been reduced and in some instances replaced on a quote by quote basis. Quantifying accurately the additional income this will generate is problematic within a trading function which is demand led but the Budget Holders estimates that if current demand is replicated in future additional income generated could be circa. £20,000.

The Building Control trading account has been operating in deficit for some years which has been a budget pressure up until 2016/17. This pricing proposal is presented in the belief it will maintain competitiveness and prevent the trading account dropping back into a trading loss position.

Building Control Fees and Charges have remained unchanged since 4th January 2011. A review of the current charges has taken place to assess the amount of officer time taken on each type of job for inspections and administration. It is felt that the proposed charges represent a fair reflection of the time taken to recover costs in order to break even over a given period. We have also added more standard fees because of changing trends in building work.

The proposed charges are in line with neighbouring authorities and may offer more flexibility in attracting further work previously undertaken by approved inspectors in the private sector.

BUILDING CONTROL - CURRENT CHARGING POLICY



SOUTH RIBBLE BOROUGH COUNCIL

in partnership with
Preston City Council and Chorley Borough Council

BUILDING REGULATION CHARGES

The Building (Local Authority Charges) Regulations 2010
Charges with effect from 4th January 2011

Explanatory Notes

- 1.0 Before you build, extend or convert, you or your agent must advise your local authority either by submitting Full Plans or a Building Notice. The charges payable depends on the type of work, the number of dwellings in a building and the total floor area. The following tables may be used in conjunction with the current scheme to calculate the charges. If you have difficulties calculating the charges, please contact the Building Control Office on 01772 625521.
- 2.1 Charges are payable as follows:-
- 2.2 Should you submit Full Plans you will pay a plan charge at the time of submission to cover their passing or rejection.
- 2.3 With Full Plans submissions, for most types of work, an inspection charge covering all necessary site visits will be payable following the first inspection.
- 2.4 Should you submit a Building Notice, the appropriate Building Notice charge is payable at the time of submission and covers all necessary checks and site visits.
- 2.5 Should you apply for a regularisation certificate, regarding unauthorised building work, commenced on or after 11 November 1985, you will pay a regularisation charge to cover the cost of assessing your application and all inspections. The charge is individually assessed.
- 3.0 Table A: Charges for small domestic buildings e.g., certain new dwelling houses and flats. Applicable where the total internal floor area of each dwelling, excluding any garage or carport does not exceed 300m² and the building has no more than three storeys, each basement level being counted as one storey. In any other case, Table E applies.
- 4.0 Table B: Where work comprises more than one domestic extension the total internal floor areas of all the extensions shown on the application may be added together to determine the relevant charge.
Please note however, the area of loft conversions or loft conversions may not be aggregated to an extension but a 50% discount can be applied. If the extension(s) exceed 80m² or three storeys in height then Table E applies (subject to a minimum plan charge equal to a minimum build cost of £60,000).
- 5.0 Table C: Standard charges for minor works to dwellings.
- 6.0 Table D: Standard charges for extensions and new builds other than dwellings i.e. shops, offices, industrial, hotels, storage, assembly etc.
- 7.0 Table E: Applicable to all other building work not covered by Tables A, B, C or D. Total estimated cost means an estimate accepted by the local authority of a reasonable cost that would be charged by a person in business to carry out the work shown or described in the application excluding VAT and any professional fees paid to an architect, engineer or surveyor, etc., and also excluding land acquisition costs.

8.1 Exemptions/reduction in charges:

8.2 Where plans have been either approved or rejected no further charge is payable on resubmission for substantially the same work.

8.3 Works to provide access and/or facilities for disabled people to existing dwellings and buildings to which the public have access are exempt from charges. In these regulations 'disabled person' means a person who is within any of the descriptions of persons to whom section 29(1) of the National Assistance Act 1948 applied, as that section was extended by virtue of section 8(2) of the Mental Health Act 1959, but not taking into account amendments made to section 29(1) by paragraph 11 of schedule 13 to the Children Act 1989.

With the exception of the regularisation charge, all local authority Building Regulation charges are subject to VAT at 20.00%.

TABLE A

STANDARD CHARGES FOR NEW HOUSING (up to 300m² floor area)

	Plan Deposit Charge		Inspection Charge		Total Charge	
	Basic charge	Inc. VAT	Basic charge	Inc. VAT	Basic Charge	Inc. VAT
1	165.37	198.44	436.42	523.70	601.79	722.14
2	226.02	271.22	604.29	725.15	830.31	996.37
3	297.67	357.20	767.51	921.01	1065.18	1278.21
4	369.34	443.21	886.74	1064.09	1256.08	1507.30
5	446.51	535.81	981.67	1178.00	1428.18	1713.81
6	523.69	628.43	1103.21	1323.85	1626.90	1952.28
7	545.74	654.89	1178.47	1414.16	1724.21	2069.05
8	567.80	681.36	1374.09	1648.91	1941.89	2330.27
9	589.84	707.81	1569.74	1883.69	2159.58	2591.50
10	595.36	714.43	1783.90	2140.68	2379.26	2855.11

STANDARD CHARGES FOR NEW HOUSING (floor area between 301m² and 700m²)

	Plan Deposit Charge		Inspection Charge		Total Charge	
	Basic charge	Inc. VAT	Basic charge	Inc. VAT	Basic Charge	Inc. VAT
Single Dwelling with floor area between 301m ² and 500m ²	200.00	240.00	600.00	720.00	800.00	960.00
Single Dwelling with floor area between 501m ² and 700m ²	200.00	240.00	800.00	960.00	1000.00	1200.00

Notes:

- For more than 10 dwellings or if the floor area of the 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 will apply.

TABLE B

STANDARD CHARGES FOR CERTAIN SMALL BUILDINGS,
EXTENSIONS AND ALTERATIONS TO DWELLINGS

CHARGES FOR CERTAIN SMALL BUILDINGS, EXTENSIONS AND DOMESTIC ALTERATIONS						
Proposal	Plan Deposit Charge		Inspection Charge		Building Notice Charge	
	Basic Charge	Inc. VAT	Basic Charge	Inc. VAT	Basic Charge	Inc. VAT
CATEGORY 1: Extensions to dwellings						
Extension(s): Internal floor area not exceeding 5m²	285.11	342.13	Inc.	Inc	285.11	342.13
Internal floor area over 5m² but not exceeding 40m²	127.66	153.19	246.81	296.17	374.47	449.36
Internal floor area over 40m² but not exceeding 60m²	127.66	153.19	361.70	434.04	489.36	587.23
Internal floor area over 60m² but not exceeding 80m²	127.66	153.19	510.64	612.77	638.30	765.96
CATEGORY 2: Garages and Carports <i>Erection or extension of detached or attached building or an extension to a dwelling:</i>						
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	200.00	240.00	Inc.	Inc	200.00	240.00
where the garage extension exceeds a floor area of 40m² but does not exceed 60m²	285.11	342.13	Inc.	Inc	285.11	342.13
CATEGORY 3: Loft Conversions and Dormers <i>Formation of a room in 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:</i>						
Erection of room in roof space with a floor area not exceeding 40m ²	127.66	153.19	246.81	296.17	374.47	449.36

Notes:

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 will apply.

Multiple Works

The floor area of loft conversions or dormer extensions may not be aggregated to an extension but a 50% discount can be applied.

TABLE C

STANDARD CHARGES FOR ALTERATIONS TO DWELLINGS

Proposal	Plan Deposit Charge		Inspection Charge		Building Notice Charge	
	Basic Charge	Inc. VAT	Basic Charge	Inc. VAT	Basic Charge	Inc. VAT
1. Installation of replacement windows and doors in a dwelling where the number of windows/doors does not exceed 20	85.11	102.13	Inc.	Inc.	85.11	102.13
2. Underpinning with a cost not exceeding £30,000	212.77	255.32	Inc.	Inc.	212.77	255.32
3. Controlled Electrical work* to a single dwelling (not carried out in conjunction with work being undertaken that falls within Table B)	212.77	255.32	Inc.	Inc.	212.77	255.32
4. Renovation of a thermal element i.e. work involving recovering of a roof, replacement of a floor or renovation of an external wall to which L1b applies	85.11	102.13	Inc.	Inc.	85.11	102.13
5. Formation of a single en-suite bathroom/shower room or cloakroom within an existing dwelling (excluding electrical work)	170.21	204.25	Inc.	Inc.	170.21	204.25

* Not carried out under a Competent Person Scheme.

All other work within dwellings will be charged as set out in Table E.

TABLE D

EXTENSIONS AND NEW BUILD – OTHER THAN TO DWELLINGS
(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 Deposit Charge		Inspection Charge		Total Charge	
		Basic Charge	Inc. VAT	Basic Charge	Inc. VAT	Basic Charge	Inc. VAT
1	Internal floor area not exceeding 10m²	285.11	342.13	Inc.	Inc.	285.11	342.13
2	Internal floor area over 10m² but not exceeding 40m²	127.66	153.19	246.81	296.17	374.47	449.36
3	Internal floor area over 40m² but not exceeding 80m²	127.66	153.19	404.26	485.11	531.92	638.30
4	Shop fit out not exceeding a value of £50,000	212.77	255.32	Inc.	Inc.	212.77	255.32

Category of work	Proposal	Plan Deposit Charge		Inspection Charge	
		Basic Charge	Inc. VAT	Basic Charge	Inc. VAT
5	Replacement windows or doors	Based on estimated cost of work See Table E			

TABLE E

STANDARD CHARGES FOR ALL OTHER WORK NOT IN TABLES A, B, C
& D
(excludes individually determined charges)

Estimated Cost		Plan Deposit Charge		Inspection Charge		Building Notice Charge	
From	To	Basic Charge	Inc. VAT	Basic Charge	Inc. VAT	Basic Charge	Inc. VAT
0	1,000	93.62	112.34	Inc.	Inc.	93.62	112.34
1,001	5,000	204.26	245.11	Inc.	Inc.	204.26	245.11
5,001	7,000	212.77	255.32	Inc.	Inc.	212.77	255.32
7,001	10,000	225.00	270.00	Inc.	Inc.	225.00	270.00
10,001	20,000	72.50	87.00	225.00	270.00	297.50	357.00
20,001	30,000	85.00	102.00	300.00	360.00	385.00	462.00
30,001	40,000	107.50	129.00	350.00	420.00	457.50	549.00
40,001	50,000	135.00	162.00	405.00	486.00	540.00	648.00
50,001	75,001	166.00	199.20	499.00	598.80	665.00	798.00
75,001	100,000	212.50	255.00	637.50	765.00	850.00	1020.00

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.

Notes:

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 will apply.

Where the estimated cost of work exceeds £100,000 the charge will be individually assessed by South Ribble Borough Council

PROPOSED CHARGING POLICY

BUILDING REGULATION CHARGES The Building (Local Authority Charges) Regulations 2010 Charges with effect from 1st January 2018

Explanatory Notes

- 1.0** Before you build, extend or convert, you or your agent must advise your local authority either by submitting Full Plans or a Building Notice. The charges payable depends on the type of work, the number of dwellings in a building and the total floor area. The following tables may be used in conjunction with the current scheme to calculate the charges. If you have difficulties calculating the charges, please contact the Building Control Office on 01772 625423.
- 2.0 Charges are payable as follows:**
- 2.1** Should you submit Full Plans you will pay a plan charge at the time of submission to cover their passing or rejection.
- 2.2** With Full Plans submissions, for most types of work, an inspection charge covering all necessary site visits will be payable following the first inspection.
- 2.3** Should you submit a Building Notice, the appropriate Building Notice charge is payable at the time of submission and covers all necessary checks and site visits.
- 2.4** Should you apply for a regularisation certificate, regarding unauthorised building work, commenced on or after 11 November 1985, you will pay a regularisation charge to cover the cost of assessing your application and all inspections. The charge is individually assessed, but typically will be a minimum of 150% greater than the gross Building Notice charge.
- 3.0 Table A:** Charges for small domestic buildings e.g., certain new dwelling houses and flats. Applicable where the total internal floor area of each dwelling, excluding any garage or carport does not exceed 300m² and the building has no more than three storeys, each basement level being counted as one storey. In any other case, Table D applies.
- 4.0 Table B:** Where work comprises more than one domestic extension the total internal floor areas of all the extensions shown on the application may be added together to determine the relevant charge. Please note however, the area of loft conversions or loft conversions may not be aggregated to an extension but a 50% discount can be applied. If the extension(s) exceed 100m² or three storeys in height then Table D applies (subject to a minimum plan charge equal to a minimum build cost of £100,000).
- 5.0 Table C:** Standard charges for minor works to dwellings.
- 6.0 Table D:** Applicable to all other building work not covered by Tables A, B, C or D. Total estimated cost means an estimate accepted by the local authority of a reasonable cost that would be charged by a person in business to carry out the work shown or described in the application excluding VAT and any professional fees paid to an architect, engineer or surveyor, etc., and also excluding land acquisition costs.
- 7.0** All other non-domestic works will be individually determined.
- 8.0 Exemptions/reduction in charges:**
- 8.1** Where plans have been either approved or rejected no further charge is payable on resubmission for substantially the same work.
- 8.2** Works to provide access and/or facilities for disabled people to existing dwellings and buildings to which the public have access are exempt from charges. In these regulations 'disabled person' means a person who is within any of the descriptions of persons to whom section 29(1) of the National Assistance Act 1948 applied, as that section was extended by virtue of section 8(2) of the Mental Health Act 1959, but not taking into account amendments made to section 29(1) by paragraph 11 of schedule 13 to the Children Act 1989. The work must be for the sole use of the disabled person.

With the exception of the regularisation charge, all local authority Building Regulation charges are subject to VAT at 20%.

TABLE A - STANDARD CHARGES FOR NEW HOUSING (up to 300m² floor area) or FOR NEW DWELLINGS – FORMED BY CONVERSION / CHANGE OF USE

	Plan Deposit Charge		Inspection Charge		Total Charge	
	Basic charge	Inc. VAT	Basic charge	Inc. VAT	Basic Charge	Inc. VAT
1	180.00	216.00	420.00	504.00	600.00	720.00
2	230.00	276.00	605.00	726.00	835.00	1002.00
3	280.00	336.00	740.00	888.00	1020.00	1224.00
4	330.00	396.00	875.00	1050.00	1205.00	1446.00
5	380.00	456.00	1010.00	1212.00	1390.00	1668.00

1. For more than 5 dwellings or if the floor area of the dwelling exceeds 300m² the charge is individually determined.

**TABLE B - STANDARD CHARGES FOR CERTAIN SMALL BUILDINGS,
EXTENSIONS AND ALTERATIONS TO DWELLINGS**

CHARGES FOR CERTAIN SMALL BUILDINGS, EXTENSIONS AND DOMESTIC ALTERATIONS						
Proposal	Plan Deposit Charge		Inspection Charge		Building Notice Charge	
	Basic Charge	Inc. VAT	Basic Charge	Inc. VAT	Basic Charge	Inc. VAT
<i>CATEGORY 1: Extensions to dwellings</i>						
Extension(s): Internal floor area not exceeding 5m ²	125.00	150.00	200.00	240.00	325.00	390.00
Internal floor area over 5m ² but not exceeding 40m ²	150.00	180.00	250.00	300.00	400.00	480.00
Internal floor area over 40m ² but not exceeding 70m ²	150.00	180.00	350.00	420.00	500.00	600.00
Internal floor area over 70m ² but not exceeding 100m ²	150.00	180.00	500.00	600.00	650.00	780.00
<i>CATEGORY 2: Garages and Carports</i>						
<i>Erection or extension of detached or attached building or an extension to a dwelling:</i>						
which consists of a garage, carport, or both, having a floor area not exceeding 60m ² in total and is intended to be used in common with an existing building & the conversion of an attached garage into a habitable room	100.00	120.00	200.00	240.00	300.00	360.00
<i>CATEGORY 3: Loft Conversions and Dormers</i>						
<i>Formation of a room in 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:</i>						
Erection of room in roof space with a floor area not exceeding 40m ² (without dormer)	150.00	180.00	250.00	300.00	400.00	480.00
Erection of room in roof space with a floor area not exceeding 40m ² (with dormer)	150.00	180.00	300.00	360.00	450.00	540.00

TABLE C - STANDARD CHARGES FOR ALTERATIONS TO DWELLINGS

Proposal	Plan Deposit Charge		Inspection Charge		Building Notice Charge	
	Basic Charge	Inc. VAT	Basic Charge	Inc. VAT	Basic Charge	Inc. VAT
1. Installation of replacement windows and doors in a dwelling where the number of windows/doors does not exceed 20	100.00	120.00	Inc.	Inc.	100.00	120.00
2. Underpinning with a cost not exceeding £30,000	250.00	300.00	Inc.	Inc.	250.00	300.00
3. Controlled Electrical work* to a single dwelling (not carried out in conjunction with work being undertaken that falls within Table B)	250.00	300.00	Inc.	Inc.	250.00	300.00
4. Renovation of a thermal element i.e. work involving recovering of a roof, replacement of a floor or renovation of an external wall to which L1b applies	100.00	120.00	Inc.	Inc.	100.00	120.00
5. Formation of a single en-suite bathroom/shower room or cloakroom within an existing dwelling (excluding electrical work)	200.00	240.00	Inc.	Inc.	200.00	240.00
6. Removal of load bearing wall and insertion of steel beam/s	150.00	180.00	Inc.	Inc.	150.00	180.00
7. Installation of heating appliance to a single dwelling e.g. Wood burning stove.	200.00	240.00	Inc.	Inc.	200.00	240.00

*Not carried out under a Competent Person Scheme.

All other work within dwellings will be charged as set out in Table D.

TABLE D - STANDARD CHARGES FOR ALL OTHER WORK NOT IN TABLES A, B & C
(excludes individually determined charges)

Estimated Cost		Plan Deposit Charge		Inspection Charge		Building Notice Charge	
From	To	Basic Charge	Inc. VAT	Basic Charge	Inc. VAT	Basic Charge	Inc. VAT
0	1,000	100.00	120.00	-	-	100.00	120.00
1,001	5,000	100.00	120.00	100.00	120.00	200.00	240.00
5,001	10,000	100.00	120.00	150.00	180.00	250.00	300.00
10,001	20,000	100.00	120.00	250.00	300.00	350.00	420.00
20,001	30,000	150.00	180.00	300.00	360.00	450.00	540.00
30,001	40,000	150.00	180.00	400.00	480.00	550.00	660.00
40,001	50,000	150.00	180.00	500.00	600.00	650.00	780.00
50,001	75,001	200.00	240.00	550.00	660.00	750.00	900.00
75,001	100,000	200.00	240.00	650.00	780.00	850.00	1020.00

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 D) shall be discounted by 50% subject to a maximum estimated cost of less than £10,000.

Notes:

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 will apply.

Where the estimated cost of work exceeds £100,000 the charge will be individually assessed by South Ribble Borough Council

**Subject to a minimum plan fee of £250.00 + VAT
and inspection fee of £650.00 + VAT**

TABLE E - OTHER STANDARD CHARGES

Category of Work	Basic Charge	Inc. VAT
Copy of Completion Certificate or Decision Notice	25.00	30.00
Building Regulation Confirmation letter (e.g., letter of exemption)	67.50	81.00
Supply of information relating to Building Regulation applications or calculated by hourly rate if greater than 1 hour.	67.50	81.00
Service of Section 81 (Building Act 1984): Demolition Counter notice (No VAT)	150	-

HOW TO CONTACT US

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