

EXECUTIVE

Wednesday, 30th November, 2022
6.30 pm





EXECUTIVE

ROOMS 2 & 3, BURNLEY TOWN HALL

Wednesday, 30th November, 2022 at
6.30 pm

This agenda gives notice of items to be considered in private as required by Regulations (4) and (5) of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

Members are reminded that if they have detailed questions on individual reports, they are advised to contact the report authors in advance of the meeting.

Members of the public may ask a question, make a statement, or present a petition relating to any agenda item or any matter falling within the remit of the committee.

Notice in writing of the subject matter must be given to the Head of Legal & Democracy by 5.00pm on the day before the meeting. Forms can be obtained for this purpose from the reception desk at Burnley Town Hall, Manchester Road or at the Contact Centre, Parker Lane, Burnley or from the web at: <http://burnley.moderngov.co.uk/ecCatDisplay.aspx?sch=doc&cat=13234> . You can also register to speak via the online agenda. Requests will be dealt with in the order in which they are received.

There is limited space to accommodate members of the public due to Public Health guidance around social distancing. You are advised to contact democracy@burnley.gov.uk in advance of the meeting.

AGENDA

1) *Apologies*

To receive any apologies for absence

2) *Minutes*

5 - 10

To approve as a correct record the Minutes of the meeting held on xx 2017

3) *Additional Items of Business*

To determine whether there are any additional items of business which, by reason of special circumstances, the Chair decides should be considered at the meeting as a matter of urgency.

4) Declaration of Interest

In accordance with the Regulations, Members are required to declare any personal or personal and prejudicial interests they may have and the nature of those interests in respect of items on this agenda and/or indicate if S106 of the Local Government Finance Act 1992 applies to them.

5) Exclusion of the Public

To determine during which items, if any, the public are to be excluded from the meeting.

6) Right To Speak

To consider questions, statements or petitions from Members of the Public

PUBLIC ITEMS

7) Revenue Budget Monitoring Q2 2022/23

11 - 24

To consider the forecast outturn position for the year based on actual expenditure to 30th September 2022.

8) Capital Budget Monitoring Q2 2022/23

25 - 36

To consider an update on capital expenditure and highlight any variances.

9) Treasury Management Mid-Year Review 2022/23

37 - 48

To report treasury management activity for the first half of 2022/23.

10) Fees & Charges Tariff 2023/24

49 - 100

To consider the Council's proposed fees & charges from 1st April 2023.

11) Household Support Fund

101 - 104

To seek approval for delivery of the Household Support Fund.

12) Dog Control Public Space Protection Order

105 - 114

To seek approval to extend the Public Space Protection Order – Dog Control.

13) Exclusion of the Public

To consider the exclusion of the public from the meeting before discussion takes place on the following items of business on the grounds that in view of the nature of the business to be transacted if the public were present there would be a disclosure to them of exempt information within the meaning of Part 12A of the Local Government Act 1972.

PRIVATE ITEMS

Details of any representations received by the Executive about why any of the following reports should be considered in public – None received.

Statement in response to any representations – Not required

14) *Town to Turf Scheme - Procurement of Materials*

115 - 116

To seek approval for the procurement process for the Town 2 Turf project.

Information relating to the financial or business affairs of any particular person (including the authority holding that information)

MEMBERSHIP OF COMMITTEE

Councillor Afrasiab Anwar (Chair)
Councillor Sue Graham (Vice-Chair)
Councillor John Harbour

Councillor Shah Hussain
Councillor Margaret Lishman
Councillor Mark Townsend

PUBLISHED

Tuesday, 22 November 2022



EXECUTIVE

BURNLEY TOWN HALL

Wednesday, 26th October, 2022 at 6.30 pm

PRESENT

MEMBERS Councillors A Anwar (Chair), S Graham (Vice-Chair), J Harbour, S Hussain, M Lishman and M Townsend

OFFICERS

Lukman Patel	Chief Operating Officer
Howard Hamilton-Smith	Head of Finance and Property
Sarah Waddington	Senior Planner
Marie Shaw	Markets Manager
Carol Eddleston	Democracy Officer
Elizabeth Murphy	Planning Policy Manager attended remotely

41. Minutes

The minutes of the last meeting held on 21st September 2022 were approved as a correct record and signed by the Chair.

42. Declaration of Interest

There were no declarations of interest in any of the items on the agenda.

43. Urgent Executive Decisions

Members noted the Individual Member Decision made by the Executive Member for Housing and Development control on 27th September 2022 relating to the Affordable Warmth Grant.

44. Organisational Development Strategy

PURPOSE

To report on the revisions to the council's Organisational Development (OD) Strategy.

DECISION

That the Executive approve the council's revised Organisational Development Strategy.

REASON FOR DECISION

The strategy sets out how the council as an organisation needs to develop, to help it achieve its ambition for the borough as set out in the Strategic Plan.

45. Planning for Health Supplementary Planning Document

PURPOSE

1. The purpose of this report is to seek the adoption of Planning for Health Supplementary Planning Document (SPD).
2. The SPD has been prepared to support the implementation of Burnley's Local Plan. It has been the subject of formal statutory consultation. Once adopted, it will become a material consideration to be used in the determination of relevant applications.

DECISION

1. That Executive adopt the Planning for Health SPD.
2. That the Strategic Head of Economy and Growth be authorised to make any minor typographical corrections to the SPD required prior to its publication.

REASON FOR DECISION

To meet the commitment to preparing a Planning for Health SPD as set out in the Council's Local Development Scheme (LDS) and through the Council's involvement in the Pennine Lancashire Childhood Obesity Trailblazer Programme.

46. Residential Extensions Supplementary Planning Document

PURPOSE

1. The purpose of this report is to seek the adoption of the Residential Extensions Supplementary Planning Document (SPD).
2. The SPD has been prepared to support the implementation of Burnley's Local Plan. It has been the subject of formal statutory consultation. Once adopted, it will become a material consideration to be used in the determination of relevant applications.

DECISION

1. That Executive adopt the Residential Extensions SPD.
2. That the Strategic Head of Economy and Growth be authorised to make any minor typographical corrections to the SPD required prior to its publication.

REASON FOR DECISION

To meet the commitment to preparing a Residential Extensions SPD as set out in the Council's Local Development Scheme (LDS).

47. Council Tax Support Scheme 2023/24

PURPOSE

To seek approval to commence a public consultation on the plans to temporarily revise Burnley Borough Council's Council Tax Support Scheme for 2023/24.

DECISION

That the Executive:

1. Approve a statutory consultation of the Local Council Tax Support Scheme in accordance with Schedule 1A of the Local Government Finance Act 1992 and the Local Government Finance Act 2012 (as amended),
2. Approve for consultation a temporary revision to the Council Tax Support Scheme for the forthcoming financial year (2023/24) as set out in this report,
3. Delegate authority to the Head of Finance and Property to undertake the statutory consultation, and
4. Note that the consultation will run for an 8-week period which is expected to commence on 28th October 2022 and will guide the final recommendations to be placed before Full Council in February 2023 for the approval of a temporary revision to the Council Tax Support Scheme for 2023/24.

REASON FOR DECISION

To consult on the provision of temporary support, by increasing the level of subsidy to a maximum of 100%, for eligible working age claimants within the Council's Council Tax Support Scheme for 2023/24 to help alleviate some of the financial hardship caused by the cost-of-living crisis.

48. Strategic Risk Register

PURPOSE

To present the Executive with a Strategic Risk Register.

DECISION

That the Executive approve the Strategic Risk Register.

REASONS FOR DECISION

1. The Executive is required to approve the Strategic Risk Register pursuant to the Risk Management Strategy.
2. The Audit and Standards Committee has recommended the register to the Executive.

49. Rough Sleeping Initiative

PURPOSE

To seek approval to accept the funding award for the rough sleeper initiative programme (RSI) in Burnley and implement a programme of services targeted at reducing rough sleeping and supporting recovery.

DECISION

That the Executive:

1. Approve acceptance of the revenue funding award of £88,666 from the Department for Levelling Up, Housing and Communities to be utilised to fund a Temporary Accommodation Officer post to work along side the housing needs team.
2. Delegate authority to the Head of Housing and Development Control to negotiate and enter into the relevant agreements for the receipt of the funding and the delivery of the services, with Rossendale Borough Council as lead local authority, Pendle Borough Council as partner local authority, and Calico Homes as service provider.

REASON FOR DECISION

To continue to provide support to rough sleepers and people at risk of sleeping rough in the Borough.

50. The Empty Homes Programme

PURPOSE

1. To seek approval to make several Compulsory Purchase Orders (CPOs) for long term vacant properties in the private sector.
2. To dispose of the properties in accordance with the Council's Disposal of Empty Dwellings Policy and scheme of delegation or to Calico Homes as appropriate.

DECISION

That the Executive:

1. Authorise the Head of Housing and Development Control in consultation with the relevant Executive Member in pursuance of the powers obtained under Section 17 of the Housing Act 1985 (as amended) to make the following compulsory purchase orders for the purpose of renovation and/or re-sale by the most appropriate method:

The Burnley (2 Haydock Street Burnley) Compulsory Purchase Order 2022
The Burnley (23 Laithe Street Burnley) Compulsory Purchase Order 2022
The Burnley (41 Grange Street Burnley) Compulsory Purchase Order 2022
The Burnley (55 Brennand Street) Compulsory Purchase Order 2022
The Burnley (44 Bar Street Burnley) Compulsory Purchase Order 2022
The Burnley (53 Elmwood Street Burnley) Compulsory Purchase Order

2022

The Burnley (29 Albert Street Burnley) Compulsory Purchase Order 2022

The Burnley (54 Hart Street Burnley) Compulsory Purchase Order 2022

The Burnley (6 Clarence Street Burnley) Compulsory Purchase Order
2022

The Burnley (48 Piccadilly Road Burnley) Compulsory Purchase Order
2022

2. Authorise the Head of Legal and Democratic Services to agree terms for the acquisition of the properties, to acquire the properties in this report by agreement as an alternative to compulsory purchase in accordance with the terms of delegation.
3. Authorise the Head of Legal and Democratic Services to make minor amendments, modifications or deletions to the CPO schedule of interests and map, should this be necessary, and to finalise the making and submission of the CPO, including promoting the Council's case at public inquiry, if necessary.
4. Authorise, subject to confirmation by the Secretary of State, the Head of Legal and Democratic Services to secure full title to and possession of the CPO land as appropriate by:
 - Serving notice of confirmation of the CPO on all interested parties
 - Serving notice of intention to execute a General Vesting Declaration
 - Executing the General Vesting Declaration
 - Serving Notices to Treat and/or Entry as appropriate
 - Acquiring land and interests by agreement if possible
5. Authorise the tendering of any renovation/building works in accordance with SOC 1, 15 and 16 and delegate power to accept the tenders to the Head of Housing and Development Control.
6. Approve that the proceeds from the sale of the properties be recycled back into the Empty Homes Programme for further acquisitions and renovations.

REASONS FOR DECISION

1. The owners of these properties have been contacted and have either not responded at all or have given no reasonable proposals for renovating the property or bringing it back into housing use.
2. These properties are long term vacant properties, being empty, in one case for approximately 15 years. Without intervention by the Council through acquisition by agreement or CPO the properties may remain vacant, continue to deteriorate, attract anti-social behaviour, fly-tipping and arson, all of which cause fear in local residents, resulting in a declining neighbourhood.

2 Haydock Street Burnley vacant since 9th January 2021

23 Laithe Street Burnley vacant for approximately 15 years

41 Grange Street vacant since 1st September 2007

55 Brennand Street vacant since 11th January 2013

44 Bar Street vacant since 31st March 2017

53 Elmwood Street vacant since 15th November 2017
29 Albert Street vacant since 7th May 2019
54 Hart Street vacant since 28th October 2019
6 Clarence Street Burnley vacant since 1st April 2021
48 Piccadilly Road Burnley vacant since 6th June 2021

Through the Vacant Property Initiative and Empty Homes Programme over 150 properties have been acquired, refurbished and re-sold or re let, bringing those properties back into use and providing high quality accommodation.

51. Market Rights Policy

PURPOSE

To consider and approve the Markets Rights Policy.

DECISION

That the Executive:

1. Approve the revised Markets Rights Policy set out in Appendix A.
2. Approve the fees set out in Schedule one of Appendix A.
3. Delegates Authority to the Strategic Head of Economy and Growth in consultation with the Executive Member of Economy and Growth to receive and determine applications for market licences.

REASONS FOR DECISION

1. The Council's current Market Rights Policy dates back to 2004 and is very restrictive, permitting only markets operating for charitable purposes and car boot sales
2. The revised policy aims to protect the Council's market rights but provide flexibility to permit some markets where there are clear economic and community benefits.

Revenue Monitoring Report 2022/23 – Quarter 2 (to 30 September 2022)

REPORT TO EXECUTIVE



DATE	30 November 2022
PORTFOLIO	Resources and Performance Management
REPORT AUTHOR	Adil Ahmed
TEL NO	(01282) 477172
EMAIL	adil.ahmed@burnley.gov.uk

PURPOSE

1. To report the forecast outturn position for the year as at 31 March 2023 based upon actual spending and income to 30 September 2022.

RECOMMENDATION

2. The Executive is asked to:
 - a. Note the projected revenue budget forecast position of a net overspend of £89k, as summarised in table 1 and detailed in Appendix 1. The net overspend of £89k has reduced from a forecast net overspend of £149k as reported in Quarter 1.
 - b. Note the financial impact of the Coronavirus pandemic and the cost-of-living crisis as can be seen in paragraph 5. In view of these exceptional times the revenue monitoring position is uncertain.

The Executive is also asked to seek approval from Full Council for:

- c. The latest revised net budget of **£15.322m** as shown in Table 1, and
- d. The net transfers from earmarked reserves of **£2.710m** as shown in Appendix 2.

REASONS FOR RECOMMENDATION

3. To give consideration to the level of revenue spending and income in 2022/23 as part of the effective governance of the Council and to ensure that appropriate management action is taken to ensure a balanced financial position. The Council expects to close the budget gap by the end of the financial year as it has done in previous years.

SUMMARY OF KEY POINTS

4. Financial Impact of Covid -19 and the cost-of-living crisis

This report shows the forecast outturn position based on the net budget forecast within the current reporting period. In previous years, the focus of this report has been on the net budget forecast and the achievement of the savings targets. Due to the uncertainty around the ongoing impact of the Coronavirus pandemic and the current cost-of-living crisis, this year is a continuation of the 2021/22 financial year with the focus being on the forecast reductions in income and increases in expenditure together with an evaluation of progress against savings targets. It is therefore difficult to predict the ongoing impact on the potential year end outturn. At the end of the current reporting period, the forecast year end net budget deficit stands at £89k, which has decreased by £60k from the £149k forecasted overspend reported at Quarter 1. The deficit is based upon forecast income and expenditure as at the end of Quarter 2. The budget is being continually monitored.

The forecast year end net budget deficit of £89k does not include the 2022/23 pay award which has been agreed nationally at flat rate increase of £1,925 across all scp's. This is in excess of the 2.5% pay award increase that was built into the Council's budget for the 2022/23 financial year. Further details around the agreed pay award will be provided in Quarter 3.

Members will recall that £1.175m was set aside in a Covid-19 earmarked reserve over the past two years to help cover for any future shortfalls in income/increases in expenditure materialising as a result of the pandemic. Income pressures had started to reduce and were returning to pre-Covid levels. However, we are now seeing the impact of the cost-of-living crisis as pressure on income and expenditure budgets is becoming evident and is expected to increase over the coming months. It is proposed to rename the 'Covid-19 Reserve' to the 'Covid-19 and Cost-of-Living Reserve' so that it more accurately represents its use.

The current increases in inflation above the Bank of England's target of 2%, with the Consumer Prices Index standing at 9.9% in the 12 months to August 2022, have a future impact on the Council's budget position. This will place additional costs pressures on the Council's revenue budgets particularly around borrowing costs, salaries, external contract costs, cost of goods and services and fuel. Energy prices continue to be of particular concern, and we have seen huge increases over the last 12 months, and this is expected to continue. To help mitigate the future impact of the energy costs the Council set aside £197k at the end of 2021/22 in an earmarked reserve to help fund any future fluctuations. The levels of inflation factored into future years' budgets are continually kept under review to ensure that they are reflective of the current economic climate.

5. Revenue Budget Monitoring Process

All budget holders are required to review their budgets on a monthly basis. Three in-year reports on revenue budget monitoring are presented to The Executive and Scrutiny Committee during the course of the financial year. This is the second in-year report for 2022/23. In addition to these three reports there is a final report for revenue to consider the actual spending at the end of the financial year compared with the revised revenue budget. Under the scheme of delegation each budget area is delegated to a Head of

Service who remains accountable for the effective discharge of financial management as an integral part of achieving strategic objectives and in turn meeting service delivery priorities.

All Heads of Service have been asked to consider their budgets and provide information and details of any actual or anticipated significant variations between spending / income and budgets.

6. Budget Changes

Since the budget was approved, the following proposed budget changes have been made and are shown in Appendix 1:

- Virements approved by Heads of Service and Management Team.
- Decisions confirming additional awards of grant and contributions up to £50k approved by Heads of Service and Management Team.
- Executive Member for Resources and Performance Management decisions confirming additional awards of grant and contribution over £50k.
- Decisions made by the Executive.
- Transfers to/from Earmarked Reserves in respect of grants/contributions and also approved carry forwards from 2021/22 (Appendix 2).

Members are asked to approve the latest revised net budget of £15.322m as shown in Table 1.

7. Revenue Budget Summary

Table 1 shows a summary by service area of the revised budget for the year along with the current forecast as at the end of Quarter 2 and the anticipated variance.

At the end of Quarter 2 the net budget forecast is currently £89k deficit. Incorporated into the budget are two savings targets: a £169k salary savings target and a £79k non salary savings target. This report would normally focus on the savings identified in year and the achievement of these targets, however due to the continuing uncertainty around the pandemic and cost of living crisis the focus is on the forecast reductions in income and increases in expenditure together with an evaluation of progress against savings targets. The net budget forecast of £89k deficit is based upon the latest estimates of income and expenditure, of which there are still many future unknowns. Consideration has only been given to the ongoing impact of the pandemic and the current cost-of-living crisis and there is a high probability that the impact will be longer-term spanning future financial years, with increased costs and income losses.

8. Members will recall that savings totalling £0.139m were built in to the 2022/23 revenue budget to ensure that a balanced budget was achieved. As part of the budget monitoring process, progress against the achievement of these savings is to be monitored in year, details of which can be seen below:

Description	Saving £000	Progress of Achievement
Savings from the flexible retirement of 1 post	14	Achieved by offsetting against vacant post.
Commercial Trade Waste Service - to deliver a £20k net saving based on income predictions on subscriptions to the service (net of operational costs)	20	Fully achieved. Target income achieved.
To reduce the existing waste contingency budget from £100k to £60k pa	40	Forecast to achieve. Budget to continue to be monitored.
Strategic Partnership - Efficiency saving following flexible retirement	15	Fully achieved.
Savings on insurance contract	50	Fully achieved.
TOTAL	139	

9. Due to the ever-changing environment the budget position is fluid and is being continually monitored and reviewed. More detailed forecasts will be provided throughout the year as part of the budget monitoring reporting cycles.

Table 1: Revenue Budget Forecast Position 2022/23

		Reconciliation of Approved Budget & Funding	Forecast position as at Quarter 1			Forecast position as at Quarter 2		
		Net Budget 2022/23	Revised Budget	Forecast Q1	Variance Q1	Revised Budget	Forecast Q2	Variance Q2
		£000s	£000s	£000s	£000s	£000s	£000s	£000s
a	Economy and Growth	734	734	734	0	1,026	1,026	0
b	Policy and Engagement	459	469	469	0	1,171	1,151	(20)
c	Management Team	373	373	373	0	373	373	0
d	Sport and Culture Leisure Client	805	805	805	0	805	805	0
e	Green Spaces and Amenities	1,251	1,251	1,262	11	1,391	1,404	13
f	Streetscene	3,159	3,159	3,235	77	3,439	3,516	77
g	Housing and Development Control	511	560	560	0	841	841	0
h	Strategic Partnership	4,033	4,033	4,033	0	4,033	4,033	0
i	Finance and Property	626	602	590	(12)	592	575	(17)
j	Revenues and Benefits Client	(1,329)	(1,329)	(1,329)	0	(1,329)	(1,329)	0
k	Legal and Democratic Services	1,079	1,113	1,116	3	1,173	1,178	4
l	People and Development	243	243	243	0	243	243	0
m	Central Budgets - Other <i>(includes corporate costs eg utilities, apprenticeship levy)</i>	685	672	672	0	822	784	(38)
	Central Budgets - Savings Targets <i>(see Table 2)</i>	(248)	(248)	(248)	0	(236)	(236)	0
	NET SERVICE BUDGET	12,381	12,437	12,516	79	14,343	14,362	19
	Pensions	784	784	784	0	784	784	0
	Provisions <i>(Balance to be determined at year end)</i>	0	0	0	0	0	0	0
	Impairments <i>(Provisions for Bad Debt)</i>	0	0	0	0	0	0	0
	Parish Precepts <i>(Disbursement to Parishes)</i>	169	169	169	0	169	169	0
	Treasury <i>(Investment Income & Expenditure)</i>	1,081	1,081	1,151	70	1,081	1,151	70
	Capital Financing	1,444	2,175	2,175	0	2,192	2,192	0
	Earmarked Reserves (to / (from))	(538)	(839)	(839)	0	(2,663)	(2,663)	0
	Strategic Reserves (to / (from))	0	(485)	(485)	0	(585)	(585)	0
	NET CORPORATE ITEMS	2,941	2,885	2,955	70	979	1,049	70
	Council Tax	(7,480)	(7,480)	(7,480)	0	(7,480)	(7,480)	0
	Parish Precepts <i>(Receipts from Council Tax Payers)</i>	(169)	(169)	(169)	0	(169)	(169)	0
	Business Rates: Retained Income	(4,513)	(4,513)	(4,513)	0	(4,513)	(4,513)	0
	Business Rates: S31 Grants <i>(For award of business rates relief)</i>	(1,655)	(1,655)	(1,655)	0	(1,655)	(1,655)	0
	Prior Year Collection Fund (Surplus)/Deficit	1,261	1,261	1,261	0	1,261	1,261	0
	Revenue Support Grant	(1,700)	(1,700)	(1,700)	0	(1,700)	(1,700)	0
	New Homes Bonus	(576)	(576)	(576)	0	(576)	(576)	0
	Other Government Grants	(489)	(489)	(489)	0	(489)	(489)	0
	FUNDING	(15,322)	(15,322)	(15,322)	0	(15,322)	(15,322)	0
	BUDGET BALANCE	0	0	149	149	0	89	89

10. SAVINGS TARGETS

As previously mentioned, in setting the budget it was assumed that two savings targets would be achieved: £169k salary savings from not filling posts immediately and £79k in year savings/additional income target. In light of the financial pressures incurred as a result of the continuing impact of Coronavirus pandemic and current economic conditions the operational underspend target may not be achieved. The salary savings target may be achieved due to staff turnover and vacant posts. At present the forecast budget overspend is £89k. A summary of the in-year targets and the projected budget forecasts categorised by salary and non-salary expenditure as at the end of Q2 can be seen in Table 2 below:

Savings	Revised Budget	Savings Forecast Q1	Savings Forecast Q2	Balance of Savings yet to be Identified
	£000	£000		£000
Salary Savings	(169)	12	45	(112)
Non-Salary Savings	(79)	87	15	23
TOTAL SAVINGS YET TO BE IDENTIFIED	(248)	99	60	(89)

Salary Savings Target

The position at the end of Quarter 2 is that £57k of salary savings have been secured to date as can be seen in Table 2 above, leaving a shortfall of £112k to identify throughout the remainder of the year.

Non-Salary Savings Target

The latest position is that the estimated surplus in income and reduced expenditure forecast at Quarter 2 has overachieved the forecast target by £23k.

The combined balance of savings (salary and non-salary) yet to be identified totals a net budget deficit of £89k. The above estimates are based on forecasts at the end of Quarter 2, when there are still many future uncertainties. As such the budget is fluid in nature and may change (positively or negatively) as the year progresses.

14. SERVICE REPORTS

Departmental budgets and the current forecast for each service area can be found in Appendix 1. Summarised below by service area are narratives explaining movements in the projected forecast along with any issues or concerns to be highlighted.

a. Economy and Growth

Forecast Variance: £0k

Previous forecast variance: £0k

There are no variances or issues of concern to report in this quarter.

b. Policy and Engagement

Forecast Variance: £20k net underspend

Previous forecast variance: £0k

The Primary Engineer grant for Burnley Schools 2022/23 delivery is expected to be the same as the 2021/22, 50% less than previous years (£14k)

Costs associated with the Platinum Jubilee and Armed Forces Day were less than anticipated (£6k)

c. **Management Team**

Forecast Variance: £0k

Previous forecast variance: £0k

There are no variances or issues of concern to report in this quarter.

d. **Sport and Culture Leisure Client**

Forecast Variance: £0k net overspend

Previous forecast variance: £0k

All Facilities are operating at a surplus variance, compared to the budget set for 2022/23.

However, we are noticing pressures from suppliers across all sites within Burnley Leisure, who are imposing substantial price increases due to the current economic climate.

There has been an increase in the cost of materials, such as pool chemicals, cleaning materials, sporting equipment & supplies, etc.

Hospitality is proving the most challenging area, with some products increasing by over 50%. The forecast is for these price increases to continue into 2023. Teams are working hard to re-negotiate pricing, alter menus, increase customer pricing sensitively where possible.

e. **Green Spaces and Amenities**

Forecast Variance: £13k net overspend

Previous forecast variance: £11k net overspend

A reduction in Towneley events and refreshments income (£12k) is forecast due to there being no further bookings being taken for next year because of uncertainties around the building works being carried out. This is partially offset by a forecast reduction in expenditure (£7k) due to Burnley Leisure running the bar service. An increase in expenditure on the laundry budget is forecast for this year (£1k).

Forecast increase in expenditure on fuel (£5k) as the council moves from red diesel to white. This is being monitored and may increase further.

A reduction in income from memorial wall plaques (£10k) is forecast due to a general decline in demand.

Additional income of (£8k) is forecast due to an increase in the ice cream license at Towneley Park.

f. **Streetscene**

Forecast Variance: £77k net overspend

Previous forecast variance: £77k net overspend

There are no variances or issues of concern to report in this quarter.

Additional income (£11k) from the household garden waste and (£79k) from the trade waste contracts to reflect the current services offered

Reduction in car parking income (£166k).

g. **Housing and Development Control**

Forecast Variance: £0k

Previous forecast variance: £0k

There are no variances or issues of concern to report in this quarter.

h. **Strategic Partnership**

Forecast Variance: £0k

Previous forecast variance: £0k

There are no variances or issues of concern to report in this quarter.

i. **Finance and Property**

Forecast Variance: £17k net underspend

Previous forecast variance: £12k net overspend

Salary savings (£6k) due to the Accountancy Officer post being vacant for three months.

Additional expenditure (£1k) has been identified for the repair of the scissor platform in order to bring it back into service.

Salary savings (£12k) in respect of 2 vacant posts in Internal Audit during Quarter 1.

j. **Revenues and Benefits Client**

Forecast Variance: £0k

Previous forecast variance: £0k

There are no variances or issues of concern to report in this quarter.

k. **Legal and Democratic Services**

Forecast Variance: £4k net overspend

Previous forecast variance: £3k net overspend

Reduced income from the hire of rooms at the Town Hall post pandemic (£1k).

Additional expenditure required on nodes for Committee Rooms in order to run postal vote verification during elections, and on the Modern Government contract including the added functionality of electronic voting in council meetings (£2k)

The Legal Services software budget is forecast to be overspent by (£1k) due to the Legal Case Management software installed during 2021/22 being more than the budget provision.

l. People and Development

Forecast Variance: £0k net overspend

Previous forecast variance: £0k

There are no variances or issues of concern to report in this quarter.

m. Central Budgets

Forecast Variance: £38k net underspend

Previous forecast variance: £0k

Salary savings (£38k) in respect of the period of vacant Climate Change Programme Manager post. The post has now been recruited to.

n. Corporate Items

Forecast Variance: £70k net overspend

Previous forecast variance: £70k net overspend

The increase in borrowing towards the end of 2021/22 has led to an increase in scheduled interest repayments for 2022/23 (£120k). This is offset in part by an increase in estimated interest income (£50k) due to rising interest rates impacting favourably on the council's investment deposits.

o. Funding

Forecast Variance: £0k net overspend

Previous forecast variance: £0k

There are no variances or issues of concern to report in this quarter.

15. EARMARKED RESERVES

The council holds a number of earmarked reserves, details of which can be seen in Appendix 2 which shows the opening balance at the start of the year and any in quarter movements.

A summary of the reserves can be seen in Table 3 below:

	Transformation Reserve	Growth Reserve	Other Earmarked Reserves	TOTAL
	£000	£000	£000	£000
Balance as at 01/04/22	(2,802)	(1,538)	(18,177)	(22,517)
Movement in Q1	-	485	302	787
Drawn down in Q2	100	-	1,824	1,924
Balance as at 30/09/22	(2,702)	(1,053)	(16,051)	(19,807)

Included within the reserve balance above is the £1.175m from Covid 19 and Cost of Living reserve that was set aside to help cover for any future shortfalls in income/increases in expenditure.

Any savings proposals for 2022/23 that are subsequently adopted and include proposed reductions in posts, will require the cost of any redundancies to be met in the current financial year.

16. CAPITAL FINANCING

Included in the revenue budget is a revenue contribution to capital outlay (RCCO) of £0.921m. This is where revenue funds are used to finance capital schemes. The contribution of £0.921m relates to vehicle and machinery replacement (£175k), Worsthorne Recreation Ground Improvements (22k), refill fountains (£5k), Lower St James Street Historic Action Zone (£185k), Finsley Wharf & Canal Towpath Improvements (£34k), Burnley-Pendle Growth Programme (£300k), Building Infrastructure (£50k), Audio & Visual Upgrade to Facilitate On-line Meetings (£100k) and Charter Walk Property Maintenance (£50k).

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

17. As shown in the body of the report.

POLICY IMPLICATIONS

18. The revenue budget determines the extent to which the Council's strategic objectives can be pursued and achieved.

DETAILS OF CONSULTATION

19. None

BACKGROUND PAPERS

20. None

FURTHER INFORMATION

PLEASE CONTACT:

Adil Ahmed
Principal Accountant

Revenue Budget Forecast Position 2022/23 by Service Area

Appendix 1

			Quarter 2					
			ORIGINAL BUDGET 2022/23 £000s	REVISED BUDGET 2022/23 £000s	Current Forecast Q2 £000s	Current Variance Q2 £000s	Variance Reported Q1 £000s	Movement £000s
Economy and Growth	RAPP Holding Accounts	RAPP Holding Accounts	158	159	159	0	0	0
Economy and Growth	Markets	Burnley Markets	156	156	156	0	0	0
Economy and Growth	Markets	Markets Shared Areas	(29)	(29)	(29)	0	0	0
Economy and Growth	Planning Policy	Local Plan	14	35	35	0	0	0
Economy and Growth	Planning Policy	Planning Policy	205	256	256	0	0	0
Economy and Growth	Economic Development	Town Centre Management	76	76	76	0	0	0
Economy and Growth	Economic Development	Business Support	221	391	391	0	0	0
Economy and Growth	Economic Development	Burnley Branding	111	119	119	0	0	0
Economy and Growth	Economic Development	Burnley Bondholders	32	32	32	0	0	0
Economy and Growth	Economic Development	Sandygate Square Student Accomodation	(327)	(327)	(327)	0	0	0
Economy and Growth	Regeneration Development	Regeneration	84	153	153	0	0	0
Economy and Growth	Regeneration Development	Weavers Triangle	0	0	0	0	0	0
Economy and Growth	Regeneration Development	HAZ Heritage Action Zone	47	47	47	0	0	0
Economy and Growth	Regeneration Development	Padiham THI	(43)	(43)	(43)	0	0	0
		sub-total	707	1,026	1,026	0	0	0
Policy and Engagement	Corp Engage & Policy Hold Acc	Corp Engage Holding Accounts	48	50	50	0	0	0
Policy and Engagement	Emergency Planning	Emergency Planning	2	2	2	0	0	0
Policy and Engagement	Communications	Communications	123	123	109	(14)	0	(14)
Policy and Engagement	Community Engagement	Community Engagement	223	574	568	(6)	0	(6)
Policy and Engagement	Performance And Policy	Performance and Policy	90	422	422	0	0	0
		sub-total	487	1,171	1,151	(20)	0	(20)
Management Team	Management Team	Management Team	373	373	373	0	0	0
		sub-total	373	373	373	0	0	0
Sport and Culture Leisure Client	Burnley Mechanics And Arts Devt	Burnley Mechanics And Arts Devt	58	58	58	0	0	0
Sport and Culture Leisure Client	Leisure Centres	St Peters Centre	247	247	247	0	0	0
Sport and Culture Leisure Client	Leisure Centres	Leisure Trust Client	358	358	358	0	0	0
Sport and Culture Leisure Client	Leisure Centres	Padiham Leisure Centre	83	83	83	0	0	0
Sport and Culture Leisure Client	Leisure Centres	Prairie Sports Village	59	59	59	0	0	0
		sub-total	805	805	805	0	0	0
Green Spaces and Amenities	Bereavement Service	Cemeteries and Crematorium	(843)	(797)	(787)	10	0	10
Green Spaces and Amenities	Parks And Green Spaces	Community Parks and Open Space	1,444	1,507	1,504	(3)	5	(8)
Green Spaces and Amenities	Parks And Green Spaces	Recreation and Sport	284	262	262	0	0	0
Green Spaces and Amenities	Parks And Green Spaces	Allotments	(3)	(3)	(3)	0	0	0
Green Spaces and Amenities	Parks And Green Spaces	Parks Externally Funded Scheme	0	50	50	0	0	0
Green Spaces and Amenities	Art Gallery And Museums	Towneley Hall	293	296	302	6	6	0
Green Spaces and Amenities	Art Gallery And Museums	Towneley Hall Ext Fund Schemes	0	0	0	0	0	0
Green Spaces and Amenities	Transport	Grounds Maintenance	76	76	76	0	0	0
		sub-total	1,251	1,391	1,404	13	11	2
Streetscene	Streetscene Holding Accounts	Streetscene Holding Accounts	908	1,043	1,043	0	0	0
Streetscene	Engineering Services	Bus Shelters	18	18	18	0	0	0
Streetscene	Engineering Services	Highways	13	13	13	0	0	0
Streetscene	Engineering Services	Street Lighting	83	83	83	0	0	0
Streetscene	Engineering Services	Drainage	4	4	4	0	0	0
Streetscene	Community Safety	Community Safety	209	227	227	0	0	0
Streetscene	Car Parking	Car Parking	(550)	(447)	(281)	166	166	0
Streetscene	Car Parking	Car Parking Enforcement	14	(4)	(4)	0	0	0
Streetscene	CCTV	CCTV	157	159	159	0	0	0
Streetscene	Environmental Services	Waste Cleaning Contract	73	176	176	0	0	0
Streetscene	Environmental Services	Street Cleansing	1,238	1,238	1,238	0	0	0
Streetscene	Environmental Services	Waste Collection	1,183	1,162	1,072	(90)	(90)	(0)
Streetscene	Environmental Services	Pest Control	21	21	21	0	0	0
Streetscene	Environmental Services	Dog Warden	56	16	16	0	0	0
Streetscene	Environmental Services	Default Works	(24)	(24)	(24)	0	0	0
Streetscene	Regulation	Environmental Health Client	(31)	(31)	(31)	0	0	0
Streetscene	Regulation	Taxi Licensing	(116)	(116)	(116)	0	0	0
Streetscene	Regulation	Other Licensing	(107)	(107)	(107)	0	0	0
Streetscene	Regulation	Public Funerals	10	10	10	0	0	0
		sub-total	3,159	3,439	3,516	77	77	(0)
Housing and Development Control	Housing And Development Ctrl	Housing	361	626	626	0	0	0
Housing and Development Control	Development Control	Development Control	17	82	82	0	0	0
Housing and Development Control	Building Control	Building Control	79	79	79	0	0	0
Housing and Development Control	Selective Licensing	Selective Licensing	54	54	54	0	0	0
		sub-total	511	841	841	0	0	0
Strategic Partnership	Strategic Partnership	Strategic Partnership	4,033	4,033	4,033	0	0	0
		sub-total	4,033	4,033	4,033	0	0	0
Finance and Property	Finance Unit	Finance Unit	695	735	729	(6)	0	(6)
Finance and Property	External Audit	External Audit	56	56	56	0	0	0
Finance and Property	Internal Audit	Internal Audit	141	129	117	(12)	(12)	(0)
Finance and Property	Misc Income And Expenditure	Misc Income And Expenditure	18	18	18	0	0	0
Finance and Property	Property	Property	(285)	(346)	(345)	1	0	1
		sub-total	626	592	575	(17)	(12)	(5)
Revenues and Benefits Client	Revenues And Benefits Client	Housing Benefits Services	(353)	(353)	(353)	0	0	0
Revenues and Benefits Client	Housing Benefits Payments And Subs	Housing Benefits Payments And Subs	(74)	(74)	(74)	0	0	0
Revenues and Benefits Client	Council Tax Support	Council Tax Support	(163)	(163)	(163)	0	0	0
Revenues and Benefits Client	Cost Of Collection Accounts	Cost Of Collection Accounts	(739)	(739)	(739)	0	0	0

sub-total			(1,329)	(1,329)	(1,329)	0	0	0
Legal and Democratic Services	Legal	Legal Services	349	363	364	1	0	1
Legal and Democratic Services	Legal	Local Land Charges	(44)	(7)	(7)	0	0	0
Legal and Democratic Services	Legal	FOI Requests	1	1	1	0	0	0
Legal and Democratic Services	Governance	Conducting Elections	80	82	82	0	0	0
Legal and Democratic Services	Governance	Register of Electors	83	83	83	0	0	0
Legal and Democratic Services	Governance	Charities Administration	0	0	0	0	0	0
Legal and Democratic Services	Governance	Parish Councils	2	2	2	0	0	0
Legal and Democratic Services	Governance	Democratic Services	313	328	331	3	3	0
Legal and Democratic Services	Governance	Civic Administration	18	11	11	0	0	0
Legal and Democratic Services	Governance	Mayoralty	34	65	65	0	0	0
Legal and Democratic Services	Governance	Members Expenses	243	246	246	0	0	0
sub-total			1,079	1,173	1,178	4	3	1
People and Development	People And Development	People and Development	243	243	243	0	0	0
sub-total			243	243	243	0	0	0
Central Budgets - Other	Central Budgets - Other	Central Budgets - Other	685	822	784	(38)	0	(38)
Central Budgets - Savings Targets	Central Budgets - Savings Targets	Salary Savings Target	(169)	(157)	(157)	0	0	0
Central Budgets - Savings Targets	Central Budgets - Savings Targets	Non-Salary Savings Target	(79)	(79)	(79)	0	0	0
sub-total			437	585	548	(38)	0	(38)
NET SERVICE BUDGET			12,381	14,343	14,362	19	79	(60)
Corporate Items	Pensions	Pensions	784	784	784	0	0	0
Corporate Items	Provisions	Provisions	0	0	0	0	0	0
Corporate Items	Impairments	Impairments	0	0	0	0	0	0
Corporate Items	Parish Precepts	Parish Precepts	169	169	169	0	0	0
Corporate Items	Treasury Investments & Borrowing	Treasury Investments & Borrowing	1,081	1,081	1,151	70	70	0
Corporate Items	Capital Financing	Capital Financing	1,444	2,192	2,192	0	0	0
Corporate Items	Earmarked Reserves	Earmarked Reserves	(538)	(2,663)	(2,663)	0	0	0
Corporate Items	Strategic Reserves	Strategic Reserves	0	(585)	(585)	0	0	0
NET CORPORATE ITEMS			2,941	979	1,049	70	70	0
Funding	Council Tax		(7,480)	(7,480)	(7,480)	0	0	0
Funding	Council Tax - Parish Precepts		(169)	(169)	(169)	0	0	0
Funding	Business Rates: Retained Income		(4,513)	(4,513)	(4,513)	0	0	0
Funding	Business Rates: S31 Grants		(1,655)	(1,655)	(1,655)	0	0	0
Funding	Prior Year Collection Fund (Surplus)/Deficit		1,261	1,261	1,261	0	0	0
Funding	Revenu support Grant		(1,700)	(1,700)	(1,700)	0	0	0
Funding	New Homes Bonus		(576)	(576)	(576)	0	0	0
Funding	Other Government Grants		(489)	(489)	(489)	0	0	0
FUNDING			(15,322)	(15,322)	(15,322)	0	0	0
BUDGET BALANCE			(0)	(0)	89	89	149	(60)

Appendix 2

Quarter 2 Movements in Reserves

	Transformation Reserve	Growth Reserve	TOTAL Strategic Reserves	Other Earmarked Reserves
	£000	£000	£000	£000
Opening Balance	(2,802)	(1,538)	(4,341)	(18,714)
Original Budget 2022/23 - use of reserves	0	0	0	538
TOTAL	(2,802)	(1,538)	(4,341)	(18,177)
Change in cycle 1	0	485	485	302
Change in cycle 2	100	0	100	1,824
Anticipated balance at 31 March 2023	(2,702)	(1,053)	(4,241)	(16,051)
Approved use of reserves future years	1,982	1,523	3,989	(1,464)
Movement between reserves	0	0	0	0
Balance after approvals	(721)	470	(251)	(17,515)

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Capital Monitoring Report 2022/23 – Quarter 2 (to 30 September 2022)

REPORT TO EXECUTIVE



DATE	30 November 2022
PORTFOLIO	Resources and Performance Management
REPORT AUTHOR	Adil Ahmed
TEL NO	(01282) 477172
EMAIL	adil.ahmed@burnley.gov.uk

PURPOSE

1. To provide Members with an update on capital expenditure and the resources position along with highlighting any variances.

RECOMMENDATION

2. The Executive is asked to:
 - a. Recommend to Full Council, approval of net budget changes totalling a decrease of £2,694,558 giving a revised capital budget for 2022/23 totalling £38,738,753 as detailed in Appendix 1.
 - b. Recommend to Full Council, approval of the proposed financing of the revised capital budget totalling £38,738,753 as shown in Appendix 2.
 - c. Note the latest estimated year end position on capital receipts and contributions showing an assumed balance of £2,001,897 at 31 March 2023 as shown in Appendix 3.

REASONS FOR RECOMMENDATION

3. To effectively manage the 2022/23 capital programme.

SUMMARY OF KEY POINTS

4. Monitoring Information

On 23 February 2022 Full Council approved the 2022/23 original capital budget, totalling £37,791,441. Since February, several reports have been approved by the Executive, resulting in revising the 2022/23 capital budget to £41,433,311 (as at 21 September 2022 Executive).

This is the second of three in-year monitoring reports, and as such the appendices accompanying this report provide Members with the position as at 30 September 2022 on

expenditure, along with providing Members with an update on the progress of the individual schemes delivery.

5. Executive Summary

- a. **Expenditure monitoring – Appendix 1** provides a detailed breakdown of the revised capital budget, scheme by scheme, presented under each of the relevant service unit areas responsible for delivering the capital projects. It shows the recommended revised budget position and expenditure as at the end of September 2022. The expenditure to date is £6,472,531 which is 17% of the proposed revised budget.
- b. **Revised budget and financing elements – Appendix 2** shows the revised budget of £38,738,753, along with identifying the recommended financing elements on a scheme by scheme basis. This is a decrease of £2,694,558.
- c. **Council resources position – Appendix 3** shows the latest position on capital receipts, section 106 monies and third party contributions. As at the end of this round of budget monitoring the assumed level of surplus available local resources, after taking into account the 2022/23 capital commitments, totals £3,741,860.

The resources are reducing each financial year, to an estimated balance on general capital receipts of £2.002m by March 2023. This is due to reduced opportunities to realise capital receipts, as the estate reduces, which will require prioritisation of future capital schemes in line with available resources.

Please note, the general receipts position requires a number of properties to be sold before 31st March 2023, some of which are high risk (or the estimated balance will reduce).

We will monitor these sales throughout the year, and update through the cyclical monitoring reports. Should these receipts not be received, we will need to source alternative financing.

d. Building Infrastructure Works

Towneley Hall

The main contract for the refurbishment of the Hall has been tendered and work is scheduled to start early next year.

Town Hall

Structural repairs to the front of Burnley Town Hall have been completed in accordance with the specification of our specialist conservation structural engineer. Most of the scaffolding to the left hand side of the Town Hall entrance has been removed and the final stonework repairs are progressing well and should be completed during November. Following this the inner light well works will be progressed. Specialist advice regarding the dry rot outbreak and the condition of the ornate plaster ceiling in the main Council Chamber has been obtained and further structural advice regarding some slight movement issues has been commissioned. Once this has been finalised these works will be completed as soon as possible, given the specialist works involved this will take a number of months.

Nicholas Street

Outbreaks of dry rot have been stripped out and treated and the building continues to be monitored.

6. Revenue Implications

a. Revenue Contributions / Reserves 2022/23

The Capital Programme includes Revenue Contributions / Reserves of £921,067 being:

Scheme	Funded	£
Vehicle & Machinery Replacement	Transport Reserve	160,186
Vehicle & Machinery Replacement	Revenue	15,000
Refill Fountains	Revenue Support Reserve	5,000
Lower St James Street Historic Action Zone	Growth Reserve	185,000
Finsley Wharf & Canal Towpath Improvements	Revenue Support Reserve	34,000
Burnley/Pendle Growth Corridor	Growth Reserve	300,000
Building Infrastructure	Revenue Support Reserve	49,500
Audio & Visual Upgrade to Facilitate On-line Meetings	Covid-19 Recovery Reserve	100,000
Charter Walk Property Maintenance	Charter Walk Refurbishment Reserve	50,000
Worsthorne Recreation Ground Improvements	Revenue Support Reserve	22,381
Total Revenue Contributions		921,067

b. Prudential Borrowing 2022/23

The MRP cost is the charge to revenue for the repayment of the principal amount borrowed based on the estimated life of the asset and is not incurred until the year after the schemes are completed.

The interest cost will be dependent on the timing of the borrowing and is subject to the interest rate at the time the borrowing is undertaken. The full year costs will be included within the revenue budget for 2022/23.

The original capital budget for 2022/23 of £37,791,441 included a planned borrowing requirement of £15,861,173.

The Outturn report dated 13 July 2022 seeks approval for slippage on borrowing of £688,904, revising the planned borrowing requirement to £16,550,077.

The Cycle 1 report dated 21 September 2022 also approved the planned borrowing requirement to £16,550,077.

Within the Cycle 2 report, we have reprofiled the Towneley Hall works scheme, reducing the borrowing requirement for the year by £1.992m.

This revises the Borrowing to £14,558,496.

The revenue implications of borrowing £14,558,496 are a Minimum Revenue Provision (MRP) of £68k and an interest charge, assuming 3% on the borrowing, would equate to £437k for a full year.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

7. A decrease in the 2022/23 capital programme of £2,694,558 to give a revised budget of £38,738,753.

POLICY IMPLICATIONS

8. None arising directly from this report.

DETAILS OF CONSULTATION

9. None.

BACKGROUND PAPERS

10. None.

FURTHER INFORMATION

PLEASE CONTACT: **Adil Ahmed – Principal Accountant**

Scheme Name	Budget per Exec 21/09/22 £	Adjustments Per This Report		Changes to be approved in this report A + B £	Revised Budget £	Total Spend as at 30/09/22 £	% Schemes Spend £	Narrative provided by Project Officers/Heads of Service
		Budget Adjustments A £	Reprofiled into Future Years B £					

GREEN SPACES & AMENITIES

Play Area Improvement Scheme	152,001	54,799		54,799	206,800	89,122	43%	The Lane Bottom scheme has been completed and work has started on the re-development of Vanguard which should be completed by the end of October 2022. The new multi-play unit at Lockyer Avenue will be installed during November with additional outstanding work ordered for Stoneyholme Gardens and Harold Avenue (from last year's programme). We have a number of play areas to redevelop before the end of March 2023 but we are confident that these will be completed on time and to budget.
Vehicle and Machinery Replacement	175,186			-	175,186	80,747	46%	New Panel Van for Playgrounds Teams and various Grounds Maintenance equipment purchased and a further £19k Grounds Maintenance equipment on order. Plan to replace the Tree Team tipper during the year. There are issues with lead times on equipment but it is anticipated that all orders will have been placed if not received by the end of the year.
Playing Pitch Improvements	370,600		(350,600)	(350,600)	20,000	2,590	13%	We have commissioned an external consultant to provide us with a detailed design specification and help us with the tender and construction phases for Lockyer Avenue and Queens Park schemes. As part of this work, they carried out an Infiltration Suds Geo Report and a Phase 1 Desk Study to provide preliminary assessments for coal mining risk and the potential for infiltration drainage at Lockyer Avenue. Once the detailed design specification work has been completed, we will use the plans to procure tender documents and bills of quantities with a view to tendering the work in winter 2022. We aim to have the drainage works at both sites completed in May or June 2023. We are working with both clubs that will be affected on alternative sites for them during the 2023/24 season as they will not be able to play on either site for 9 to 12 months.
Extension of Burnley Cemetery	25,000			-	25,000	-	0%	No progress as yet. Intend to use the capital monies set aside this financial year to appoint a consultant who specialises in the development of new Cemeteries and Cemetery extensions.
Brun Valley Forest Park	22,787			-	22,787	(98)	0%	Seeding of wildflower meadows has taken place at Bank Hall Park, with the remaining sites at Bank Hall and Lydgate to be seeded by contractors in Quarter 3 and 4.
Worsthorne Recreation Ground Improvements	2,780	47,465		47,465	50,245	850	2%	Work on the additional car parking area still to be completed. Additional work identified in this financial year to be funded from S106 monies received and revenue contributions.
Thompson Park Restoration	24,918			-	24,918	6,422	26%	Signage and flood defence works complete, it is anticipated that all outstanding works including road surfacing and works to the paddling pool expected to be completed in this financial year.
Refill Stations	5,000			-	5,000	-	0%	Bottle fillers have been ordered. Installation to be undertaken by engineers in town centre sites and parks.
Stoops Wheeled Sport	925			-	925	-	0%	To be spent on replacement safety signs, to be completed during Quarter 3 and 4.
Changing Place	43,469			-	43,469	-	0%	This budget is to cover retention payment to main contractor and cost consultant. To be spent this financial year.
Crematorium Improvements	132,000			-	132,000	-	0%	No progress as yet. To increase car parking capacity at the crematorium, widen and resurface the drive and existing car park and provide a covered waiting area for mourners.
Scott Park HLF	25,000			-	25,000	-	0%	No progress as yet. The aim is to use some of this money to appoint a consultant to help us with a bid to the National Lottery Heritage Fund.
Memorial Park Improvements	146,042			-	146,042	-	0%	The tender for the replacement of the skate ramp with a new concrete wheeled sports area will be going out before the end of October 2022 with a view to commissioning the successful contractor by the end of November 2022. We aim to have the wheeled sports area completed by April 2023. The repainting and relining of the tennis courts will be completed by the end of March 2023 as part of the LTA's parks capital programme. The MUGA improvement work will take place in 2023/24.
Towneley Hall Works	2,506,217	1,322,261	(3,278,478)	(1,956,217)	550,000	20,300	4%	The main contractor has been appointed and work commences on site 24/10/2022. Expenditure in current financial year estimated to be £550K with balance to 2023/24 & 2024/25
Prairie Artificial Turf Pitch	15,841	(15,841)		(15,841)	(0)	-	0%	This scheme is complete.
	3,647,765	1,408,684	(3,629,078)	(2,220,394)	1,427,372	199,933	14%	

STREETSCENE

Alleygating	26,872			-	26,872	-	0%	The council is going through the selection process for the 2022/23 allocation. There have been 90 applications this year and the capital funding will provide 5 or 6 new schemes. Full spend is anticipated in Quarter 4.
Towneley River Training Walls	84,698			-	84,698	7,440	9%	The full budget is anticipated to be spent in Quarters 3 and 4. Projects will include essential works along the River Brun and Thompson park to alleviate future flooding incidents.

2022/23 CAPITAL BUDGET CYCLE 2 MONITORING - UPDATE

APPENDIX 1

Scheme Name	Budget per Exec 21/09/22 £	Adjustments Per This Report		Changes to be approved in this report A + B £	Revised Budget £	Total Spend as at 30/09/22 £	% Schemes Spend £	Narrative provided by Project Officers/Heads of Service	
		Budget Adjustments A £	Reprofiled into Future Years B £						
Safer Streets	22,457			-	22,457	8,696	39%	Awaiting final contractor invoices. Full spend is anticipated in Quarter 3. The project is complete.	
Electric Vehicle Rapid Charge Points	50,000	182,110		182,110	232,110	-	0%	The Council have been successful in securing Office for Zero Emission Vehicles funding to deliver this scheme. Capital works and spend will be undertaken in Quarters 3 and 4. It is anticipated that the full allocation of the budget will be utilised with the grant and also match funding from a private sector provider.	
		184,027	182,110	-	182,110	366,138	16,136	4%	

ECONOMY & GROWTH

Padiham Townscape Heritage Initiative	631,042			-	631,042	50,954	8%	The Council has requested a 12-month extension to the programme to expend remaining funds, which will enable the Council to: complete physical works that are still onsite; deliver 2 additional building projects which are currently under development; and deliver further community engagement activities & heritage skills training workshops. The extension will also enable more time to undertake a detailed full project evaluation and to deal with snagging/defect periods in relation to building and public realm works.	
Pioneer Place	14,833,842			-	14,833,842	3,693,597	25%	Work on site has progressed to programme. The steel works are now substantially completed, work has commenced on cladding the cinema unit and casting floor slabs. Agreements for lease on all five units are at an advanced stage with solicitors and tenants' specifications have been agreed.	
NW Burnley Growth Corridor - Phase 2	716,276	(716,276)		(716,276)	-	-	0%	LEP funding of £5million toward the NW Growth Corridor scheme has been fully utilised. The budget of £717,276 relates to ERDF funding previously sought towards the Padiham flood defence scheme - the Council are no longer pursuing this funding as the scheme is unable to meet ERDF spending timeframes. Alternative funding sources have been secured by the Environment Agency to deliver the project.	
Lower St James Street Historic Action Zone	1,017,291			-	1,017,291	56,611	6%	Works to 143 St James Street are almost complete, signage to be erected within the coming weeks. Tenders are almost complete for 160 St James Street. Planning is approved for 139/141 - still awaiting works to be tendered. Other projects in the pipeline and ready for Planning are 156 and 158 St James Street. 150-152, 153 164-166 are all at Design Stages. Cost profiles to be allocated to properties once tendered works have come in with exact costings. Community Engagement and Heritage Skills Training booked in for the Autumn.	
Finsley Wharf & Canal Towpath Improvements	34,000			-	34,000	-	0%	Contribution to the Canal & Rivers Trust. Awaiting invoice.	
Vision Park	24,506			-	24,506	-	0%	Final work on signage completed, awaiting invoice from contractor.	
Former Open Market & Former Cinema Block	57,738			-	57,738	-	0%	Engineers will progress remediation works to the concrete parapet cladding to be completed later in the year	
Town Centre & Weavers Triangle Project Work	623,370			-	623,370	-	0%	This expenditure is earmarked as matched funding for the Levelling Up Fund bid that has been successful, however the Council's funding is not required this year and will be rolled forward to future years. Spend profile of the budget will be carried out in Quarter 3.	
Sandygate Halls (Commercial Units & Car Parking)	190,588			-	190,588	9,210	5%	Defect works and fitting out of office unit to be completed, subject to tenant signing agreement for lease. Due to work on other capital schemes work will progress later in the year.	
Burnley-Pendle Growth Programme	300,000			-	300,000	-	0%	All works completed. Awaiting invoice.	
Leveling Up Fund	13,014,613			-	13,014,613	529,517	4%	Design work on Manchester Road Station has been commissioned. Design work on the Town to Turf Project is complete, some works will be carried out in the next quarter with the main programme commencing on site in Feb 23, the spend profile is being reviewed and will be updated in next quarter monitoring. A pre-contract package of work is commenced at Newtown Mill to maintain programme.	
		31,443,266	(716,276)	-	(716,276)	30,726,990	4,339,889	14%	

FINANCE & PROPERTY

Leisure Centre Improvements	149,297			-	149,297	34,291	23%	The agreed programme of works is progressing and should be completed this financial year.
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Scheme Name	Budget per Exec 21/09/22 £	Adjustments Per This Report		Changes to be approved in this report A + B £	Revised Budget £	Total Spend as at 30/09/22 £	% Schemes Spend £	Narrative provided by Project Officers/Heads of Service
		Budget Adjustments A £	Reprofiled into Future Years B £					
Building Infrastructure	1,052,475			-	1,052,475	249,373	24%	Structural repairs to the front of Burnley Town Hall have been completed in accordance with the specification of our specialist conservation structural engineer. Most of the scaffolding to the left hand side of the Town Hall entrance has been removed and the final stonework repairs are progressing well and should be completed during November. Following this the inner light well works will be progressed. Specialist advice regarding the dry rot outbreak and the condition of the ornate plaster ceiling in the main Council Chamber has been obtained and further structural advice regarding some slight movement issues has been commissioned. Once this has been finalised these works will be completed as soon as possible but due to the specialist nature of the works involved will take a number of months.
Charter Walk Refurbishment	1,179,871			-	1,179,871	10,243	1%	Following the acquisition of the Charter Walk shopping centre in October 2021 this budget was approved to investigate and progress regeneration or demolition work to Calder House.
Charter Walk Property Maintenance	50,000			-	50,000	-	0%	This budget will be used to fund maintenance work to be undertaken arising from building condition surveys. It is anticipated that this will be spent by the end of the year in accordance with the timetable.
Carbon Reduction Measures	159,610			-	159,610	-	0%	This budget will provide funding to progress initiatives included within the Council's Climate Change Strategy. We are awaiting the outcome of an assessment being undertaken by a specialist supplier.
IT Upgrades	7,000			-	7,000	3,650	52%	To replace 65 devices used by members and officers, in batches over 3 years, to access electronically meeting agenda papers and reports. The first batch of ten devices have been purchased and issued to members as upgrades and replacements.
Audio & Visual Upgrade to Facilitate On-line Meetings	100,000			-	100,000	-	0%	Replacement of the delegate public address and induction loop systems in the Council Chamber and public gallery; and installation of an electronic delegate voting system and display and fixed live streaming cameras. Currently the audio visual upgrade tender and installation is on hold and is dependent upon the completion of the dry rot repair work in the Council Chamber. The Tender for the scheme has been prepared and will be published once an estimated completion date for the dry rot repair work in the Council Chamber is known. The budget may need to be reprofiled into 2023/24.
	2,698,253	-	-	-	2,698,253	297,557	11%	

HOUSING & DEVELOPMENT CONTROL

Emergency Repairs	120,000	60,000		60,000	180,000	98,011	54%	In addition to the grants completed, there is a further £54,000 committed to an additional 14 grants that have been approved. As we start to enter the colder months, applications in relation to emergency works for heating and damp are likely to increase. It is recommended that the budget is increased to a total of £180,000.
Better Care Grant	2,000,000			-	2,000,000	1,060,460	53%	In addition to the grants completed there is currently a further £618,000 committed for disabled facilities grants. £10,000 for the safe and secure and declutter grant as well as £18,000 for dwelling dementia grants. With the current spend and current commitment it is anticipated that the full £2,000,000 budget will be spent by the end of 2022/23.
Energy Efficiency	40,000			-	40,000	20,292	51%	We are still predicting to complete 125 grants this year.
Empty Homes Programme	1,300,000			-	1,300,000	440,253	34%	The programme is targeting another 20 acquisitions this year and bringing 90 properties back in to use. We have had 9 loan applications this year so far which is a little slow, but understandable in the current economic climate. We are still working with Calico and will complete the sale of 26 properties to them in October. Offers have been accepted on 2 properties with another almost ready for sale. A report on further Compulsory Purchase Orders has been prepared and is going to October Executive. Renovations are underway at 3 properties with more being prepared and going out to tender in October. Five of these properties are being partly funded by Homes England for the Rough Sleeping Accommodation Programme. One further property for this scheme is already underway and will complete in November. All six properties need to be complete by early March 2023. Wytham and Albion improvement scheme will also commence in October.
	3,460,000	60,000	-	60,000	3,520,000	1,619,016	46%	
	41,433,311	934,519	(3,629,078)	(2,694,558)	38,738,753	6,472,531	17%	

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Scheme Name	Revised Budget £	FINANCING ELEMENTS						Total Revised Budget £
		Prudential Borrowing £	Revenue Cont'n / Reserves £	Capital Grants £	Capital Receipts £	Vacant Property Initiative Receipts £	3rd Party Contribution / Section 106 £	
Green Spaces & Amenities								
Play Area Improvement Scheme	206,800	-	-	-	88,636	-	118,164	206,800
Vehicle and Machinery Replacement	175,186	-	175,186	-	-	-	-	175,186
Changing Place	43,469	-	-	-	-	-	43,469	43,469
Crematorium Improvements	132,000	132,000	-	-	-	-	-	132,000
Extension of Burnley Cemetery	25,000	25,000	-	-	-	-	-	25,000
Scott Park HLF	25,000	-	-	-	25,000	-	-	25,000
Memorial Park Improvements	146,042	-	-	-	39,000	-	107,042	146,042
Playing Pitch Improvements	20,000	-	-	-	-	-	20,000	20,000
Towneley Hall Works	550,000	514,636	-	35,364	-	-	-	550,000
Brun Valley Forest Park	22,787	-	-	-	-	-	22,787	22,787
Worsthorne Recreation Ground Improvements	50,245	-	22,381	2,780	-	-	25,084	50,245
Thompson Park Restoration	24,918	-	-	24,918	-	-	-	24,918
Stoops Wheeled Sport	925	-	-	925	-	-	-	925
Refill Fountains	5,000	-	5,000	-	-	-	-	5,000
Prairie Artificial Turf Pitch	-	-	-	-	-	-	-	-
	1,427,372	671,636	202,567	63,987	152,636	-	336,546	1,427,372
Streetscene								
River Training Walls	84,698	-	-	-	84,698	-	-	84,698
Alleygate Programme	26,872	-	-	-	26,872	-	-	26,872
Electric Vehicle Charging Scheme (Council Match Funding)	232,110	-	-	139,270	50,000	-	42,840	232,110
Safer Streets	22,457	-	-	22,457	-	-	-	22,457
	366,138	-	-	161,727	161,570	-	42,840	366,138
Economy & Growth								
Padiham Townscape Heritage Initiative	631,042	-	-	486,988	5,905	-	138,149	631,042
Pioneer Place	14,833,842	11,017,596	-	3,816,246	-	-	-	14,833,842
NW Burnley Growth Corridor - Phase 2	-	-	-	-	-	-	-	-
Lower St James Street Historic Action Zone	1,017,291	238,455	185,000	379,263	-	-	214,573	1,017,291
Finsley Wharf & Canal Towpath Improvements	34,000	-	34,000	-	-	-	-	34,000
Vision Park	24,506	-	-	17,853	6,653	-	-	24,506
Town Centre & Weavers Triangle Project Work	623,370	625,574	-	-	(2,204)	-	-	623,370
Leveling Up Fund	13,014,613	-	-	13,014,613	-	-	-	13,014,613
Sandygate Halls (Commercial Units & Car Parking)	190,588	190,588	-	-	-	-	-	190,588
Burnley-Pendle Growth Programme	300,000	-	300,000	-	-	-	-	300,000
Former Open Market & Former Cinema Block	57,738	57,738	-	-	-	-	-	57,738
	30,726,990	12,129,951	519,000	17,714,963	10,354	-	352,722	30,726,990
Finance & Property								
Leisure Centre Improvements	149,297	100,000	-	-	49,297	-	-	149,297
Building Infrastructure	1,052,475	317,428	49,500	-	660,547	-	25,000	1,052,475
Carbon Reduction Measures	159,610	159,610	-	-	-	-	-	159,610
IT Upgrades	7,000	-	-	-	7,000	-	-	7,000
Audio & Visual Upgrade to Facilitate On-line Meetings	100,000	-	100,000	-	-	-	-	100,000
Charter Walk Refurbishment	1,179,871	1,179,871	-	-	-	-	-	1,179,871
Charter Walk Property Maintenance	50,000	-	50,000	-	-	-	-	50,000
	2,698,253	1,756,908	199,500	-	716,844	-	25,000	2,698,253
Housing & Development Control								
Emergency Repairs	180,000	-	-	180,000	-	-	-	180,000
Better Care Grant	2,000,000	-	-	2,000,000	-	-	-	2,000,000
Energy Efficiency	40,000	-	-	40,000	-	-	-	40,000
Empty Homes Programme	1,300,000	-	-	-	-	1,300,000	-	1,300,000
	3,520,000	-	-	2,220,000	-	1,300,000	-	3,520,000
TOTAL OF ALL SCHEMES	38,738,753	14,558,496	921,067	20,160,677	1,041,404	1,300,000	757,108	38,738,753

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CAPITAL RECEIPTS AND CONTRIBUTIONS ANALYSIS FOR 2021/22 + CIP 2022-27

APPENDIX 3

	<u>General Capital Receipts</u> £	<u>Vacant Property Initiatives Receipts</u> £	<u>Section 106 Money</u> £	<u>3rd Party Cont'ns</u> £	<u>Total</u> £
Capital Resources Brought Forward on 1 April 2022	2,484,594	1,530,973	408,380	392,329	4,816,276
Add					
Resources Received as at 30 September 2022	69,000	285,866	(203,207)	(76,189)	75,470
Further Resources Estimated to be Received during 2022/23:	489,707	778,000	-	680,919	1,948,626
Potential Resources Available during 2022/23	3,043,301	2,594,838	205,173	997,060	6,840,372
Less					
Required to Finance Capital Programme	(1,041,404)	(1,300,000)	(141,584)	(615,524)	(3,098,512)
Earmarked for Revenue Expenditure	-	-	-	-	-
Earmarked for Delivery By Outside Bodies	-	-	-	-	-
Estimated Surplus / (Shortfall) of Resources as at 31st March 2023	2,001,897	1,294,838	63,589	381,536	3,741,860
Add - Resources Estimated to be Received during 2023/24	100,000	1,753,000	-	425,141	2,278,141
Less - 2023/24 Capital Budget	(1,112,660)	(1,300,000)	-	(425,141)	(2,837,801)
Estimated Surplus / (Shortfall) of Resources as at 31st March 2024	989,237	1,747,838	63,589	381,536	3,182,200
Add - Resources Estimated to be Received during 2024/25	100,000	1,200,000	-	546,360	1,846,360
Less - 2024/25 Capital Budget	(245,472)	(1,300,000)	-	(546,360)	(2,091,832)
Estimated Surplus / (Shortfall) of Resources as at 31st March 2025	843,766	1,647,838	63,589	381,536	2,936,729
Add - Resources Estimated to be Received during 2025/26	100,000	1,360,000	-	15,000	1,475,000
Less - 2025/26 Capital Budget	(219,420)	(1,300,000)	-	(15,000)	(1,534,420)
Estimated Surplus / (Shortfall) of Resources as at 31st March 2026	724,346	1,707,838	63,589	381,536	2,877,309
Add - Resources Estimated to be Received during 2026/27	100,000	1,292,000	-	15,000	1,407,000
Less - 2026/27 Capital Budget	(221,350)	(1,300,000)	-	(15,000)	(1,536,350)
Estimated Surplus / (Shortfall) of Resources as at 31st March 2027	602,996	1,699,838	63,589	381,536	2,747,959

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REPORT TO EXECUTIVE



DATE	30 November 2022
PORTFOLIO	Resources and Performance Management
REPORT AUTHOR	Howard Hamilton-Smith
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2022/23 Treasury Management Mid-Year Report

PURPOSE

1. To report treasury management activity for the first half year of 2022/23 covering the period 1 April to 30 September 2022.

RECOMMENDATION

2. The Executive is requested to;
 - Note the treasury management activities undertaken during the period 1 April to 30 September 2022, and;

Recommend that Full Council;

 - Endorse the mid-year update on Treasury Management Strategy for 2022/23 in compliance with the requirements of the Chartered Institute of Public Finance and Accountancy’s (CIPFA) Code of Practice on Treasury Management.

REASONS FOR RECOMMENDATION

3.
 - To inform members of the treasury management activity in the first half of 2022/23 and to fulfil statutory and regulatory requirements.

SUMMARY OF KEY POINTS

4. **Background**
 The Council operates a balanced budget, which broadly means cash raised during the year will meet its cash expenditure. The first main function of treasury management

operations is to ensure this cash flow is adequately planned, with surplus monies being invested in low risk counterparties, providing adequate liquidity initially before considering maximising investment return.

The second main function of the treasury management service is to ensure the funding of the Council's capital plans. These capital plans provide a guide to the borrowing need of the Council, essentially the longer term cash flow planning to ensure the Council can meet its capital spending commitments. This management of longer term cash may involve arranging long or short term loans, or using cash flow surpluses, and, on occasions, any current debt may be restructured to meet Council risk or cost objectives.

Treasury management is defined as:

“The management of the Council's borrowing, investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.”

The monitoring requirements for treasury were set out in the report which included both the Treasury Management Strategy for 2022/23 and the Prudential and Treasury Indicators for 2022/23 – 2024/25, approved by Full Council on 23 February 2022.

5. Introduction

This report has been written in accordance with the requirements of the Chartered Institute of Public Finance and Accountancy's (CIPFA) Code of Practice on Treasury Management (revised 2017).

The primary requirements of the Code are as follows:

1. Creation and maintenance of a Treasury Management Strategy which sets out the policies and objectives of the Council's treasury management activities.
2. Creation and maintenance of Treasury Management Practices which set out the manner in which the Council will seek to achieve those policies and objectives.
3. Receipt by Full Council of an annual Treasury Management Strategy - including the Annual Investment Strategy and Minimum Revenue Provision Policy for the year ahead, a **Mid-year Review Report** and an Annual Report (stewardship report) covering activities during the previous year.
4. Delegation by the Council of responsibilities for implementing and monitoring treasury management policies and practices and for the execution and administration of treasury management decisions.
5. Delegation by the Council of the role of scrutiny of treasury management strategy and policies to a specific named body. For this Council the delegated body is Scrutiny Committee.

This mid-year report has been prepared in compliance with CIPFA's Code of Practice on Treasury Management, and covers the following:

- An economic update for the first six months of 2022/23;
- A review of the Treasury Management Strategy and Annual Investment Strategy;

- The Council's capital expenditure, as set out in the Capital Strategy, and prudential indicators;
- A review of the Council's investment portfolio for 2022/23;
- A review of the Council's borrowing strategy for 2022/23;
- A review of any debt rescheduling undertaken during 2022/23;
- A review of compliance with Treasury and Prudential Limits for 2022/23.

6. **Economic Update (Provided by Link Asset Services)**

- The second quarter of 2022/23 saw:
 - GDP revised upwards in Q1 2022/23 to +0.2% q/q from -0.1%, which means the UK economy has avoided recession for the time being;
 - Signs of economic activity losing momentum as production fell due to rising energy prices;
 - CPI inflation ease to 9.9% y/y in August, having been 9.0% in April, but domestic price pressures showing little sign of abating in the near-term;
 - The unemployment rate fall to a 48-year low of 3.6% due to a large shortfall in labour supply;
 - Bank Rate rise by 100bps over the quarter, taking Bank Rate to 2.25% with further rises to come;
 - Gilt yields surge and sterling fall following the "fiscal event" of the new Prime Minister and Chancellor on 23rd September.
- The UK economy grew by 0.2% q/q in Q1 2022/23, though revisions to historic data left it below pre-pandemic levels.
- There are signs of higher energy prices creating more persistent downward effects in economic activity. Both industrial production (-0.3% m/m) and construction output (-0.8% m/m) fell in July 2022 for a second month in a row. Although some of this was probably due to the heat wave at the time, manufacturing output fell in some of the most energy intensive sectors (e.g., chemicals), pointing to signs of higher energy prices weighing on production. With the drag on real activity from high inflation having grown in recent months, GDP is at risk of contracting through the autumn and winter months.
- CPI inflation eased from 10.1% in July to 9.9% in August, though inflation has not peaked yet. The easing in August was mainly due to a decline in fuel prices reducing fuel inflation from 43.7% to 32.1%. And with the oil price now just below \$90pb, we would expect to see fuel prices fall further in the coming months.
- However, utility price inflation is expected to add 0.7% to CPI inflation in October when the Ofgem unit price cap increases to, typically, £2,500 per household (prior to any benefit payments). But, as the government has frozen utility prices at that level for two years, energy price inflation will fall sharply after October and have a big downward influence on CPI inflation.
- Nonetheless, the rise in services CPI inflation from 5.7% y/y in July to a 30-year high of 5.9% y/y in August suggests that domestic price pressures are showing little sign of abating. A lot of that is being driven by the tight labour market and strong wage growth. CPI inflation is expected to peak close to 10.4% in November and, with the

supply of workers set to remain unusually low, the tight labour market will keep underlying inflationary pressures strong until early next year.

- During the first half of 2022, there has been a change of both Prime Minister and Chancellor. The new team (Liz Truss and Kwasi Kwarteng) have made a step change in government policy. The government's huge fiscal loosening from its proposed significant tax cuts will add to existing domestic inflationary pressures and will potentially leave a legacy of higher interest rates and public debt. Whilst the government's utility price freeze, which could cost up to £150bn (5.7% of GDP) over 2 years, will reduce peak inflation from 14.5% in January next year to 10.4% in November this year, the long list of tax measures announced at the "fiscal event" adds up to a loosening in fiscal policy relative to the previous government's plans of £44.8bn (1.8% of GDP) by 2026/27. These included the reversal of April's national insurance tax on 6th November, the cut in the basic rate of income tax from 20p to 19p in April 2023, the cancellation of next April's corporation tax rise, the cut to stamp duty and the removal of the 45p tax rate, although the 45p tax rate cut announcement has already been reversed.
- Fears that the government has no fiscal anchor on the back of these announcements has meant that the pound has weakened again, adding further upward pressure to interest rates. Whilst the pound fell to a record low of \$1.035 on the Monday following the government's "fiscal event", it has since recovered to around \$1.12. That is due to hopes that the Bank of England will deliver a very big rise in interest rates at the policy meeting on 3rd November and the government will lay out a credible medium-term plan in the near term. This was originally expected as part of the fiscal statement on 23rd November but has subsequently been moved forward to an expected release date in October. Nevertheless, with concerns over a global recession growing, there are downside risks to the pound.
- The MPC has now increased interest rates seven times in as many meetings in 2022 and has raised rates to their highest level since the Global Financial Crisis.
- Since the fiscal event on 23rd September, we now expect the Monetary Policy Committee (MPC) to increase interest rates further and faster, from 2.25% currently to a peak of 5.00% in February 2023. The combination of the government's fiscal loosening, the tight labour market and sticky inflation expectations means we expect the MPC to raise interest rates by 100bps at the policy meetings in November (to 3.25%) and 75 basis points in December (to 4%) followed by further 50 basis point hikes in February and March (to 5.00%). Market expectations for what the MPC will do are volatile. If Bank Rate climbs to these levels the housing market looks very vulnerable, which is one reason why the peak in our forecast is lower than the peak of 5.50% - 5.75% priced into the financial markets at present.
- Throughout 2022/23, gilt yields have been on an upward trend. However, the upward trend was exceptionally sharp at the end of September as investors demanded a higher risk premium and expected faster and higher interest rate rises to offset the government's extraordinary fiscal stimulus plans. The 30-year gilt yield rose from 3.60% to 5.10% following the "fiscal event", which threatened financial stability by forcing pension funds to sell assets into a falling market to meet cash collateral requirements. In response, the Bank did two things. First, it postponed its plans to start selling some of its quantitative easing (QE) gilt holdings until 31st October. Second, it committed to buy up to £65bn of long-term gilts to "restore orderly market conditions" until 14th October. In other words, the Bank is restarting QE, although for financial stability reasons rather than monetary policy reasons.

- Since the Bank’s announcement on 28th September, the 30-year gilt yield has fallen back from 5.10% to 3.83%. The 2-year gilt yield dropped from 4.70% to 4.30% and the 10-year yield fell back from 4.55% to 4.09%.
- There is a possibility that the Bank continues with QE at the long-end beyond 14th October or it decides to delay quantitative tightening beyond 31st October, even as it raises interest rates. So far at least, investors seem to have taken the Bank at its word that this is not a change in the direction of monetary policy nor a step towards monetary financing of the government’s deficit. But instead, that it is a temporary intervention with financial stability in mind.

7. **Interest Rate Forecast (Provided by Link Asset Services)**

The Council has appointed Link Group as its treasury advisor and part of their service is to assist the Council to formulate a view on interest rates.

The latest forecast on 27th September sets out a view that both short and long-dated interest rates will be elevated for some little while, as the Bank of England seeks to squeeze inflation out of the economy, whilst the government is providing a package of fiscal loosening to try and protect households and businesses from the ravages of ultra-high wholesale gas and electricity prices.

The increase in PWLB rates reflects a broad sell-off in sovereign bonds internationally but more so the disaffection investors have with the position of the UK public finances after September’s “fiscal event”. To that end, the MPC has tightened short-term interest rates with a view to trying to slow the economy sufficiently to keep the secondary effects of inflation – as measured by wage rises – under control, but its job is that much harder now.

The PWLB rate forecasts below are based on the Certainty Rate (the standard rate minus 20 bps) which has been accessible to most authorities since 1st November 2012.

Link Group Interest Rate View 27.09.22		Dec-22	Mar-23	Jun-23	Sep-23	Dec-23	Mar-24	Jun-24	Sep-24	Dec-24	Mar-25	Jun-25	Sep-25
BANK RATE		4.00	5.00	5.00	5.00	4.50	4.00	3.75	3.25	3.00	2.75	2.75	2.50
3 month ave earnings		4.50	5.00	5.00	5.00	4.50	4.00	3.80	3.30	3.00	2.80	2.80	2.50
6 month ave earnings		4.70	5.20	5.10	5.00	4.60	4.10	3.90	3.40	3.10	3.00	2.90	2.60
12 month ave earnings		5.30	5.30	5.20	5.00	4.70	4.20	4.00	3.50	3.20	3.10	3.00	2.70
5 yr PWLB		5.00	4.90	4.70	4.50	4.20	3.90	3.70	3.50	3.40	3.30	3.20	3.20
10 yr PWLB		4.90	4.70	4.60	4.30	4.10	3.80	3.60	3.50	3.40	3.30	3.20	3.20
25 yr PWLB		5.10	4.90	4.80	4.50	4.30	4.10	3.90	3.70	3.60	3.60	3.50	3.40
50 yr PWLB		4.80	4.60	4.50	4.20	4.00	3.80	3.60	3.40	3.30	3.30	3.20	3.10

8. **Autumn Statement (November 2022)**

The Economic Update and Interest Rate forecasts reflect the current economic position at the time of writing this report, however there may be some changes following the Autumn Statement which is due to be announced 17th November 2022.

9. **Treasury Management Strategy update**

The Treasury Management Strategy (TMS) for 2022/23, which includes the Annual Investment Strategy, was approved by this Council on 23 February 2022. There are no policy changes to the TMS; the details in this report update the position in the light of the updated economic position and budgetary changes already approved.

10. The Council's Capital Position

The table below shows the financing of the Original Capital Budget approved by Full Council on the 23 February 2022 and the latest Revised Capital Budget. The increase is due to a combination of in year budget monitoring adjustments and reprofiling of capital expenditure into future years.

Capital	2022/23 Original Estimate £'000	2022/23 Revised Estimate £'000
Total Budget	37,791	38,739
Financed by:		
Capital receipts	2,022	2,341
Capital grants	19,437	20,919
Revenue	471	921
Total financing	21,930	24,181
Borrowing need	15,861	14,558

11. Investment Portfolio 2022/2023

The Treasury Management Strategy Statement (TMSS) for 2022/23, which includes the Annual Investment Strategy, was approved by the Council on 23 February 2022. In accordance with the CIPFA Treasury Management Code of Practice, it sets out the Council's investment priorities as being:

- Security of capital
- Liquidity
- Yield

The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity and with the Council's risk appetite. In the current economic climate it is considered appropriate to keep investments short term to cover cash flow needs, but also to seek out value available in periods up to 12 months with high credit rated financial institutions, using the Link suggested creditworthiness approach, including a minimum sovereign credit rating and Credit Default Swap (CDS) overlay information.

Investment Counterparty criteria

The current investment counterparty criteria selection approved in the TMSS is meeting the requirement of the treasury management function.

CDS prices

It is noted that sentiment in the current economic climate can easily shift, so it remains important to undertake continual monitoring of all aspects of risk and return in the current circumstances

The average daily level of funds deposited during the financial year to date is £33.8m, compared with £26.9m for the same period in 2021/22. The actual value of funds deposited on the 30 September was £32.6m. These funds have been available on a temporary basis, and the level of funds available was mainly dependent on the timing of precept payments, receipt of grants and progress on the Capital Programme.

There were 8 investments carried forward from 2021/22 totalling £38.2m, of which £20.2m was in call accounts with our bank HSBC, £4m was in call accounts with Santander, £12m was in fixed term deposits, and £2m was a loan made to Burnley College.

There have been 7 new investments made during the period 1 April to 30 September 2022 totalling £24m, including £12m that was re-invested, as well as a daily average of £13.5m being invested with HSBC's deposit account. The table below shows the amount invested at 30 September 2022, and the rate of return against the market benchmark.

Counterparties	Date of Investment	Investment Made £m	Return	Benchmark (average return)
HSBC (31 Day Notice)	12/08/2020	2.0	1.75%	1.11%
Santander (31 Day Notice)	30/09/2022	4.0	1.88%	1.11%
Lloyds Bank Corporate Markets – 3 mth fixed	17/08/2022	4.0	2.12%	1.70%
Standard Chartered Sustainable – 2 mth fixed	19/08/2022	4.0	1.94%	1.70%
Goldman Sachs – 6 mth fixed	08/09/2022	2.0	3.22%	2.12%
Goldman Sachs – 3 mth fixed	29/09/2022	2.0	3.47%	1.70%
Burnley College Loan – 15 years fixed	28/03/2022	2.0	4.45%	NA

The Council has an approved list of counterparties which governs treasury management investment activity. This list is a restricted list taking into consideration the credit rating of the institution concerned and there are also limits on the amount which can be invested with any particular institution from a particular sector e.g. building society, bank etc. and also any group of institutions within an overall banking group. As part of the daily operations of the treasury management dealings, in consultation with guidance from Link Asset Services and the money market brokers, decisions are taken by the Head of Finance & Property Services, temporarily suspending/revising operations with individual counterparties. The latest deposit counterparties list was approved by the Full Council on 23 February 2022.

The table below shows the maximum amount invested with any of the counterparties at any one time during the period April 2022 to 30 September 2022 against the maximum limits approved in the 2022/23 Treasury Management Strategy.

Counterparties	Maximum Limits £m	Highest level of Investment 2022/23 (£m)
HSBC	50.0	22.3
Lloyds Bank Corporate Markets	4.0	4.0
Santander	4.0	4.0
Goldman Sachs	4.0	4.0

Standard Chartered Sustainable	4.0	4.0
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12. **Property Funds**

The council made 2 investments totalling £2m in property funds in 2018/19 for the purpose of increasing and diversifying our risk in investment income receivable and to help alleviate future revenue budget pressures. Dividends received in the 3 month period April to June 2022 amounted to £16,379, earning an average yield of 3.3%, compared to £16,707 received for the same period in 2021/22.

13. **Borrowing**

The Council's capital financing requirement (CFR) for 2022/23 is £76.703m. The CFR denotes the Council's underlying need to borrow for capital purposes. Below is a summary of the Councils' external indebtedness, as at 1 April 2022, and as at 30 September 2022.

Borrowing	1 Apr 22 £'000	30 Sept 22 £'000	Change Apr – Sept £'000
Public Works Loan Board	61,127	61,127	-
Temporary Market Loans	19	19	-
Total	61,146	61,146	-

PWLB Loans – There was no maturity loan repayments made during the period 1 April to 30 Septemehr 2022. Two scheduled annuity repayments were made during the same period totalling £270k.

Temporary Market Loans – There has been no movement in temporary market loans during the period 1 April to 30 September 2022.

14. **Debt Rescheduling**

Debt rescheduling opportunities have been very limited in the current economic climate and following the various increases in the margins added to gilt yields which have impacted PWLB new borrowing rates since October 2010. No debt rescheduling has therefore been undertaken to date in the current financial year. However, now that the whole of the yield curve has shifted higher there may be better opportunities in the future, although only prudent and affordable debt rescheduling will be considered.

15. **Compliance with Treasury & Prudential Limits**

It is a statutory duty for the Council to determine and keep under review its affordable borrowing limits. The Council's approved Treasury and Prudential Indicators (affordability limits) are included in the approved Treasury Management Strategy.

During the financial year to date the Council's treasury management activities operated within the treasury limits and Prudential Indicators set out in the Council's Treasury Management Strategy in compliance with the Council's Treasury Management Practices.

An extract of the Prudential and Treasury Indicators are shown in Appendix 1.

16. **Interest Payable on External Borrowing / Interest Receivable**

Provision is made in the revenue budget to meet the net interest payable on external borrowing. The figure in the original budget for 2022/23 was set at £1,422,470.

This budget has been revised up to £1,584,354 due to the council increasing it's borrowing to finance the capital programme towards the end of the last financial year.

The total interest receivable on temporary deposits for the period 1 April 2022 to 30 September 2022 amounted to £182k. An additional £16,379 was received in dividends on Property Funds for the period 1 April 2022 to 30 June 2022. The budget for the year for interest and dividend receipts was set at £270k. This is now forecast to be £350k due to the increase in interest rates paid on deposits.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

17. None arising as a direct result of this report.

POLICY IMPLICATIONS

18. Compliance with the revised CIPFA Code of Practice on Treasury Management.

DETAILS OF CONSULTATION

19. None.

BACKGROUND PAPERS

20. None.

FURTHER INFORMATION

PLEASE CONTACT:

**Howard Hamilton-Smith – Head of Finance
and Property**

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Prudential & Treasury Indicators for the first half of 2022/23

Prudential Indicator	2022/23 Original £' 000	2022/23 Revised £' 000
Capital Expenditure	37,791	38,739
In year borrowing requirement	15,861	14,558
Authorised Limit for external debt	95,346	92,810
Operational Boundary for external debt	86,678	84,373
Investments (Actual as at 30th September)	-	32,639
Net Borrowing (Actual as at 30th September)	-	61,146
Capital Financing Requirement (CFR)	78,798	76,703
Ratio of financing costs to net revenue stream	20.5%	21.9%
Limit of fixed interest rates based on net debt	100%	100%
Limit of variable interest rates based on net debt	25%	25%
Principal invested > 365 days	-	-

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Maturity Structure of fixed rate borrowing during 2022/23	1st Apr 2022 Actual Debt in £m	30th Sept 2022 Actual Debt in £m	30th Sept 2022 Actual Debt as a %	2022/23 Original Limits set as % ranges
Under 12 months	1.6	1.6	3%	0% - 20%
12 months to 2 years	3.4	3.4	6%	0% - 20%
2 years to 5 years	3.8	3.8	6%	0% - 25%
5 years to 10 years	4.2	4.2	7%	0% - 30%
10 years and above	48.1	48.1	79%	0% - 90%
Total	61.1	61.1	100%	

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REPORT TO EXECUTIVE



DATE	30 November 2022
PORTFOLIO	Resources & Performance Management
REPORT AUTHOR	Amy Johnson
TEL NO	(01282) 475869
EMAIL	ajohnson@burnley.gov.uk

Fees & Charges Tariff 2023/24

PURPOSE

1. To inform Members of the Council’s proposed fees and charges from 1 April 2023.

RECOMMENDATION

That the Executive approve and recommend to Full Council to approve the :

2. proposed tariff of fees & charges from 1 April 2023 with an increase of 5% as outlined in Appendix A attached, with a range of exceptions as outlined in the report.
3. authorisation to Head of Finance and Property, in consultation with the relevant Head of Service, to determine any new charges or changes to existing charges relating to the preparation and approval of the 2023/24 revenue budget.
4. authorisation to Executive Portfolio Members to amend fees & charges periodically in their own area with the prior agreement of the Head of Finance and Property.
5. authorisation to the Strategic Head of Economy and Growth, in consultation with the Executive Member for Resources and Performance Management and the Head of Finance and Property, to adjust fees and charges in relation to the Markets service from time to time to reflect current trading conditions and the overall position of the market.

REASONS FOR RECOMMENDATION

6. To set the Council’s fees and charges from 1 April 2023 and assist in finalising the 2023/24 budget process.

SUMMARY OF KEY POINTS

7. It is proposed to increase fees and charges by 5% due to the current high levels of inflation. As at September 2022 CPI inflation was at 10.1%. It is appreciated that it is not palatable to increase fees and charges by this rate, therefore an increase of 5% is proposed to help fund the increasing costs of the provision of services.
8. In line with the Council's commercial strategy, Heads of Service were asked to:
 - a) ensure that no charge has been omitted and the schedule is complete,
 - b) confirm increases at an overall 5% for the service (excluding areas where either no increase is proposed or where they are set statutorily),
 - c) confirm that the fees and corresponding VAT rates are correct,
 - d) confirm the date of the fee increase,
 - e) give notification of any potential new areas for the introduction of fees and charges within their service area and of the proposed level of such fees and charges from 1 April 2023,
 - f) make suggestions/proposals as to where income can be found in future to help alleviate the Council's budget pressures as identified in the Medium Term Financial Strategy, and
 - g) identify where services are being provided at a subsidy and where fees and charges should be increased by more than 5% in order to maintain the viability of service provision.
9. A summary of the key points of the proposed fees and charges are:
10. Local Land Charges
Local Land Charges fees will increase by 5%. The Local Land Charges service is currently being migrated to HMLR (with completion anticipated by April 2023) after which time we will no longer be responsible for or charge for LLC1s, or for carrying out Personal searches, which will result in a reduction in land charges income received of approximately £8k. The charge for LLC1s has been kept in the Tariff as depending on the date of migration we may still carry out this service for a short period. The increase of 5% across the remaining charges will result in approximately £3k additional income.
11. Garden Waste Collection Charges
The Green Waste Collection charge will be increased from £35 to £40. The increase will result in approximately £42k additional income.
12. Building Control Fees
It is proposed that fees be increased by 10% with effect from **1st January 2023**. The fees have been formally agreed by members of the Pennine Lancashire Building Control Joint Committee. Under the Pennine Lancashire Building Control income from fees and charges is for fee-earning work and used to offset costs. Any excess income is transferred to an earmarked reserve in Blackburn with Darwen Council's accounts for future use in providing the service. Therefore, it does not result in any increased income to the Council as they form part of the shared service with Blackburn with Darwen Council.

The Pennine Lancashire Building Control shared service is due to end 31st March 2023, after which any excess income generated will be transferred to an earmarked reserve

within the Council's accounts for future use in providing the service. Therefore, it does not result in any increased income to the Council.

13. Car Parking

Pay and display and contract parking fees will be increased by 5% (rounded to the nearest 10p), excluding Towneley Hall car parks included in paragraph 19, which will result in approximately £51k additional income. Pay and display charges were last increased in 2016 and contract parking fees in 2019.

14. Commercial Waste

Commercial waste charge per bin lift will increase by an average 9% across each bin size (240 litre – 1100 litre bin) which will generate approximately £30k additional income. There will be no increases to the cost of 'General Waste Sack - Roll 25 Sacks' and the 'Recycling Annual Contract - Weekly Collections'.

15. Bulky & White Goods

Bulky and white goods charges will increase from £13.80 to £15.00. The increase will result in approximately £6k additional income.

16. Fixed Penalty Notices

Fixed Penalty Notices will increase by 5% where the charge is not statutory. The increase of 5% will result in approximately £3k additional income.

A new charge has been implemented for a Fixed Penalty Notice (Smoke Control).

17. Licensing fees

Licensing fees are to be increased by 5%, where the charge is not statutory. The increase of 5% will result in approximately £5k additional income.

New charges have been implemented for variations to licences (inspections and no inspections) and for re-evaluation of star rating of animal welfare licence.

18. Taxi Licensing

Taxi Licensing fees are set by Licensing Committee and are to be considered at their meeting in November 2022. Should taxi licences fees require formal consultation, this could lead to a slight delay in implementation.

19. Towneley Hall

Daily car parking fees will increase from £1.50 to £2.00 and contract parking fees will increase from £40 and £61 to £53.20 and £81.10 respectively. The increase will result in approximately £37k additional income.

As members will be aware, building works are due to commence at Towneley Hall imminently as part of the restoration of the Hall. As a result, the admission fee is to be reduced by 50% during the period October 2022 to January 2025. The decrease of 50% will result in a reduction in income of approximately £15k.

Charges for the hire of rooms will be suspended during the period October 2022 to January 2025 as the rooms will be closed due to the restoration of the Hall. This will result in a reduction in income of approximately £15k.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

20. The assumed increase in income from the proposed changes to the fees and charges tariff presented in this report is approximately £251k in 2023/24.

POLICY IMPLICATIONS

21. None directly as a consequence of this report.

DETAILS OF CONSULTATION

22. None.

BACKGROUND PAPERS

23. None.

FURTHER INFORMATION

PLEASE CONTACT:

Amy Johnson – Finance Manager

	2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
COMMUNITY SERVICES									
GREEN SPACES & AMENITIES									
CEMETERIES									
Interment Fees									
Under 1 year	no charge			no charge					
Over 1 year - 17 years	323.00	5.00	339.15	339.00	-	339.00	zero	1-Apr-23	
18 years and over	1,237.00	5.00	1,298.85	1,299.00	-	1,299.00	zero	1-Apr-23	
Where Casket is used	1,437.00	5.00	1,508.85	1,509.00	-	1,509.00	zero	1-Apr-23	
Where Vault is used	1,437.00	5.00	1,508.85	1,509.00	-	1,509.00	zero	1-Apr-23	
Interment after appointed time	209.00	5.00	219.45	219.00	-	219.00	zero	1-Apr-23	
Interment of cremated remains	250.00	5.00	262.50	263.00	-	263.00	zero	1-Apr-23	
Interment Fees - Public Grave									
Over 1 year - 17 years	203.00	5.00	213.15	213.00	-	213.00	zero	1-Apr-23	
18 years and over	415.00	5.00	435.75	436.00	-	436.00	zero	1-Apr-23	
Service in Cemetery Chapel	154.00	5.00	161.70	162.00	-	162.00	zero	1-Apr-23	
NHS Charge (pre-term)	74.00	5.00	77.70	78.00	-	78.00	zero	1-Apr-23	
Removal & Replacement									
Headstones (remove and re-fix to National Association of Memorial									
Masons standards)	192.00	5.00	201.60	202.00	-	202.00	zero	1-Apr-23	
Sidestones	158.00	5.00	165.90	166.00	-	166.00	zero	1-Apr-23	
Chippings	96.00	5.00	100.80	101.00	-	101.00	zero	1-Apr-23	
Right to Erect Memorials									
Headstone (900mm maximum)(including first inscription)	195.00	5.00	204.75	205.00	34.17	170.83	20.00	1-Apr-23	
Wooden Cross	51.00	5.00	53.55	54.00	9.00	45.00	20.00	1-Apr-23	
Vase without inscription and under 300 mm	FOC	5.00	FOC	FOC		FOC			
Otherwise	97.00	5.00	101.85	102.00	17.00	85.00	20.00	1-Apr-23	
Inscription (each)	51.00	5.00	53.55	54.00	9.00	45.00	20.00	1-Apr-23	
Construction									
Vault - Single Space/Depth	2,439.00	5.00	2,560.95	2,561.00	-	2,561.00	zero	1-Apr-23	
Vault - Double Space	At Cost			At Cost	-	At Cost	zero		
is this construction (Vatable) or right to contract (Non Vatable)									

	2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
<u>Exclusive Right of Burial</u>									
Burnley									
Row 1 - 4	1,120.00	5.00	1,176.00	1,176.00	-	1,176.00	zero	1-Apr-23	
Lawn Section	1,377.00	5.00	1,445.85	1,446.00	-	1,446.00	zero	1-Apr-23	
Half Grave (for burial of ashes only)	444.00	5.00	466.20	466.00	-	466.00	zero	1-Apr-23	
Any other row	1,120.00	5.00	1,176.00	1,176.00	-	1,176.00	zero	1-Apr-23	
Additional charge for Vault	703.00	5.00	738.15	738.00	-	738.00	zero	1-Apr-23	
Purchase of above by Non-Resident of Burnley Borough									
Miscellaneous									
Search of Register	FOC		FOC	FOC		FOC			
<u>Padiham Garden of Remembrance</u>									
Use of Memorial Stone	128.00	5.00	134.40	134.00	-	134.00	zero	1-Apr-23	
Use of Niche for one person	236.00	5.00	247.80	248.00	-	248.00	zero	1-Apr-23	
Additional remains in Niche	149.00	5.00	156.45	156.00	-	156.00	zero	1-Apr-23	
<u>CREMATORIUM</u>									
<u>Interment</u>									
Under 1 year	no charge		no charge	no charge					
Over 1 year - 17 years	219.00	11.54	244.28	244.00	-	244.00	zero	1-Apr-23	
18 years and over	764.00	11.54	852.20	852.00	-	852.00	zero	1-Apr-23	
Direct Cremation (before 9.30am, no chapel service)	408.00	11.54	455.10	455.00	-	455.00	zero	1-Apr-23	
Medical Referee	18.00	5.00	18.90	19.00	-	19.00	zero	1-Apr-23	
Additional fee for Saturday & 12.30 additional time	211.00	11.54	235.36	235.00	-	235.00	zero	1-Apr-23	
NHS Charge (pre-term)	36.00	5.00	36.00	36.00	-	36.00	zero	1-Apr-23	
<u>Entries in Book of Remembrance</u>									
2 line	111.00	5.00	116.55	117.00	19.50	97.50	20.00	1-Apr-23	
5 line	173.00	5.00	181.65	182.00	30.33	151.67	20.00	1-Apr-23	
8 line	255.00	5.00	267.75	268.00	44.67	223.33	20.00	1-Apr-23	
5 line with flower emblem	239.00	5.00	250.95	251.00	41.83	209.17	20.00	1-Apr-23	
5 line with Badge	266.00	5.00	279.30	279.00	46.50	232.50	20.00	1-Apr-23	
6 line with Coat of Arms	341.00	5.00	358.05	358.00	59.67	298.33	20.00	1-Apr-23	
<u>Remembrance Cards</u>									
With 2 line inscription	69.00	5.00	72.45	72.00	12.00	60.00	20.00	1-Apr-23	
With 5 line inscription	81.00	5.00	85.05	85.00	14.17	70.83	20.00	1-Apr-23	
With 8 line inscription	110.00	5.00	115.50	116.00	19.33	96.67	20.00	1-Apr-23	
Additional 2 line inscription	41.00	5.00	43.05	43.00	7.17	35.83	20.00	1-Apr-23	
Additional 5 line inscription	54.00	5.00	56.70	57.00	9.50	47.50	20.00	1-Apr-23	
Additional 8 line inscription	63.00	5.00	66.15	66.00	11.00	55.00	20.00	1-Apr-23	
Additional cost for flower emblem (only with 5 or 8 line entry)	69.00	5.00	72.45	72.00	12.00	60.00	20.00	1-Apr-23	
<u>Retaining of Ashes</u>									
After 1 month (per month)	72.00	5.00	75.60	76.00	-	76.00	zero	1-Apr-23	
<u>Scattering of Ashes</u>									
Cremation not at Burnley	72.00	5.00	75.60	76.00	-	76.00	zero	1-Apr-23	
<u>Memorial Wall</u>									
Lakeland stone plaque	552.00	5.00	579.60	580.00	96.67	483.33	20.00	1-Apr-23	
(plus lettering per letter - existing walls only, new walls subject to)	3.00	5.00	3.15	3.00	0.50	2.50	20.00	1-Apr-23	

	2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
new price list)									
Additional inscription admin charge (plus lettering)	42.00	5.00	44.10	44.00	7.33	36.67	20.00	1-Apr-23	
Emblem	40.00	5.00	42.00	42.00	7.00	35.00	20.00	1-Apr-23	
Renewal of lease at end of agreement per 5 years	75.00	5.00	78.75	79.00	13.17	65.83	20.00	1-Apr-23	
<u>Tree of Remembrance</u>									
Engraved Remembrance Leaf	60.00	5.00	63.00	63.00	10.50	52.50	20.00	1-Apr-23	
<u>Ash Plots</u>									
Exclusive right of burial (40 years)	444.00	5.00	466.20	466.00	77.67	388.33	20.00	1-Apr-23	
Interment fee	250.00	5.00	262.50	263.00	43.83	219.17	20.00	1-Apr-23	
Right to erect memorial	281.00	5.00	295.05	295.00	49.17	245.83	20.00	1-Apr-23	
Foundation	25.00	5.00	26.25	26.00	4.33	21.67	20.00	1-Apr-23	
<u>PARKS - OUTDOOR SPORTS ACTIVITIES & EVENTS</u>									
<u>Events - Towneley Park</u>									
Local Organisations	180.80	5.00	189.84	189.80	31.63	158.17	20.00	1-Apr-23	
Non Resident Organisation - per event	461.10	5.00	484.16	484.15	80.69	403.46	20.00	1-Apr-23	
Fair Events POA									
<u>Towneley Park</u>									
Cricket	59.35	5.00	62.32	62.30	10.38	51.92	20.00	1-Apr-23	

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2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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Football pitches (from 1st August each year)

Grade A - (changing, showers & attendant)

Prairie, Fennyfold, Towneley

59.35	5.00	62.32	62.30	10.38	51.92	20.00	1-Apr-23	
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Grade B (pitch only)

Queens Park, Worsthorne, Stoneyholme, Hapton

41.65	5.00	43.73	43.75	7.29	36.46	20.00	1-Apr-23	
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Barden Central Arena

Burnley United A F C per season

n/a			not charged in lieu of cleaning and management					
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Junior Football

Hire of Junior pitch

12.90	5.00	13.55	13.55	2.26	11.29	20.00	1-Apr-23	
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Use of changing accommodation only

12.90	5.00	13.55	13.55	2.26	11.29	20.00	1-Apr-23	
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ALLOTMENTS

Allotment Rent per m²

0.31	5.00	0.33	0.33	-	0.33	zero	1-Apr-23	
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Concessionary Rental (50%)

0.14	5.00	0.15	0.15	-	0.15	zero	1-Apr-23	
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Water

15.80	5.00	16.59	16.60	-	16.60	zero	1-Apr-23	
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Admin fee for setting up of new tenancy agreements

12.85	5.00	13.49	13.50	2.25	11.25	20.00	1-Apr-23	
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Note : Allotments users require 3 months notice of any price increases.

TOWNELEY

Car Parking - Pay & Display

Riverside - per day

1.50	33.00	2.00	2.00	0.33	1.67	20.00	1-Apr-23	
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Towneley Hall - per hour

0.80	5.00	0.84	0.80	0.13	0.67	20.00	1-Apr-23	
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9 Hole Golf - per day

1.50	33.00	2.00	2.00	0.33	1.67	20.00	1-Apr-23	
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Causeway End / Golf Course - per day

2.00	5.00	2.10	2.10	0.35	1.75	20.00	1-Apr-23	
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Barwise per day

1.50	33.00	2.00	2.00	0.33	1.67	20.00	1-Apr-23	
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Woodgroove - per day

1.50	33.00	2.00	2.00	0.33	1.67	20.00	1-Apr-23	
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	2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
Car Parking - Contracts (per annum)									
Towneley Hall	61.00	33.00	81.13	81.10	13.52	67.58	20.00	1-Apr-23	
Riverside	40.00	33.00	53.20	53.20	8.87	44.33	20.00	1-Apr-23	
Barwise	40.00	33.00	53.20	53.20	8.87	44.33	20.00	1-Apr-23	
Woodgrove	61.00	33.00	81.13	81.10	13.52	67.58	20.00	1-Apr-23	
<u>TOWNELEY HALL</u>									
<u>Guided Tours</u>									
Local Links Subscription Scheme for Schools - per annum	233.90	5.00	245.60	245.60	40.93	204.67	20.00	1-Apr-23	
Daytime - per person	8.50	5.00	8.93	8.95	1.49	7.46	20.00	1-Apr-23	
Evening - per person	12.80	5.00	13.44	13.45	2.24	11.21	20.00	1-Apr-23	
School Groups per person - half day	2.65	5.00	2.78	2.80	0.47	2.33	20.00	1-Apr-23	
School Groups per person - full day	5.35	5.00	5.62	5.60	0.93	4.67	20.00	1-Apr-23	
<u>Use of Hall</u>									
Commercial Photography	320.00	5.00	336.00	336.00	56.00	280.00	20.00	1-Apr-23	
Filming Fees	1,067.00	5.00	1,120.35	1,120.00	186.67	933.33	20.00	1-Apr-23	
Great Hall (by negotiation) fees start from	640.00	5.00	672.00	672.00	112.00	560.00	20.00	1-Apr-23	*
up to	1,067.00	5.00	1,120.35	1,120.00	186.67	933.33	20.00	1-Apr-23	*
Regency Rooms Daytime Events (by negotiation) fees start from	640.00	5.00	672.00	672.00	112.00	560.00	20.00	1-Apr-23	*
up to	1,067.00	5.00	1,120.35	1,120.00	186.67	933.33	20.00	1-Apr-23	*
Regency Rooms Evening Events (by negotiation) fees start from	640.00	5.00	672.00	672.00	112.00	560.00	20.00	1-Apr-23	*
up to	1,067.00	5.00	1,120.35	1,120.00	186.67	933.33	20.00	1-Apr-23	*
Lecture Theatre (by negotiation) fees start from	107.00	5.00	112.35	112.00	18.67	93.33	20.00	1-Apr-23	
up to	320.00	5.00	336.00	336.00	56.00	280.00	20.00	1-Apr-23	
Great Hall & both Regency Rooms (by negotiation) fees start from	533.00	5.00	559.65	560.00	93.33	466.67	20.00	1-Apr-23	*
up to	3,732.00	5.00	3,918.60	3,919.00	653.17	3,265.83	20.00	1-Apr-23	*
* 50% discount for Charities									

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	2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
<u>Conferences & Meetings</u>									
Lecture Theatre Room Hire - fees start from	106.65	5.00	111.98	112.00	18.67	93.33	20.00	1-Apr-23	*
up to	319.90	5.00	335.90	335.90	55.98	279.92	20.00	1-Apr-23	*
Tea & Coffee per person per serving	1.05	5.00	1.10	1.10	0.18	0.92	20.00	1-Apr-23	
* 50% discount for Charities									
<u>Wedding Charges</u>									
Regency Rooms - ceremony only fees start from	373.00	5.00	391.65	392.00	65.33	326.67	20.00	1-Apr-23	
up to	1,599.00	5.00	1,678.95	1,679.00	279.83	1,399.17	20.00	1-Apr-23	
Great Hall & Regency Rooms ceremony & afternoon reception up to 7pm									
fees start from	533.00	5.00	559.65	560.00	93.33	466.67	20.00	1-Apr-23	
up to	3,732.00	5.00	3,918.60	3,919.00	653.17	3,265.83	20.00	1-Apr-23	
Photography - grounds/formal gardens	64.00	5.00	67.20	67.00	11.17	55.83	20.00	1-Apr-23	
Photography - grounds/formal gardens & inside	107.00	5.00	112.35	112.00	18.67	93.33	20.00	1-Apr-23	
<u>Entrance Fees</u>									
Adult - 12 month pass - 50% reduction in fee between October 22 and Jan 25 due to									
building works	5.00	(50.00)	2.50	2.50	0.42	2.08	20.00	1-Apr-23	*
50% reduction on wedding & event days due to rooms being closed									
Free admission for children and students									
<u>THOMPSON PARK</u>									
Car Parking - Pay & Display									
Thompson Park - per day	2.00	25.00	2.50	2.50	0.42	2.08	20.00	1-Apr-23	
<u>BANK HALL</u>									
MIPERMIT Parking - per hour (first 2 hours free)	NEW	NEW	0.50	0.50	0.08	0.42	20.00	NEW	

2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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STREETSCENE

CAR PARKING CHARGES

The current strategy is to increase car parking charges every two years.

Short Stay Car Parks

Elizabeth St / Grimshaw St / Standish St / Parker Lane /
William Thompson / Orchard Bridge / Cow Lane 1 & 2 / Pioneer 1 /
Sutcliffe St / Thomas St

0-1 hour	Monday - Saturday	1.00	5.00	1.05	1.10	0.18	0.92	20.00	1-Apr-23
1-2 hours		1.60	5.00	1.68	1.70	0.28	1.42	20.00	1-Apr-23
2-3 hours		2.10	5.00	2.21	2.20	0.37	1.83	20.00	1-Apr-23
3 Hours plus		5.60	5.00	5.88	5.90	0.98	4.92	20.00	1-Apr-23
Sundays & Bank Holidays		Free		Free					
Disabled pass holders - up to 3 hrs		Free		Free					

Disabled pass holders - over 3 hrs - charges apply as above

Victoria

0-1 hour	Saturday only	1.00	5.00	1.05	1.10	0.18	0.92	20.00	1-Apr-23
1-2 hours		1.60	5.00	1.68	1.70	0.28	1.42	20.00	1-Apr-23
2-3 hours		2.10	5.00	2.21	2.20	0.37	1.83	20.00	1-Apr-23
3 Hours plus		5.60	5.00	5.88	5.90	0.98	4.92	20.00	1-Apr-23
Disabled pass holders - up to 3 hrs		Free		Free					

Disabled pass holders - over 3 hrs - charges apply as above

Pioneer 2 / King St

0-1 hour	Monday - Saturday	1.00	5.00	1.05	1.10	0.18	0.92	20.00	1-Apr-23
1-2 hours		1.60	5.00	1.68	1.70	0.28	1.42	20.00	1-Apr-23
2-3 hours		2.10	5.00	2.21	2.20	0.37	1.83	20.00	1-Apr-23
3 Hours plus		3.80	5.00	3.99	4.00	0.67	3.33	20.00	1-Apr-23

	2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
Disabled pass holders - up to 3 hrs			Free						
Disabled pass holders - over 3 hrs - charges apply as above									
Charter Walk Surface Car Park									
0-1 hour	1.00	5.00	1.05	1.10	0.18	0.92	20.00	1-Apr-23	
1-2 hours	1.50	5.00	1.58	1.60	0.27	1.33	20.00	1-Apr-23	
2-3 hours	2.00	5.00	2.10	2.10	0.35	1.75	20.00	1-Apr-23	
3-4 hours	2.50	5.00	2.63	2.60	0.43	2.17	20.00	1-Apr-23	
Daily Charge	8.00	5.00	8.40	8.40	1.40	7.00	21.00	1-Apr-23	
0-2 hours	1.00	5.00	1.05	1.10	0.18	0.92	21.00	1-Apr-23	
Over 2 hours	2.00	5.00	2.10	2.10	0.35	1.75	21.00	1-Apr-23	
Millenium Multi-Storey Car Park									
0-1 hour	1.00	5.00	1.05	1.10	0.18	0.92	20.00	1-Apr-23	
1-2 hours	1.50	5.00	1.58	1.60	0.27	1.33	20.00	1-Apr-23	
2-3 hours	2.00	5.00	2.10	2.10	0.35	1.75	20.00	1-Apr-23	
3-4 hours	2.50	5.00	2.63	2.60	0.43	2.17	20.00	1-Apr-23	
Daily Charge	3.00	5.00	3.15	3.10	0.52	2.58	21.00	1-Apr-23	
Long Stay Car Parks									
Finsley Gate 2 / Centenary Way									
Monday - Saturday per visit	3.80	5.00	3.99	4.00	0.67	3.33	20.00	1-Apr-23	
Sundays & Bank Holidays	Free			Free					
Disabled pass holders - up to 3 hrs				Free					
Disabled pass holders - over 3 hrs - charges apply as above									
Contracts									
Finsley Gate 1, 2 & 3 / King St / Bank Parade / Pioneer 2 / Centenary Way									
William Thompson / Royle Road									
per quarter Monday to Friday (inclusive)	185.70	5.00	194.99	195.00	32.50	162.50	20.00	1-Apr-23	
per quarter Monday to Saturday (inclusive)	222.90	5.00	234.05	234.00	39.00	195.00	20.00	1-Apr-23	
Millenium Multi-Storey Car Park									
per Calendar Month Monday to Saturday	40.00	5.00	42.00	42.00	7.00	35.00	20.00	1-Apr-23	
Other Contracts Charges									
Staff Car Parking Charges - Operational	297.90	5.00	312.80	312.80	52.13	260.67	20.00	1-Apr-23	
Staff Car Parking Charges - Non-Operational	342.30	5.00	359.42	359.40	59.90	299.50	20.00	1-Apr-23	
Part Time Employees / Members Car Parking Charges	pro rata		pro rata	pro rata					
PEST CONTROL & WASTE									
Pest Control *									
Flea & Bed Bug Sprays	57.30	5.00	60.17	60.20	10.03	50.17	20.00	1-Apr-23	
Wasps Nests	57.30	5.00	60.17	60.20	10.03	50.17	20.00	1-Apr-23	
Commercial	64.00	5.00	67.20	67.20	11.20	56.00	20.00	1-Apr-23	
			* Charges start from						
Waste & Recycling Collection Containers									
Replacement per residual waste and recycling wheeled bin	31.90	5.00	33.50	33.50	-	33.50	zero	1-Apr-23	
Residual waste and recycling wheeled bin at new build properties	31.90	5.00	33.50	33.50	-	33.50	zero	1-Apr-23	
Recycling Box & Lid	FOC			FOC					
White Sacks	FOC			FOC					
First green waste wheeled bin	FOC			FOC					
Additional green waste wheeled bin	31.90	5.00	33.50	33.50	-	33.50	zero	1-Apr-23	

	2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
Provision of 1100L container for new build apartments/flats	434.20	5.00	455.91	455.90	75.98	379.92	20.00	1-Apr-23	
Annual charge for Green Waste Collection*	35.00	14.25	39.99	40.00	-	40.00	zero	1-Apr-23	
<u>Bulky & White Goods</u> (One collection covers one white good or up to four bulky items)									
Charge per collection	13.80	9.00	15.04	15.00	-	15.00	zero	1-Apr-23	
<u>Back Yard Clearances</u>									
Back Yard Clearances									

2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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Fixed Penalty Notices

Littering	80.00	5.00	84.00	84.00	-	84.00	zero	1-Apr-23
Side Waste / Waste Receptables / Failing to Manage Waste - Higher	200.00	5.00	210.00	210.00	-	210.00	zero	1-Apr-23
Side Waste / Waste Receptables / Failing to Manage Waste - Lower	100.00	5.00	105.00	105.00	-	105.00	zero	1-Apr-23
Graffiti / Fly Posting	100.00	5.00	105.00	105.00	-	105.00	zero	1-Apr-23
Fly Tipping - Higher	400.00	-	400.00	400.00	-	400.00	zero	1-Apr-23
Fly Tipping - Lower	150.00	5.00	157.50	157.50	-	157.50	zero	1-Apr-23
Public Space Protection Order (PSPO)	100.00	-	100.00	100.00	-	100.00	zero	1-Apr-23
Failure to produce a Waste Carriers License	300.00	5.00	315.00	315.00	-	315.00	zero	1-Apr-23
Commercial Waste	300.00	5.00	315.00	315.00	-	315.00	zero	1-Apr-23
Dog Fouling (PSPO)	100.00	-	100.00	100.00	-	100.00	zero	1-Apr-23
Dog Control (PSPO)	50.00	-	50.00	50.00	-	50.00	zero	1-Apr-23
Abandoned Vehicles	200.00	5.00	210.00	210.00	-	200.00	zero	1-Apr-23
Car Parking - Lower	51.00	-	51.00	51.00	-	51.00	zero	1-Apr-23 *
Car Parking - Higher	71.00	-	71.00	71.00	-	71.00	zero	1-Apr-23 *

* 50% discount if paid within 14 days

Default Works - Property repair works

Full Cost plus charge for staff time & administration	n/a		25% Officer time now accounted for instead					
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Chargeable Commercial Waste*

Annual Contract

Container Costs	258.50	5.00	271.43	271.40	-	271.40	zero	1-Apr-23
General Waste Sack - Roll 25 Sacks	54.90	-	54.90	54.90	-	54.90	zero	1-Apr-23
240L bin - per bin lift	5.70	31.50	7.50	7.50	-	7.50	zero	1-Apr-23
360L bin - per bin lift	8.60	16.20	9.99	10.00	-	10.00	zero	1-Apr-23
660L bin - per bin lift	11.60	20.70	14.00	14.00	-	14.00	zero	1-Apr-23
1100L bin - per bin lift	18.30	9.30	20.00	20.00	-	20.00	zero	1-Apr-23
Recycling Annual Contract - Weekly Collections	240.00	-	240.00	240.00	-	240.00	zero	1-Apr-23

* Charges start from

STREET RENAMING & NUMBERING

Change of a house name / number	53.00	5.00	55.65	56.00	-	56.00	zero	1-Apr-23
Change of a building name	107.00	5.00	112.35	112.00	-	112.00	zero	1-Apr-23
Change of a street name	213.00	5.00	223.65	224.00	-	224.00	zero	1-Apr-23
- plus charge per property for a change of street name	21.00	5.00	22.05	22.00	-	22.00	zero	1-Apr-23

LICENSING

rounded to nearest £1

Other Licensing

Boarding New - 1 year (New 2018 Animal Welfare Regulation)	199.00	5.00	208.95	209.00	-	209.00	zero	1-Apr-23
2 year	265.00	5.00	278.25	278.00	-	278.00	zero	1-Apr-23
3 year	299.00	5.00	313.95	314.00	-	314.00	zero	1-Apr-23
Boarding Renew - 1 year (New 2018 Animal Welfare Regulation)	195.00	5.00	204.75	205.00	-	205.00	zero	1-Apr-23
2 year	262.00	5.00	275.10	275.00	-	275.00	zero	1-Apr-23
3 year	296.00	5.00	310.80	311.00	-	311.00	zero	1-Apr-23
Home Boarder New - 1 year (New 2018 Animal Welfare Regulation)	166.00	5.00	174.30	174.00	-	174.00	zero	1-Apr-23
2 year	224.00	5.00	235.20	235.00	-	235.00	zero	1-Apr-23
3 year	254.00	5.00	266.70	267.00	-	267.00	zero	1-Apr-23
Home Boarder Renew - 1 year (New 2018 Animal Welfare Regulation)	162.00	5.00	170.10	170.00	-	170.00	zero	1-Apr-23
2 year	220.00	5.00	231.00	231.00	-	231.00	zero	1-Apr-23
3 year	250.00	5.00	262.50	263.00	-	263.00	zero	1-Apr-23
Dog Creche New - 1 year (New 2018 Animal Welfare Regulation)	197.00	5.00	206.85	207.00	-	207.00	zero	1-Apr-23

	2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
2 year	263.00	5.00	276.15	276.00	-	276.00	zero	1-Apr-23	
3 year	297.00	5.00	311.85	312.00	-	312.00	zero	1-Apr-23	
Dog Creche Renew - 1 year (New 2018 Animal Welfare Regulation)	194.00	5.00	203.70	204.00	-	204.00	zero	1-Apr-23	
2 year	260.00	5.00	273.00	273.00	-	273.00	zero	1-Apr-23	
3 year	294.00	5.00	308.70	309.00	-	309.00	zero	1-Apr-23	

	2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
Dog Breeder New** - 1 year (New 2018 Animal Welfare Regulation)	155.00	5.00	162.75	163.00	-	163.00	zero	1-Apr-23	
2 year	214.00	5.00	224.70	225.00	-	225.00	zero	1-Apr-23	
3 year	244.00	5.00	256.20	256.00	-	256.00	zero	1-Apr-23	
Dog Breeder Renew - 1 year (New 2018 Animal Welfare Regulation)	193.00	5.00	202.65	203.00	-	203.00	zero	1-Apr-23	
2 year	252.00	5.00	264.60	265.00	-	265.00	zero	1-Apr-23	
3 year	282.00	5.00	296.10	296.00	-	296.00	zero	1-Apr-23	
Pet Selling New - 1 year (New 2018 Animal Welfare Regulation)	187.00	5.00	196.35	196.00	-	196.00	zero	1-Apr-23	
2 year	251.00	5.00	263.55	264.00	-	264.00	zero	1-Apr-23	
3 year	284.00	5.00	298.20	298.00	-	298.00	zero	1-Apr-23	
Pet Selling Renew - 1 year (New 2018 Animal Welfare Regulation)	183.00	5.00	192.15	192.00	-	192.00	zero	1-Apr-23	
2 year	248.00	5.00	260.40	260.00	-	260.00	zero	1-Apr-23	
3 year	279.00	5.00	292.95	293.00	-	293.00	zero	1-Apr-23	
Hiring Horses New** - 1 year (New 2018 Animal Welfare Regulation)	102.00	5.00	107.10	107.00	-	107.00	zero	1-Apr-23	
2 year	174.00	5.00	182.70	183.00	-	183.00	zero	1-Apr-23	
3 year	210.00	5.00	220.50	221.00	-	221.00	zero	1-Apr-23	
Hiring Horses Renew** - 1 year (New 2018 Animal Welfare Regulation)	102.00	5.00	107.10	107.00	-	107.00	zero	1-Apr-23	
2 year	174.00	5.00	182.70	183.00	-	183.00	zero	1-Apr-23	
3 year	210.00	5.00	220.50	221.00	-	221.00	zero	1-Apr-23	
Train/exhibit animal - 3 year (New 2018 Animal Welfare Regulation)	161.00	5.00	169.05	169.00	-	169.00	zero	1-Apr-23	
200** - 6 year	495.00	5.00	519.75	520.00	-	520.00	zero	1-Apr-23	
4 year	447.00	5.00	469.35	469.00	-	469.00	zero	1-Apr-23	
Dangerous Wild Animals** - 2 year (New 2018 Animal Welfare Regulation)	179.00	5.00	187.95	188.00	-	188.00	zero	1-Apr-23	
Successful appeal against star rating**	New	-	NEW	130.00	-	130.00	zero	New	
Minor Variation of licence (no inspection)	New	-	NEW	30.00	-	30.00	zero	New	
Minor Variation of licence (inspection)	New	-	NEW	105.00	-	105.00	zero	New	
Re-evaluation of star rating of animal welfare licence**	New	-	NEW	130.00	-	130.00	zero	New	
** plus vets inspection fee									
Skin Piercing/Cosmetic Treatment Establishment	148.55	5.00	155.98	156.00	-	156.00	zero	1-Apr-23	
Skin Piercers Personal Registration	48.90	5.00	51.35	51.35	-	51.35	zero	1-Apr-23	
Personal Registration - Special Cosmetic Treatments (once adopted)	48.90	5.00	51.35	51.35	-	51.35	zero	1-Apr-23	
Second hand goods dealer	81.55	5.00	85.63	85.65	-	85.65	zero	1-Apr-23	
Health Certificate	46.45	5.00	48.77	48.75	-	48.75	zero	1-Apr-23	
Request to show unclassified films	515.35	5.00	541.12	541.10	-	541.10	zero	1-Apr-23	
Sex Shop	2,394.60	5.00	2,514.33	2,514.35	-	2,514.35	zero	1-Apr-23	
Renewal of sex shop licence	617.10	5.00	647.96	647.95	-	647.95	zero	1-Apr-23	
New Sexual Entertainment Venue Licence	6,368.00	5.00	6,686.40	6,686.40	-	6,686.40	zero	1-Apr-23	
Renewal of a Sexual Entertainment Venue Licence	617.10	5.00	647.96	647.95	-	647.95	zero	1-Apr-23	
Transfer of a Sexual Entertainment Venue Licence	734.70	5.00	771.44	771.45	-	771.45	zero	1-Apr-23	
Variation of a Sexual Entertainment Venue Licence	489.85	5.00	514.34	514.35	-	514.35	zero	1-Apr-23	
Grant of Scrap Metal Dealers Site Licence (3 years)	373.00	5.00	391.65	391.65	-	391.65	zero	1-Apr-23	
Renewal of Scrap Metal Dealers Site Licence (3 years)	373.00	5.00	391.65	391.65	-	391.65	zero	1-Apr-23	
Variation of Scrap Metal Dealers Site Licence	163.15	5.00	171.31	171.30	-	171.30	zero	1-Apr-23	
New Scrap Metal Collectors Licence (3 years)	215.65	5.00	226.43	226.45	-	226.45	zero	1-Apr-23	
Renewal of Scrap Metal Collectors Licence (3years)	215.65	5.00	226.43	226.45	-	226.45	zero	1-Apr-23	

	2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
Variation of Scrap Metal Collectors Licence	163.15	5.00	171.31	171.30	-	171.30	zero	1-Apr-23	
<u>Street Trading Consents</u>									
12 Months	851.25	5.00	893.81	893.80	-	893.80	zero	1-Apr-23	
6 Months	450.55	5.00	473.08	473.10	-	473.10	zero	1-Apr-23	
3 Months	262.90	5.00	276.05	276.05	-	276.05	zero	1-Apr-23	
1 Month	137.60	5.00	144.48	144.50	-	144.50	zero	1-Apr-23	
Special Event Consents (permitting up to 6 days trading per calendar month)									
12 Months	235.65	5.00	247.43	247.45	-	247.45	zero	1-Apr-23	
6 Months	155.65	5.00	163.43	163.45	-	163.45	zero	1-Apr-23	
3 Months	115.15	5.00	120.91	120.90	-	120.90	zero	1-Apr-23	
1 Month	88.50	5.00	92.93	92.95	-	92.95	zero	1-Apr-23	
Taxi Licensing (Note: Test fee income is collected by testing station & is therefore not included in the tariff)									
Fees for 2023 are to be considered by Licensing Committee at their meeting in November 2022									
Private Hire Driver - 1 Year Licence	100.00	-	100.00	100.00	-	100.00	exempt		
Private Hire Driver - 3 Year Licence	237.00	-	237.00	237.00	-	237.00	exempt		
Hackney Carriage Driver - 1 Year Licence	102.00	-	102.00	102.00	-	102.00	exempt		
Hackney Carriage Driver - 3 Year Licence	243.00	-	243.00	243.00	-	243.00	exempt		
Mal Driver Licence Discount	45.00	-	45.00	45.00	-	45.00	exempt		
Private Hire Operator - 1 Year Licence - single vehicle at private address	261.00	-	261.00	261.00	-	261.00	exempt		
Private Hire Operator - 5 Year Licence - single vehicle at private address	1,250.00	-	1,250.00	1,250.00	-	1,250.00	exempt		
Private Hire Operator - 1 Year Licence	447.00	-	447.00	447.00	-	447.00	exempt		
Private Hire Operator - 5 Year Licence	2,156.00	-	2,156.00	2,156.00	-	2,156.00	exempt		
Private Hire Vehicle (now all 4 month licences)	41.00	-	41.00	41.00	-	41.00	exempt		
Hackney Carriage Vehicle (now all 4 month licences)	62.00	-	62.00	62.00	-	62.00	exempt		
Private Hire Operator > 50 Vehicles - 5 Year Licence	2,372.00	-	2,372.00	2,372.00	-	2,372.00	exempt		
Private Hire Operator > 50 Vehicles - 1 Year Licence	525.00	-	525.00	525.00	-	525.00	exempt		
Replacement vehicle plate	22.20	5.00	23.31	23.30	-	23.30	exempt		
Replacement Plate Platform	6.60	5.00	6.93	6.95	-	6.95	exempt		
Window stickers	8.30	5.00	8.72	8.70	-	8.70	exempt		
Hackney roundel/Private Hire Door Signs	9.45	5.00	9.92	9.90	-	9.90	exempt		
Lanyard	4.70	5.00	4.94	4.95	-	4.95	exempt		
Badge holder	3.40	5.00	3.57	3.55	-	3.55	exempt		
Replacement badge	13.30	5.00	13.97	13.95	-	13.95	exempt		
Plate buttons	2.35	5.00	2.47	2.45	-	2.45	exempt		
Operator booking Registers	2.25	5.00	2.36	2.35	-	2.35	exempt		
CRB admin fee	5.85	5.00	6.14	6.15	-	6.15	exempt		
Insurance or 3rd party letters	26.15	5.00	27.46	27.45	-	27.45	exempt		
Insurance Correspondence	76.90	5.00	80.75	80.75	-	80.75	exempt		

2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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THE LICENSING ACT 2003 - FEES & CHARGES

Grant of Personal Licence	37.00	Statutory	37.00	37.00	-	37.00	exempt	
Replacement of lost/stolen licence	10.50	Statutory	10.50	10.50	-	10.50	exempt	
Minor Variations	89.00	Statutory	89.00	89.00	-	89.00	exempt	

Premises Licences - Up to a Capacity of 5,000 persons

Grant/Variation

Rateable Value

Band A - No Rateable Value	100.00	Statutory	100.00	100.00	-	100.00	exempt	
Band A - less than £4,300	100.00	Statutory	100.00	100.00	-	100.00	exempt	
Band B - £4,300 to £33,000	190.00	Statutory	190.00	190.00	-	190.00	exempt	
Band C - £33,001 to £87,000	315.00	Statutory	315.00	315.00	-	315.00	exempt	
Band D - £87,001 to £125,000	450.00	Statutory	450.00	450.00	-	450.00	exempt	
Band E - Over £125,000	635.00	Statutory	635.00	635.00	-	635.00	exempt	

Annual Fee

Rateable Value

Band A - No Rateable Value	70.00	Statutory	70.00	70.00	-	70.00	exempt	
Band A - less than £4,300	70.00	Statutory	70.00	70.00	-	70.00	exempt	
Band B - £4,300 to £33,000	180.00	Statutory	180.00	180.00	-	180.00	exempt	
Band C - £33,001 to £87,000	295.00	Statutory	295.00	295.00	-	295.00	exempt	
Band D - £87,001 to £125,000	320.00	Statutory	320.00	320.00	-	320.00	exempt	
Band E - Over £125,000	350.00	Statutory	350.00	350.00	-	350.00	exempt	

Premises Licences - Additional Fees where Capacity exceeds

5,000 persons

Initial Fee

Occupancy:

5,000 - 9,999	1,000.00	Statutory	1,000.00	1,000.00	-	1,000.00	exempt	
10,000 - 14,999	2,000.00	Statutory	2,000.00	2,000.00	-	2,000.00	exempt	
15,000 - 19,999	4,000.00	Statutory	4,000.00	4,000.00	-	4,000.00	exempt	
20,000 - 29,999	8,000.00	Statutory	8,000.00	8,000.00	-	8,000.00	exempt	
30,000 - 39,999	16,000.00	Statutory	16,000.00	16,000.00	-	16,000.00	exempt	
40,000 - 49,999	24,000.00	Statutory	24,000.00	24,000.00	-	24,000.00	exempt	
50,000 - 59,999	32,000.00	Statutory	32,000.00	32,000.00	-	32,000.00	exempt	
60,000 - 69,999	40,000.00	Statutory	40,000.00	40,000.00	-	40,000.00	exempt	
70,000 - 79,999	48,000.00	Statutory	48,000.00	48,000.00	-	48,000.00	exempt	
80,000 - 89,999	56,000.00	Statutory	56,000.00	56,000.00	-	56,000.00	exempt	
Over 90,000	64,000.00	Statutory	64,000.00	64,000.00	-	64,000.00	exempt	

2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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Annual Fee

Occupancy:								
5,000 - 9,999	500.00	Statutory	500.00	500.00	-	500.00	exempt	
10,000 - 14,999	1,000.00	Statutory	1,000.00	1,000.00	-	1,000.00	exempt	
15,000 - 19,999	2,000.00	Statutory	2,000.00	2,000.00	-	2,000.00	exempt	
20,000 - 29,999	4,000.00	Statutory	4,000.00	4,000.00	-	4,000.00	exempt	
30,000 - 39,999	8,000.00	Statutory	8,000.00	8,000.00	-	8,000.00	exempt	
40,000 - 49,999	12,000.00	Statutory	12,000.00	12,000.00	-	12,000.00	exempt	
50,000 - 59,999	16,000.00	Statutory	16,000.00	16,000.00	-	16,000.00	exempt	
60,000 - 69,999	20,000.00	Statutory	20,000.00	20,000.00	-	20,000.00	exempt	
70,000 - 79,999	24,000.00	Statutory	24,000.00	24,000.00	-	24,000.00	exempt	
80,000 - 89,999	28,000.00	Statutory	28,000.00	28,000.00	-	28,000.00	exempt	
Over 90,000	32,000.00	Statutory	32,000.00	32,000.00	-	32,000.00	exempt	

Premises Licences - Exclusively / Primarily supplying Alcohol

Initial Fee

Rateable Value

Band D - £87,001 to £125,000 : 2 x the Premises Licence	900.00	Statutory	900.00	900.00	-	900.00	exempt	
Band E - over £125,000 : 3 x the Premises Licence	1,905.00	Statutory	1,905.00	1,905.00	-	1,905.00	exempt	

Annual Fee - Exclusively/Primarily supplying Alcohol

Rateable Value

Band D - £87,001 to £125,000 : 2 x the Premises Licence	640.00	Statutory	640.00	640.00	-	640.00	exempt	
Band E - over £125,000 : 3 x the Premises Licence	1,050.00	Statutory	1,050.00	1,050.00	-	1,050.00	exempt	

Annual Fee

Rateable Value

Band A - No Rateable Value	100.00	Statutory	100.00	100.00	-	100.00	exempt	
Band A - less than £4,300	100.00	Statutory	100.00	100.00	-	100.00	exempt	
Band B - £4,300 to £33,000	190.00	Statutory	190.00	190.00	-	190.00	exempt	
Band C - £33,001 to £87,000	315.00	Statutory	315.00	315.00	-	315.00	exempt	
Band D - £87,001 to £125,000	450.00	Statutory	450.00	450.00	-	450.00	exempt	
Band E - Over £125,000	635.00	Statutory	635.00	635.00	-	635.00	exempt	

2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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Premises Licenses - Other

Annual Fee

Application

S.25 - Theft, loss etc. of premises licence or summary	10.50	Statutory	10.50	10.50	-	10.50	exempt	
S.29 - Application for a provisional statement where premises being built	315.00	Statutory	315.00	315.00	-	315.00	exempt	
S.33 - Notification of change of name or address	10.50	Statutory	10.50	10.50	-	10.50	exempt	
S.37 - Application to vary licence to specify individual as premises supervisor	23.00	Statutory	23.00	23.00	-	23.00	exempt	
S.42 - Application for transfer of premises licence	23.00	Statutory	23.00	23.00	-	23.00	exempt	
S.47 - Interim authority notice following death etc. of licence holder	23.00	Statutory	23.00	23.00	-	23.00	exempt	
S.79 - Theft, loss etc. of certificate or summary	10.50	Statutory	10.50	10.50	-	10.50	exempt	
S.82 - Notification of change of name or alteration of rules of club	10.50	Statutory	10.50	10.50	-	10.50	exempt	
S.83(1) / (2) - Change of relevant registered address of club	10.50	Statutory	10.50	10.50	-	10.50	exempt	
S.100 - Temporary event notice	21.00	Statutory	21.00	21.00	-	21.00	exempt	
S.100 - Late Temporary event notice	21.00	Statutory	21.00	21.00	-	21.00	exempt	
S.110 - Theft, loss etc. of temporary event notice	10.50	Statutory	10.50	10.50	-	10.50	exempt	
S.117 - Application for a grant or renewal of personal licence (10 yrs)	37.00	Statutory	37.00	37.00	-	37.00	exempt	
S.126 - Theft, loss etc. of personal licence	10.50	Statutory	10.50	10.50	-	10.50	exempt	
S.127 - Duty to notify change of name or address	10.50	Statutory	10.50	10.50	-	10.50	exempt	
S.178 - Right of freeholder etc. to be notified of licensing matters	21.00	Statutory	21.00	21.00	-	21.00	exempt	

Rounded to nearest £1

Note: MAX denotes that the fee is currently at the statutory maximum

Gambling Premises

Gongo Premises

New & Provisional Statement	2,759.00	MAX	3,000.00	3,000.00	-	3,000.00	exempt	n/a	MAX
Annual Fee	1,000.00	MAX	1,000.00	1,000.00	-	1,000.00	exempt	n/a	MAX
Licence for Provisional Statement Holder	1,012.00	5.00	1,062.60	1,063.00	-	1,063.00	exempt	1-Apr-23	
Variation	1,352.00	5.00	1,419.60	1,420.00	-	1,420.00	exempt	1-Apr-23	
Transfer	1,012.00	5.00	1,062.60	1,063.00	-	1,063.00	exempt	1-Apr-23	
Re-instatement	1,200.00	MAX	1,200.00	1,200.00	-	1,200.00	exempt	n/a	MAX
Copy Licence	25.00	MAX	25.00	25.00	-	25.00	exempt	n/a	MAX
Notification of Change	50.00	MAX	50.00	50.00	-	50.00	exempt	n/a	MAX

	2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
Betting Premises									
New & Provisional Statement	2,871.00	5.00	3,014.55	3,015.00	-	3,015.00	exempt	1-Apr-23	
Annual Fee	600.00	MAX	600.00	600.00	-	600.00	exempt	n/a	MAX
Licence for Provisional Statement Holder	1,012.00	5.00	1,062.60	1,063.00	-	1,063.00	exempt	1-Apr-23	
Variation	1,352.00	5.00	1,419.60	1,420.00	-	1,420.00	exempt	1-Apr-23	
Transfer	1,012.00	5.00	1,062.60	1,063.00	-	1,063.00	exempt	1-Apr-23	
Re-instatement	1,200.00	MAX	1,200.00	1,200.00	-	1,200.00	exempt	n/a	MAX
Copy Licence	25.00	MAX	25.00	25.00	-	25.00	exempt	n/a	MAX
Notification of Change	50.00	MAX	50.00	50.00	-	50.00	exempt	n/a	MAX
Betting Premises (Tracks)									
New & Provisional Statement	2,500.00	MAX	2,500.00	2,500.00	-	2,500.00	exempt	n/a	MAX
Annual Fee	1,000.00	MAX	1,000.00	1,000.00	-	1,000.00	exempt	1-Apr-23	MAX
Licence for Provisional Statement Holder	950.00	MAX	950.00	950.00	-	950.00	exempt	n/a	MAX
Variation	1,250.00	MAX	1,250.00	1,250.00	-	1,250.00	exempt	n/a	MAX
Transfer	950.00	MAX	950.00	950.00	-	950.00	exempt	1-Apr-23	MAX
Re-instatement	950.00	MAX	950.00	950.00	-	950.00	exempt	1-Apr-23	MAX
Copy Licence	25.00	MAX	25.00	25.00	-	25.00	exempt	n/a	MAX
Notification of Change	50.00	MAX	50.00	50.00	-	50.00	exempt	n/a	MAX
Family Entertainment Centre									
New & Provisional Statement	2,000.00	MAX	2,000.00	2,000.00	-	2,000.00	exempt	n/a	MAX
Annual Fee	750.00	MAX	750.00	750.00	-	750.00	exempt	n/a	MAX
Licence for Provisional Statement Holder	950.00	MAX	950.00	950.00	-	950.00	exempt	n/a	MAX
Variation	1,000.00	MAX	1,000.00	1,000.00	-	1,000.00	exempt	n/a	MAX
Transfer	950.00	MAX	950.00	950.00	-	950.00	exempt	n/a	MAX
Re-instatement	950.00	MAX	950.00	950.00	-	950.00	exempt	n/a	MAX
Copy Licence	25.00	MAX	25.00	25.00	-	25.00	exempt	n/a	MAX
Notification of Change	50.00	MAX	50.00	50.00	-	50.00	exempt	n/a	MAX

	2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
Adult Gaming Centre									
New & Provisional Statement	2,000.00	MAX	2,000.00	2,000.00	-	2,000.00	exempt	n/a	MAX
Annual Fee	1,000.00	MAX	1,000.00	1,000.00	-	1,000.00	exempt	n/a	MAX
Licence for Provisional Statement Holder	1,012.00	5.00	1,062.60	1,063.00	-	1,063.00	exempt	1-Apr-23	
Variation	1,000.00	MAX	1,000.00	1,000.00	-	1,000.00	exempt	n/a	MAX
Transfer	1,012.00	5.00	1,062.60	1,063.00	-	1,063.00	exempt	1-Apr-23	
Re-instatement	1,200.00	MAX	1,200.00	1,200.00	-	1,200.00	exempt	n/a	MAX
Copy Licence	25.00	MAX	25.00	25.00	-	25.00	exempt	n/a	MAX
Notification of Change	50.00	MAX	50.00	50.00	-	50.00	exempt	n/a	MAX
Lotteries									
Small Society Lottery Grant	40.00	Statutory	40.00	40.00	-	40.00	exempt		
Small Society Lottery Annual Fee	20.00	Statutory	20.00	20.00	-	20.00	exempt		
Gaming in Pubs and Clubs									
Licensed Premises Gaming Machine Notification	50.00	Statutory	50.00	50.00	-	50.00	exempt		
Licensed Premises Gaming Machine Permit (existing operator)	100.00	Statutory	100.00	100.00	-	100.00	exempt		
Licensed Premises Gaming Machine Permit (in all other cases)	150.00	Statutory	150.00	150.00	-	150.00	exempt		
Licensed Premises Gaming Machine Permit Variation	100.00	Statutory	100.00	100.00	-	100.00	exempt		
Licensed Premises Gaming Machine Permit Transfer	25.00	Statutory	25.00	25.00	-	25.00	exempt		
Licensed Premises Gaming Machine Permit Change of Name	25.00	Statutory	25.00	25.00	-	25.00	exempt		
Licensed Premises Gaming Machine Permit Copy of Permit	15.00	Statutory	15.00	15.00	-	15.00	exempt		
Club Gaming Machine Permit Grant	200.00	Statutory	200.00	200.00	-	200.00	exempt		
Club Gaming Machine Permit Grant (Existing Club Premises Cert. Holder)	100.00	Statutory	100.00	100.00	-	100.00	exempt		
Club Gaming Machine Permit Grant (Club Prem. Cert. Holder with current Part 2 or 3 Licence)	100.00	Statutory	100.00	100.00	-	100.00	exempt		
Club Gaming Machine Permit Existing Operator Grant	100.00	Statutory	100.00	100.00	-	100.00	exempt		
Club Gaming Machine Permit Variation	100.00	Statutory	100.00	100.00	-	100.00	exempt		
Club Gaming Machine Permit Renewal	200.00	Statutory	200.00	200.00	-	200.00	exempt		
Club Gaming Machine Permit Renewal (Club Premises Cert. Holder)	100.00	Statutory	100.00	100.00	-	100.00	exempt		
Club Gaming Machine Permit Copy Permit	15.00	Statutory	15.00	15.00	-	15.00	exempt		
Club Gaming Permit Grant	200.00	Statutory	200.00	200.00	-	200.00	exempt		
Club Gaming Permit Grant (Club Prens. Cert. Holder with current Part 2 or 3 Licence)	100.00	Statutory	100.00	100.00	-	100.00	exempt		
Club Gaming Permit Grant (Existing Operator)	100.00	Statutory	100.00	100.00	-	100.00	exempt		
Club Gaming Permit Variation	100.00	Statutory	100.00	100.00	-	100.00	exempt		
Club Gaming Permit Renewal	200.00	Statutory	200.00	200.00	-	200.00	exempt		
Club Gaming Permit Renewal (Club Premises Certificate Holder)	100.00	Statutory	100.00	100.00	-	100.00	exempt		
Club Gaming Permit Copy Certificate	15.00	Statutory	15.00	15.00	-	15.00	exempt		
Annual fee for all Gaming Machine Permits	50.00	Statutory	50.00	50.00	-	50.00	exempt		

2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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LOCAL AIR POLLUTION PREVENTION & CONTROL (LAPPC)

Reduced fee activities are: Service Stations, Vehicle Refinishers, Dry Cleaners and Small Waste Oil Burners under 0.4 MW.

Application Fee

Standard Process	1,650.00	Statutory	1,650.00	1,650.00	-	1,650.00	zero
Additional fee for operating without a permit	1,188.00	Statutory	1,188.00	1,188.00	-	1,188.00	zero
PVRI, SWOBs and Dry Cleaners reduced fee activities	155.00	Statutory	155.00	155.00	-	155.00	zero
PVR I & II combined	257.00	Statutory	257.00	257.00	-	257.00	zero
Other reduced fee activities	362.00	Statutory	362.00	362.00	-	362.00	zero
Reduced fee activities: Additional fee for operating without a permit	71.00	Statutory	71.00	71.00	-	71.00	zero
Mobile screening & crushing plant for the 1st & 2nd applications	1,650.00	Statutory	1,650.00	1,650.00	-	1,650.00	zero
For the 3rd to 7th applications	985.00	Statutory	985.00	985.00	-	985.00	zero
For the 8th and subsequent applications	498.00	Statutory	498.00	498.00	-	498.00	zero

Note: where an application for any of the above is for a combined Part B and waste application, add an extra £297 to the above amounts

Annual Subsistence Charge

Standard process Low							
£99 if permit for combined Part B & waste installation)	772.00	Statutory	772.00	772.00	-	772.00	zero
Standard process Medium							
£149 if permit for combined Part B & waste installation)	1,161.00	Statutory	1,161.00	1,161.00	-	1,161.00	zero
Standard process High							
(+ £198 if permit for combined Part B & waste installation)	1,747.00	Statutory	1,747.00	1,747.00	-	1,747.00	zero
Reduced Fee activities - Low	79.00	Statutory	79.00	79.00	-	79.00	zero
Reduced Fee activities - Medium	158.00	Statutory	158.00	158.00	-	158.00	zero
Reduced Fee activities - High	237.00	Statutory	237.00	237.00	-	237.00	zero
PVR I & II combined - Low	113.00	Statutory	113.00	113.00	-	113.00	zero
PVR I & II combined - Medium	226.00	Statutory	226.00	226.00	-	226.00	zero
PVR I & II combined - High	341.00	Statutory	341.00	341.00	-	341.00	zero
Other reduced fee activities - Low	228.00	Statutory	228.00	228.00	-	228.00	zero
Other reduced fee activities - Medium	365.00	Statutory	365.00	365.00	-	365.00	zero
Other reduced fee activities - High	548.00	Statutory	548.00	548.00	-	548.00	zero
Mobile screening & crushing plant for 1st & 2nd permits - Low	626.00	Statutory	626.00	626.00	-	626.00	zero
Mobile screening & crushing plant for 1st & 2nd permits - Medium	1,034.00	Statutory	1,034.00	1,034.00	-	1,034.00	zero
Mobile screening & crushing plant for 1st & 2nd permits - High	1,551.00	Statutory	1,551.00	1,551.00	-	1,551.00	zero
For the 3rd to 7th permits - Low	385.00	Statutory	385.00	385.00	-	385.00	zero
For the 3rd to 7th permits - Medium	617.00	Statutory	617.00	617.00	-	617.00	zero
For the 3rd to 7th permits - High	924.00	Statutory	924.00	924.00	-	924.00	zero
For the 8th and subsequent permits - Low	198.00	Statutory	198.00	198.00	-	198.00	zero
For the 8th and subsequent permits - Medium	314.00	Statutory	314.00	314.00	-	314.00	zero
For the 8th and subsequent permits - High	473.00	Statutory	473.00	473.00	-	473.00	zero
Late payment fee	52.00	Statutory	52.00	52.00	-	52.00	zero

Note: Where a Part B Installation is subject to reporting under the E-PRTR Regulation, add an extra £99 to the above amounts

Transfer and Surrender

Standard process transfer	162.00	Statutory	162.00	162.00	-	162.00	zero
Standard process partial transfer	476.00	Statutory	476.00	476.00	-	476.00	zero
New operator at low risk reduced fee activity	75.00	Statutory	75.00	75.00	-	75.00	zero
Surrender: all Part B activities	-	Statutory	-	-	-	-	zero
Reduced fee activities: transfer	-	Statutory	-	-	-	-	zero

	2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
Reduced fee activities: partial transfer	45.00	Statutory	45.00	45.00	-	45.00	zero		
Temporary transfer for mobiles									
First transfer	51.00	Statutory	51.00	51.00	-	51.00	zero		
Repeat following enforcement or warning	51.00	Statutory	51.00	51.00	-	51.00	zero		
Substantial Change									
Standard process	1,005.00	Statutory	1,005.00	1,005.00	-	1,005.00	zero		
Standard process where the substantial change results in a new PPC activity	1,579.00	Statutory	1,579.00	1,579.00	-	1,579.00	zero		
Reduced fee activities	98.00	Statutory	98.00	98.00	-	98.00	zero		

	2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
LAPPC mobile plant charges									
Application Fee - 1 permit	1,650.00	Statutory	1,650.00	1,650.00	-	1,650.00	zero		
Application Fee - 2 permits	1,650.00	Statutory	1,650.00	1,650.00	-	1,650.00	zero		
Application Fee - 3 permits	985.00	Statutory	985.00	985.00	-	985.00	zero		
Application Fee - 4 permits	985.00	Statutory	985.00	985.00	-	985.00	zero		
Application Fee - 5 permits	985.00	Statutory	985.00	985.00	-	985.00	zero		
Application Fee - 6 permits	985.00	Statutory	985.00	985.00	-	985.00	zero		
Application Fee - 7 permits	985.00	Statutory	985.00	985.00	-	985.00	zero		
Application Fee - 8 permits and over	498.00	Statutory	498.00	498.00	-	498.00	zero		
Subsistence Fee - 1 permit - Low	626.00	Statutory	626.00	626.00	-	626.00	zero		
Subsistence Fee - 2 permits - Low	626.00	Statutory	626.00	626.00	-	626.00	zero		
Subsistence Fee - 3 permits - Low	385.00	Statutory	385.00	385.00	-	385.00	zero		
Subsistence Fee - 4 permits - Low	385.00	Statutory	385.00	385.00	-	385.00	zero		
Subsistence Fee - 5 permits - Low	385.00	Statutory	385.00	385.00	-	385.00	zero		
Subsistence Fee - 6 permits - Low	385.00	Statutory	385.00	385.00	-	385.00	zero		
Subsistence Fee - 7 permits - Low	385.00	Statutory	385.00	385.00	-	385.00	zero		
Subsistence Fee - 8 permits and over - Low	198.00	Statutory	198.00	198.00	-	198.00	zero		
Subsistence Fee - 1 permit - Med	1,034.00	Statutory	1,034.00	1,034.00	-	1,034.00	zero		
Subsistence Fee - 2 permits - Med	1,034.00	Statutory	1,034.00	1,034.00	-	1,034.00	zero		
Subsistence Fee - 3 permits - Med	617.00	Statutory	617.00	617.00	-	617.00	zero		
Subsistence Fee - 4 permits - Med	617.00	Statutory	617.00	617.00	-	617.00	zero		
Subsistence Fee - 5 permits - Med	617.00	Statutory	617.00	617.00	-	617.00	zero		
Subsistence Fee - 6 permits - Med	617.00	Statutory	617.00	617.00	-	617.00	zero		
Subsistence Fee - 7 permits - Med	617.00	Statutory	617.00	617.00	-	617.00	zero		
Subsistence Fee - 8 permits and over - Med	314.00	Statutory	314.00	314.00	-	314.00	zero		
Subsistence Fee - 1 permit - High	1,551.00	Statutory	1,551.00	1,551.00	-	1,551.00	zero		
Subsistence Fee - 2 permits - High	1,551.00	Statutory	1,551.00	1,551.00	-	1,551.00	zero		
Subsistence Fee - 3 permits - High	924.00	Statutory	924.00	924.00	-	924.00	zero		
Subsistence Fee - 4 permits - High	924.00	Statutory	924.00	924.00	-	924.00	zero		
Subsistence Fee - 5 permits - High	924.00	Statutory	924.00	924.00	-	924.00	zero		
Subsistence Fee - 6 permits - High	924.00	Statutory	924.00	924.00	-	924.00	zero		
Subsistence Fee - 7 permits - High	924.00	Statutory	924.00	924.00	-	924.00	zero		
Subsistence Fee - 8 permits and over - High	473.00	Statutory	473.00	473.00	-	473.00	zero		

2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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LOCAL AUTHORITY - INTEGRATED POLLUTION PREVENTION AND CONTROL LA-IPPC

Note: Every subsistence charge in the fees below includes the additional £99 charge to cover LA extra costs in dealing with reporting under the E-PRTR Regulation

Application	3,363.00	Statutory	3,363.00	3,363.00	-	3,363.00	zero	
Additional fee for operating without a permit	1,188.00	Statutory	1,188.00	1,188.00	-	1,188.00	zero	
Annual Subsistence - Low	1,343.00	Statutory	1,343.00	1,343.00	-	1,343.00	zero	
Annual Subsistence - Medium	1,507.00	Statutory	1,507.00	1,507.00	-	1,507.00	zero	
Annual Subsistence - High	2,230.00	Statutory	2,230.00	2,230.00	-	2,230.00	zero	
Late payment fee	52.00	Statutory	52.00	52.00	-	52.00	zero	
Substantial variation	1,368.00	Statutory	1,368.00	1,368.00	-	1,368.00	zero	
Transfer	235.00	Statutory	235.00	235.00	-	235.00	zero	
Partial Transfer	698.00	Statutory	698.00	698.00	-	698.00	zero	
Surrender	698.00	Statutory	698.00	698.00	-	698.00	zero	

Environment Agency Subsistence Fees for Discharge to Controlled

<u>Waters</u>								
Charge Band A - Where permit conditions contain numerical water discharge limits other than for the pollutants or parameters listed in bands B and C	2,270.00	Statutory	2,270.00	2,270.00	-	2,270.00	zero	
Charge Band B - Where permit conditions contain numerical water discharge limits for BOD, COD(3) or ammonia	760.00	Statutory	760.00	760.00	-	760.00	zero	
Charge Band C - Where permit conditions contain numerical limits for water flow, volume, suspended solids, pH, temperature, or oil or grease	222.00	Statutory	222.00	222.00	-	222.00	zero	
Charge Band D - Where conditions are included in a permit which do not fall within any of the descriptions in bands A-C (e.g. descriptive conditions)	66.00	Statutory	66.00	66.00	-	66.00	zero	

	2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
Private Water Supply Sampling									
Sampling Visit per hour (to max of £100)	33.00	5.00	34.65	35.00	-	35.00	zero	1-Apr-23	
Risk Assessment Visit per hour (to max of £500)	33.00	5.00	34.65	35.00	-	35.00	zero	1-Apr-23	
Investigation Visit per hour (to max of £100)	33.00	5.00	34.65	35.00	-	35.00	zero	1-Apr-23	
Temporary Authorisation to Breach Standard (to max of £100)	33.00	5.00	34.65	35.00	-	35.00	zero	1-Apr-23	
Domestic Supply Sample (to max of £25)	26.00	5.00	27.30	27.00	-	27.00	zero	1-Apr-23	
Commercial Supply Monitoring Sample (to max of £100)	55.00	5.00	57.75	58.00	-	58.00	zero	1-Apr-23	
Commercial Supply Audit Sample (to max of £500)									Range from £45 to £500 depending on parameters sampled
Environmental Health									
Fixed Penalty Notice (Smoke Control)	New	-		175.00	-	175.00	zero	New	
FHRS Re-rating Visit (on-line application)	115.35	116.73	250.00	250.00	-	250.00	zero	1-Apr-23	
FHRS Re-rating Visit (posting application)	123.20	106.98	255.00	255.00	-	255.00	zero	1-Apr-23	
Tattooist/Skin Piercing Rating Scheme Initial Visit & Training	112.05	5.00	117.65	117.65	-	117.65	zero	1-Apr-23	
Tattooist/Skin Piercing Rating Scheme Revisit	56.05	5.00	58.85	58.85	-	58.85	zero	1-Apr-23	
Tattooist/Skin Piercing Rating Scheme Annual Inspection	67.20	5.00	70.56	70.55	-	70.55	zero	1-Apr-23	
Pre Licence/Registration/Permit Advisory Visit	70.60	5.00	74.13	74.15	-	74.15	zero	1-Apr-23	
Data Protection Act Letters	20.20	147.52	50.00	50.00	-	50.00	zero	1-Apr-23	
Hourly rate for business advice/guidance	29.10	20.20	34.98	35.00	-	35.00	zero	1-Apr-23	

2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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HOUSING & DEVELOPMENT CONTROL**HOUSING****Grants**

Disabled Facilities Grants Administration 1,078.35 5.00 1,132.25 188.71 943.54 20.00 1-Apr-23

Immigration Act

Immigration Act Entry Clearance Inspection 79.05 5.00 83.00 13.83 69.17 20.00 1-Apr-23

Enforcement Notices Under Housing Act 2004

Single Dwelling (cost based on staff time & surveys carried out) Range between £200 and £470 zero n/a

House in Multiple Occupation (cost based on staff time & surveys carried out) Range between £200 and £470 zero n/a

HMO Licensing

Payment Upon Application 494.00 5.00 519.00 86.50 432.50 20.00 1-Apr-23

Deduct 30% for licence holder accredited by GLAS 345.00 5.00 362.00 60.33 301.67 20.00 1-Apr-23

Payment Upon Granting the Licence 359.00 5.00 377.00 62.83 314.17 20.00 1-Apr-23

Deduct 30% for licence holder accredited by GLAS 251.00 5.00 264.00 44.00 220.00 20.00 1-Apr-23

Mobile Home Fit and Proper Person Assessment

Assessment 290.00 5.00 305.00 50.83 254.17 20.00 1-Apr-23

Selective Licensing OnLine**New Application Fee**

Upon Application 370.00 Fixed 370.00 - 370.00 zero n/a

Upon Granting the Licence 345.00 Fixed 345.00 - 345.00 zero n/a

Total 715.00 Fixed 715.00 715.00 zero n/a

Renewal/Additional Property Fee

Upon Application 340.00 Fixed 340.00 340.00 zero n/a

Upon Granting the Licence 301.00 Fixed 301.00 301.00 zero n/a

Total 641.00 Fixed 641.00 641.00 zero n/a

2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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Selective Licensing Paper

New Application Fee

Upon Application	405.00	Fixed	405.00	405.00	zero	n/a	
Upon Granting the Licence	345.00	Fixed	345.00	345.00	zero	n/a	
Total	750.00	Fixed	750.00	750.00	zero	n/a	

Renewal/Additional Property Fee

Upon Application	370.00	Fixed	370.00	370.00	zero	n/a	
Upon Granting the Licence	300.00	Fixed	300.00	300.00	zero	n/a	
Total	670.00	Fixed	670.00	670.00	zero	n/a	

Please note:

Accredited Landlords have a 30% reduction on the application and property fee.

There is a £100 reduction if complete within three months of the start of the designation.

£20 reduction for submitting completed applications online.

2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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PLANNING SERVICES

Copying Charges

Plotter Copies - Black & White

A0	6.50	5.00	6.85	-	6.85	zero	1-Apr-23
A1	5.30	5.00	5.55	-	5.55	zero	1-Apr-23
A2	3.90	5.00	4.10	-	4.10	zero	1-Apr-23

Plotter Copies - Colour

A0	10.45	5.00	10.95	-	10.95	zero	1-Apr-23
A1	7.90	5.00	8.30	-	8.30	zero	1-Apr-23
A2	6.50	5.00	6.85	-	6.85	zero	1-Apr-23
A3 & A4	1.55	5.00	1.65	-	1.65	zero	1-Apr-23

A minimum handling charge of £1.50 is payable if documents are forwarded by post.

Approval Notices & Habitation Certificates (per sheet)	0.10	5.00	0.10	-	0.10	zero	1-Apr-23
Scanned copy of Decision Notice/S106	7.70	5.00	8.10	-	8.10	zero	1-Apr-23

rounded to nearest £1

Location Plans supplied under Ordnance Survey, Planning & Building Control Scheme (per set)	41.00	5.00	43.00	-	43.00	zero	1-Apr-23
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rounded to nearest £1

Former Local Plan

Burnley Local Plan Second Review	55.00	5.00	58.00	-	58.00	zero	1-Apr-23
Set of Proposals Maps (4)	22.00	5.00	23.00	-	23.00	zero	1-Apr-23

Current Planning Policy Documents (including drafts)

Local Development Scheme	5.00	5.00	5.00	-	5.00	zero	1-Apr-23
Annual Monitoring Report	21.00	5.00	22.00	-	22.00	zero	1-Apr-23
SCI	FOC		FOC	-	FOC		
Burnley's Local Plan 2018 (all versions) (price each)	33.00	5.00	35.00	-	35.00	zero	1-Apr-23
Set of Policies Maps (2)	21.00	5.00	22.00	-	22.00	zero	1-Apr-23
Supplementary Planning Documents - SPDs & SPGs (price each)	10.00	5.00	11.00	-	11.00	zero	1-Apr-23
Sustainability Appraisal (all versions) (price each)	75.00	5.00	79.00	-	79.00	zero	1-Apr-23
Habitats Regulations Assessments (price each)	10.00	5.00	11.00	-	11.00	zero	1-Apr-23
Sustainability Appraisal Scoping Report	21.00	5.00	22.00	-	22.00	zero	1-Apr-23

2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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Associated Documents (A4 only)

Sustainability Appraisal (all versions) (price each)	75.00	5.00	79.00	-	79.00	zero	1-Apr-23
Habitats Regulations Assessments (price each)	10.00	5.00	11.00	-	11.00	zero	1-Apr-23
Sustainability Appraisal Scoping Report	21.00	5.00	22.00	-	22.00	zero	1-Apr-23
Retail & Leisure Study 2005 (price each)	208.00	5.00	218.00	-	218.00	zero	1-Apr-23
Retail Office & Leisure Study 2013	54.00	5.00	57.00	-	57.00	zero	1-Apr-23
Burnley Employment Land Study Demand Update 2014	21.00	5.00	22.00	-	22.00	zero	1-Apr-23
Strategic Flood Risk (Level 1)	109.00	5.00	114.00	-	114.00	zero	1-Apr-23
Burnley SHMA 2016	New		35.00	-	35.00	zero	New
Burnley SHMA Update Nov 2018	New		15.00	-	15.00	zero	New
Local Plan Viability Assessment 2017	New		35.00	-	35.00	zero	New
Burnley & Pendle GTAA 2012	10.00	5.00	11.00	-	11.00	zero	1-Apr-23
Burnley SHLAA - Report Only	33.00	5.00	35.00	-	35.00	zero	1-Apr-23
Burnley SHLAA - Including Maps (A3 or above)	54.00	5.00	57.00	-	57.00	zero	1-Apr-23

Other

All Other Related Documents:

Black & White - Price per side - A4	0.10	5.00	0.10	-	0.10	zero	1-Apr-23
Black & White - Price per side - A3	0.20	5.00	0.20	-	0.20	zero	1-Apr-23
Colour - Price per side - A4	0.20	5.00	0.20	-	0.20	zero	1-Apr-23
Colour - Price per side - A3	0.50	5.00	0.55	-	0.55	zero	1-Apr-23
Planning History Search (up to 2 entries)	10.00	5.00	11.00	-	11.00	zero	1-Apr-23
Planning History Search (up to 4 entries)	22.00	5.00	23.00	-	23.00	zero	1-Apr-23
Planning History Search (5 to 9 entries)	35.00	5.00	37.00	-	37.00	zero	1-Apr-23
Planning History Search (10 plus entries)	46.00	5.00	48.00	-	48.00	zero	1-Apr-23

Self & Custom Build Register

Listing on register per year up to 3 years	105.00	5.00	110.00		110.00	zero	1-Apr-23
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Pre-Planning Application Fees

	2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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Significant Major Development Proposal	742.00	5.00	779.00	129.83	649.17	20.00	1-Apr-23	
Further Meeting to above (or an hourly rate agreed in advance)	297.00	5.00	312.00	52.00	260.00	20.00	1-Apr-23	
Major Development Proposal	445.00	5.00	467.00	77.83	389.17	20.00	1-Apr-23	
Further Meeting to above (or an hourly rate agreed in advance)	149.00	5.00	156.00	26.00	130.00	20.00	1-Apr-23	
Minor Development Proposal	149.00	5.00	156.00	26.00	130.00	20.00	1-Apr-23	
Further Meeting to above (or an hourly rate agreed in advance)	73.00	5.00	77.00	12.83	64.17	20.00	1-Apr-23	
Householder Development Proposal (written advice only)	50.00	5.00	53.00	8.83	44.17	20.00	1-Apr-23	
Householder Development Proposal (with site visit)	72.00	5.00	76.00	12.67	63.33	20.00	1-Apr-23	
Other Development (adverts, trees, LBC, priors) Proposals (written advice)	74.00	5.00	78.00	13.00	65.00	20.00	1-Apr-23	
Other Development (adverts, trees, LBC, priors) Proposals (with site visit)	98.00	5.00	103.00	17.17	85.83	20.00	1-Apr-23	

PLANNING APPLICATION FEES

TALL OUTLINE APPLICATIONS

per 0.1 hectare for sites up to and including 2.5 hectares	462.00	external	462.00	-	462.00	zero	n/a
for sites more than 2.5 hectares	11,432.00	external	11,432.00	-	11,432.00	zero	n/a
In addition, for each 0.1 hectare in excess of 2.5 hectares subject to maximum total of £125,000	138.00	external	138.00	-	138.00	zero	n/a

HOUSEHOLDER APPLICATIONS

Alterations/extensions to a single dwelling including works within boundary	206.00	external	206.00	-	206.00	zero	n/a
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FULL APPLICATIONS (and First Submissions of Reserved Matters)

Dwellings							
Alterations/extensions to two or more dwellings including works within boundaries	407.00	external	407.00	-	407.00	zero	n/a
New dwellings (up to and including 50), per dwelling	462.00	external	462.00	-	462.00	zero	n/a
New dwellings (more than 50)	22,859.00	external	22,859.00	-	22,859.00	zero	n/a
In addition, for each dwelling house in excess of 50 subject to a maximum in total of £250,000	138.00	external	138.00	-	138.00	zero	n/a

Erection of Buildings (not dwellings, agricultural, glasshouses, plant or machinery)

Gross floor space to be created by the development:							
No increase or no more than 40m ²	234.00	external	234.00	-	234.00	zero	n/a
More than 40m ² but no more than 75m ²	462.00	external	462.00	-	462.00	zero	n/a
More than 75m ² but no more than 3750m ² , cost per each 75m ² or part thereof	462.00	external	462.00	-	462.00	zero	n/a
More than 3750m ²	22,859.00	external	22,859.00	-	22,859.00	zero	n/a
In addition, for each 75m ² in excess of 3750m ² subject to a maximum in total of £300,000	138.00	external	138.00	-	138.00	zero	n/a

Erection of Buildings (on land used for agriculture purposes)

Gross floor space to be created by the development:							
Not more than 465m ²	96.00	external	96.00	0.00	96.00	zero	n/a

	2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
More than 465m2 but not more than 540m2	462.00	external	462.00	0.00	462.00	zero	n/a	
More than 540m2 but not more than 4215m2, cost for first 540m2	462.00	external	462.00	0.00	462.00	zero	n/a	
In addition, for each 75m2 or part thereof in excess of 540m2	462.00	external	462.00	0.00	462.00	zero	n/a	
More than 4215m2	22,859.00	external	22,859.00	0.00	22,859.00	zero	n/a	
In addition, for each 75m2 in excess of 4215m2 subject to maximum total of £300,000	138.00	external	138.00	0.00	138.00	zero	n/a	

2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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Erection of Glasshouses (on land used for the purposes of agriculture)

Gross floor space to be created by the development:

Not more than 465m2

More than 465m2

96.00	external	96.00	0.00	96.00	zero	n/a
2,580.00	external	2,580.00	0.00	2,580.00	zero	n/a

Erection, Alteration or Replacement of Plant and Machinery

Site Area:

No more than 5 hectares, cost per 0.1 hectare or part thereof

More than 5 hectares

In addition, for each 0.1 hectare (or part thereof) in excess of 5 hectares subject to a maximum in total of £250,000

462.00	external	462.00	0.00	462.00	zero	n/a
22,859.00	external	22,859.00	0.00	22,859.00	zero	n/a
138.00	external	138.00	0.00	138.00	zero	n/a

APPLICATIONS OTHER THAN BUILDING WORKS

Car Parks, Service Roads or Other Accesses

For existing uses

234.00	external	234.00	0.00	234.00	zero	n/a
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Waste (use of land for disposal of refuse or waste materials or deposit of material remaining after extraction or storage of minerals)

Site area:

No more than 15 hectares, cost per 0.1 hectare (or part thereof)

More than 15 hectares

in addition, for each 0.1 hectare (or part thereof) in excess of 15 hectares subject to a maximum in total of £78,000

234.00	external	234.00	0.00	234.00	zero	n/a
34,934.00	external	34,934.00	0.00	34,934.00	zero	n/a
138.00	external	138.00	0.00	138.00	zero	n/a

Operations Connected with Exploratory Drilling for Oil or Natural Gas

Site area:

No more than 7.5 hectares, cost per 0.1 hectares (or part thereof)

More than 7.5 hectares

In addition, for each 0.1 hectare (or part thereof) in excess of 7.5 hectares subject to a maximum in total of £300,000

508.00	external	508.00	0.00	508.00	zero	n/a
38,070.00	external	38,070.00	0.00	38,070.00	zero	n/a
151.00	external	151.00	0.00	151.00	zero	n/a

Operations (other than exploratory drilling) for the winning and working of oil or natural gas

Site area:

No more than 15 hectares, cost per 0.1 hectare (or part thereof)

More than 15 hectares

in addition, for each 0.1 hectare (or part thereof) in excess of 15 hectares subject to a maximum in total of £78,000

257.00	external	257.00	0.00	257.00	zero	n/a
38,520.00	external	38,520.00	0.00	38,520.00	zero	n/a
151.00	external	151.00	0.00	151.00	zero	n/a

2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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Other Operations (winning and working of minerals) excluding oil & natural gas

Sire area:

No more than 15 hectares, cost per 0.1 hectare (or part thereof)

More than 15 hectares

In addition, for each 0.1 hectare (or part thereof) in excess of 15 hectares

subject to a maximum total of £78,000

234.00	external	234.00	0.00	234.00	zero	n/a
34,934.00	external	34,934.00	0.00	34,934.00	zero	n/a
138.00	external	138.00	0.00	138.00	zero	n/a

Other Operations (not coming within any of the above categories)

Any site area, per 0.1 hectare (or part thereof)

subject to a maximum in total of £2,028

234.00	external	234.00	0.00	234.00	zero	n/a
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Lawful Development Certificate

Existing use - in breach of a planning condition

Existing use - lawful not to comply with any particular condition or limitation

Proposed use or operation

same as full planning fee

234.00	external	234.00	0.00	234.00	zero	n/a
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half the normal planning fee

PRIOR APPROVAL

Agricultural & forestry buildings & operations or demolition of buildings

Communications (previously referred to as Telecommunications Code Systems Operators)

Proposed change of use to state funded school or registered nursery

Proposed change of use of agriculture building to a state-funded school or registered nursery

Proposed change of use of agricultural building to a flexible use within shops, financial & professional services, restaurants & cafes, business, storage or distribution, hotels or assembly or leisure

Proposed change of use of a building from office (use class B1) use to a use falling within use class 3C (dwellinghouse)

Proposed change of use of agricultural building to a dwellinghouse (use class C3), where there are no building operations

Proposed change of use of agriculture building to a dwellinghouse (use class C3) and associated building operations

Proposed change of use of a building from a retail (use class A1 or A2) use or a mixed retail and residential use to a use falling within use class C3 (dwellinghouse) where there are no associated building operations

Proposed change of use of a building from a retail (use class A1 or A2) use or a mixed retail and residential use to a use falling within use class C3 (dwellinghouse) and associated building operations

Notification for prior approval for a change of use from storage or distribution buildings (class 8B) and any land within its curtilage to dwellinghouses (class C3)

96.00	external	96.00	0.00	96.00	zero	n/a
462.00	external	462.00	0.00	462.00	zero	n/a
96.00	external	96.00	0.00	96.00	zero	n/a
96.00	external	96.00	0.00	96.00	zero	n/a
96.00	external	96.00	0.00	96.00	zero	n/a
96.00	external	96.00	0.00	96.00	zero	n/a
206.00	external	206.00	0.00	206.00	zero	n/a
96.00	external	96.00	0.00	96.00	zero	n/a
96.00	external	96.00	0.00	96.00	zero	n/a
96.00	external	96.00	0.00	96.00	zero	n/a

	2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
Notification for prior approval for a change of use from amusement arcades/centres & casinos (sui generis uses) and any land within its curtilage to dwellinghouses (class C3)	96.00	external	96.00	0.00	96.00	zero	n/a	
Notification for prior approval for a change of use from amusement arcades/centres & casinos (sui generis uses) and any land within its curtilage to dwellinghouses (class C3) and associated building operations	206.00	external	206.00	0.00	206.00	zero	n/a	
Notification for prior approval for a change of use from shops (class A1), financial & professional services (class A2), betting offices, pay day loan shops & casinos (sui generis uses) to restaurants & cafes (class A3)	96.00	external	96.00	0.00	96.00	zero	n/a	
Notification for prior approval for a change of use from shops (class A1), financial & professional services (class A2), betting offices, pay day loan shops & casinos (sui generis uses) to restaurants & cafes (class A3) & associated building operations	206.00	external	206.00	0.00	206.00	zero	n/a	
Notification for prior approval for a change of use from shops (class A1), financial & professional services (class A2), betting offices, pay day loan shops (sui generis uses) to assembly & leisure uses (class D2)	96.00	external	96.00		96.00	zero	n/a	
Notification for prior approval for a development consisting of the erection or construction of a collection facility within the curtilage of a shop	96.00	external	96.00		96.00	zero	n/a	
Notification for prior approval for the temporary use of buildings or land for the purpose of commercial film-making and the associated temporary structures, works, plant or machinery required in connection with that use	96.00	external	96.00		96.00	zero	n/a	
Notification for prior approval for the installation, alteration or replacement of other solar photovoltaics (PV) equipment on the roofs of non-domestic buildings, up to a capacity of 1 megawatt	96.00	external	96.00		96.00	zero	n/a	
<u>RESERVED MATTERS</u>								
Application for approval of reserved matters following outline approval - amount due if full fee not already paid	462.00	external	462.00	0.00	462.00	zero	n/a	
<u>APPROVAL/VARIATION/DISCHARGE OF CONDITION</u>								
Application for removal of variation of a condition following grant of planning permission	234.00	external	234.00	0.00	234.00	zero	n/a	
Request for confirmation that one or more planning conditions have been complied with:								
Per request per Householder	34.00	external	34.00	0.00	34.00	zero	n/a	
Per request otherwise	116.00	external	116.00	0.00	116.00	zero	n/a	

2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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CHANGE OF USE

Change of use of a building to use as one or more separate dwelling houses

Per dwelling up to 50 dwellings	462.00	external	462.00	0.00	462.00	zero	n/a
More than 50 dwellings	22,859.00	external	22,859.00	0.00	22,859.00	zero	n/a
in addition, for each dwelling house in excess of 50 dwelling houses subject to a maximum in total of £300,000	138.00	external	138.00	0.00	138.00	zero	n/a

Other changes of use

Building or land	462.00	external	462.00	0.00	462.00	zero	n/a
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ADVERTISING

Relating to the business on the premises	132.00	external	132.00	0.00	132.00	zero	n/a
Advance signs which are not situated on or visible from the site, directing the public to a business	132.00	external	132.00	0.00	132.00	zero	n/a
Other advertisements	462.00	external	462.00	0.00	462.00	zero	n/a

PLANNING

APPLICATION FOR A NON-MATERIAL AMENDMENT FOLLOWING A GRANT OF A

PLANNING PERMISSION

Application in respect of:							
Householder development	34.00	external	34.00	0.00	34.00	zero	n/a
Other development	234.00	external	234.00	0.00	234.00	zero	n/a

BUILDING REGULATION FEES (effective from 1st January 2023)

TABLE A - STANDARD CHARGES FOR NEW HOUSES

Plan Charge

No. of dwellings:

1	248.00	10.00	273.00	45.50	227.50	20.00
2	340.00	10.00	374.00	62.33	311.67	20.00
3	447.00	10.00	492.00	82.00	410.00	20.00
4	553.00	10.00	609.00	101.50	507.50	20.00
5	669.00	10.00	736.00	122.67	613.33	20.00

2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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Inspection Charge

No. of dwellings:

1		654.00	10.00	720.00	120.00	600.00	20.00
2		904.00	10.00	995.00	165.83	829.17	20.00
3		1,149.00	10.00	1,264.00	210.67	1,053.33	20.00
4		1,325.00	10.00	1,458.00	243.00	1,215.00	20.00
5		1,467.00	10.00	1,614.00	269.00	1,345.00	20.00

Building Notice Charge

No. of dwellings:

1		1,081.00	10.00	1,190.00	198.33	991.67	20.00
2		1,489.00	10.00	1,638.00	273.00	1,365.00	20.00
3		1,909.00	10.00	2,100.00	350.00	1,750.00	20.00
4		2,252.00	10.00	2,478.00	413.00	2,065.00	20.00
5		2,560.00	10.00	2,816.00	469.33	2,346.67	20.00

Note

- For 5 or more dwellings or if the floor area of a dwelling exceeds 300m² or flats over 3 storeys, the charge will be 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.
- The amount of the plan charge is based on the number of dwellings contained in the application.
- The inspection charge is based on the total units in the project.
- Unless otherwise agreed, schemes exceeding one year in duration may be subject to an additional charge.
- For larger building projects the Council may agree to fees being paid by instalments. Please contact your local Pennine Lancashire Building Control office for further details.

2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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TABLE B - STANDARD CHARGES FOR CERTAIN SMALL BUILDINGS, EXTENSIONS AND ALTERATIONS

CATEGORY 1 - Extensions to dwellings

Plan Charge

Extension(s) - Internal floor area not exceeding 6m ²	428.00	10.00	471.00	78.50	392.50	20.00	
Internal floor area over 6m ² but not exceeding 40m ²	189.00	8.47	205.00	34.17	170.83	20.00	
Internal floor area over 40m ² but not exceeding 60m ²	189.00	8.47	205.00	34.17	170.83	20.00	
Internal floor area over 60m ² but not exceeding 80m ²	189.00	8.47	205.00	34.17	170.83	20.00	

Inspection Charge

Extension(s) - Internal floor area not exceeding 6m ²	Included in Plan Charge						
Internal floor area over 6m ² but not exceeding 40m ²	375.00	10.00	413.00	68.83	344.17	20.00	
Internal floor area over 40m ² but not exceeding 60m ²	546.00	10.00	601.00	100.17	500.83	20.00	
Internal floor area over 60m ² but not exceeding 80m ²	769.00	10.00	846.00	141.00	705.00	20.00	

Building Notice Charge

Extension(s) - Internal floor area not exceeding 6m ²	513.00	10.00	565.00	94.17	470.83	20.00	
Internal floor area over 6m ² but not exceeding 40m ²	673.00	10.00	741.00	123.50	617.50	20.00	
Internal floor area over 40m ² but not exceeding 60m ²	879.00	10.00	967.00	161.17	805.83	20.00	
Internal floor area over 60m ² but not exceeding 80m ²	1,147.00	10.00	1,262.00	210.33	1,051.67	20.00	

CATEGORY 2 - Garages & Carports

Erection or extension of a detached or attached building or an extension to a dwelling;

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

Plan Charge	300.00	10.00	330.00	55.00	275.00	20.00	
Inspection Charge	Included in Plan Charge						
Building Notice Charge	361.00	10.00	398.00	66.33	331.67	20.00	

Where the garage extension exceeds a floor area of 40m² but does not exceed 60m²

Plan Charge	428.00	10.00	471.00	78.50	392.50	20.00	
Inspection Charge	Included in Plan Charge						
Building Notice Charge	513.00	10.00	565.00	94.17	470.83	20.00	

2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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CATEGORY 3 - Garage Conversions

The conversion, in part or full, of an attached domestic garage to an existing dwelling into a habitable room.

Plan Charge	292.00	10.00	322.00	53.67	268.33	20.00	
Inspection Charge	Included in Plan Charge						
Building Notice Charge	350.00	10.00	385.00	64.17	320.83	20.00	

CATEGORY 4 - Loft Conversions & Dormers

Formation of a room(s) in an existing roof space, including means of access thereto.

Fees for lofts greater than 40m² are to be based on the cost of the work, subject to an agreed minimum plan charge.

Without a dormer but not exceeding 40m² in floor area*

Plan Charge	428.00	10.00	471.00	78.50	392.50	20.00	
Inspection Charge	Included in Plan Charge						
Building Notice Charge	513.00	10.00	565.00	94.17	470.83	20.00	

With a dormer but not exceeding 40m² in floor area*

Plan Charge	189.00	10.00	208.00	34.67	173.33	20.00	
Inspection Charge	375.00	10.00	413.00	68.83	344.17	20.00	
Building Notice Charge	673.00	10.00	741.00	123.50	617.50	20.00	

Note

1. Floor area is the area measured at a height of 2 metres above floor level.
2. 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.
3. Unless otherwise agreed, schemes exceeding one year in duration may be subject to an additional charge.
4. If the internal floor area, of an extension to a dwelling, exceeds 80m² Table E will apply (subject to a minimum build cost of £50,001).
5. Loft Conversions greater than 40m² will be based on the cost of the work and Table E will apply, subject to a agreed minimum plan charge.

2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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TABLE C - STANDARD CHARGES FOR DOMESTIC ALTERATIONS

CATEGORY 1 - Installation of replacement windows and doors*

in a dwelling where the number of windows / doors does not exceed 20

Plan Charge	126.00	10.00	139.00	23.17	115.83	20.00	
Inspection Charge	Included in Plan Charge						
Building Notice Charge	126.00	10.00	139.00	23.17	115.83	20.00	

CATEGORY 2 - Controlled Electrical work*

To a single dwelling (not carried out in conjunction with work being undertaken that falls within Table B)

Plan Charge	220.00	10.00	242.00	40.33	201.67	20.00	
Inspection Charge	Included in Plan Charge						
Building Notice Charge	220.00	10.00	242.00	40.33	201.67	20.00	

CATEGORY 3 - Renovation of a Single Thermal Element

To a dwelling house or flat (including cavity wall insulation)

Plan Charge	157.00	10.00	173.00	28.83	144.17	20.00	
Inspection Charge	Included in Plan Charge						
Building Notice Charge	157.00	10.00	173.00	28.83	144.17	20.00	

CATEGORY 4 - Heating Appliance Installation*

Where work relates to installation of a multi-fuel heating appliance including associated flue liner/chimney and hearth to which Part J applies, and to a single dwelling by a person not registered under a Government scheme, the following charges will be applied

Plan Charge	292.00	10.00	322.00	53.67	268.33	20.00	
Inspection Charge	Included in Plan Charge						
Building Notice Charge	292.00	10.00	322.00	53.67	268.33	20.00	

CATEGORY 5 - Removal or partial removal of chimney breast(s) within a dwelling

Plan Charge	245.00	10.00	270.00	45.00	225.00	20.00	
Inspection Charge	Included in Plan Charge						
Building Notice Charge	245.00	10.00	270.00	45.00	225.00	20.00	

2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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CATEGORY 6 - Removal of wall and insertion of 1 or 2 steel beams up to a maximum

span of 4 metres

Plan Charge

Inspection Charge

Building Notice Charge

245.00	10.00	270.00	45.00	225.00	20.00		
Included in Plan Charge							
245.00	10.00	270.00	45.00	225.00	20.00		

Note

- * Not carried out and registered under by a Competent Person Scheme
- Unless otherwise agreed, schemes exceeding one year in duration may be subject to an additional charge.
If multiple items of listed work are proposed, as in Table C above, then a 25% discount can be applied for the second listed item only; if three or more listed items are proposed then please refer to Table E (subject to a minimum plan charge equal to a minimum build cost of 10,001)

TABLE D - OTHER NON-DOMESTIC WORK : EXTENSIONS AND NEW BUILD & THERMAL IMPROVEMENTS

CATEGORY 1 - Extension(s) - Internal floor area not exceeding 6m²

Plan Charge

Inspection Charge

Building Notice Charge

428.00	10.00	471.00	78.50	392.50	20.00		
Included in Plan Charge							
Not applicable							

CATEGORY 2 - Internal floor area over 6m² but not exceeding 40m²

Plan Charge

Inspection Charge

Building Notice Charge

189.00	10.00	208.00	34.67	173.33	20.00		
375.00	10.00	413.00	68.83	344.17	20.00		
Not applicable							

CATEGORY 3 - Internal floor area over 40m² but not exceeding 80m²

Plan Charge

Inspection Charge

Building Notice Charge

189.00	10.00	208.00	34.67	173.33	20.00		
546.00	10.00	601.00	100.17	500.83	20.00		
Not applicable							

CATEGORY 4 - Renovation of a single thermal element - cost up to £20,000*

Plan Charge

Inspection Charge

Building Notice Charge

227.00	10.00	250.00	41.67	208.33	20.00		
Included in Plan Charge							
Not applicable							

2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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CATEGORY 5 - Replacement of non-domestic windows*, not exceeding 20

Plan Charge		168.00	10.00	185.00	30.83	125.00	20.00
Inspection Charge		Included in Plan Charge					
Building Notice Charge		Not applicable					

Note

- * Where cost exceeds £20,000 the charge is individually determined.
- Unless otherwise agreed, schemes exceeding one year in duration may be subject to an additional charge.
- Floor area is the area measured at a height of 2 metres above floor level.
- If the internal floor area exceeds 80m² Table E will apply (subject to a minimum plan charge equal to a minimum build cost of £50,001)
- Category 5 does not include replacement doors due to Part B - Fire safety implications.

TABLE E - STANDARD CHARGES FOR ALL OTHER WORK NOT IN TABLES A, B, C & D

(Excludes individually determined charges)

Plan Charge

Estimated Cost

From £0 - £2,000	245.00	10.00	270.00	45.00	225.00	20.00
£2,001 - £5,000	292.00	10.00	322.00	53.67	268.33	20.00
£5,001 - £7,000	315.00	10.00	347.00	57.83	289.17	20.00
£7,001 - £10,000	332.00	10.00	366.00	61.00	305.00	20.00
£10,001 - £20,000	108.00	10.00	119.00	19.83	99.17	20.00
£20,001 - £30,000	127.00	10.00	140.00	23.33	116.67	20.00
£30,001 - £40,000	161.00	10.00	178.00	29.67	148.33	20.00
£40,001 - £50,000	200.00	10.00	220.00	36.67	183.33	20.00
£50,001 - £75,000	245.00	10.00	270.00	45.00	225.00	20.00
£75,001 - £100,000*	315.00	10.00	347.00	57.83	289.17	20.00

2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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Inspection Charge

Estimated Cost

from £0 - £2,000

£2,001 - £5,000

£5,001 - £7,000

£7,001 - £10,000

£10,001 - £20,000

£20,001 - £30,000

£30,001 - £40,000

£40,001 - £50,000

£50,001 - £75,000

£75,000 - £100,000*

Included in Plan Charge

Included in Plan Charge

Included in Plan Charge

Included in Plan Charge

332.00	10.00	366.00	61.00	305.00	20.00		
441.00	10.00	486.00	81.00	405.00	20.00		
515.00	10.00	567.00	94.50	472.50	20.00		
596.00	10.00	656.00	109.33	546.67	20.00		
734.00	10.00	808.00	134.67	673.33	20.00		
936.00	10.00	1,030.00	171.67	858.33	20.00		

Building Notice Charge

Estimated Cost

from £0 - £2,000

£2,001 - £5,000

£5,001 - £7,000

£7,001 - £10,000

£10,001 - £20,000

£20,001 - £30,000

£30,001 - £40,000

£40,001 - £50,000

£50,001 - £75,000

£75,000 - £100,000*

293.00	10.00	323.00	53.83	269.17	20.00		
350.00	10.00	385.00	64.17	320.83	20.00		
376.00	10.00	414.00	69.00	345.00	20.00		
398.00	10.00	438.00	73.00	365.00	20.00		
526.00	10.00	579.00	96.50	482.50	20.00		
679.00	10.00	747.00	124.50	622.50	20.00		
806.00	10.00	887.00	147.83	739.17	20.00		
951.00	10.00	1,047.00	174.50	872.50	20.00		
1,170.00	10.00	1,287.00	214.50	1,072.50	20.00		
1,497.00	10.00	1,647.00	274.50	1,372.50	20.00		

Note

1. *Where cost exceeds £100,000 the charge is individually determined.
2. Unless otherwise agreed, schemes exceeding one year in duration may be subject to an additional charge.
3. In respect of domestic work 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, see Table C

TABLE F - DEMOLITION CHARGE

Application to demolish existing property under Section 80 of the Building Act 1984 and issuing the counter notice under Section 81 of the Building Act 1984

207.00	10.00	228.00	0.00	228.00	zero		
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2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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TABLE G - OTHER CHARGES

CATEGORY 1 - Copy of Completion certificates	30.00	10.00	33.00	5.50	27.50	20.00	
CATEGORY 2 - Copy Decision Notices	30.00	10.00	33.00	5.50	27.50	20.00	
CATEGORY 3 - Re-opening of Archived applications that have been dormant for 2 years or more Charge per hour subject to a minimum charge of £93.00	84.00	10.00	93.00	15.50	77.50	20.00	
CATEGORY 4 - Withdrawal of an application and any associated changes Charge per hour subject to a minimum charge of £93.00	84.00	10.00	93.00	15.50	77.50	20.00	
CATEGORY 5 - Building Regulations Confirmation letter Charge per hour subject to a minimum charge of £93.00	84.00	10.00	93.00	15.50	77.50	20.00	
CATEGORY 6 - Supply of non-standard data and information, including responding to Solicitor enquiries Charge per hour subject to a minimum charge of £93.00	84.00	10.00	93.00	15.50	77.50	20.00	

2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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Note

1. Where a '**Full Plans**' application is made, in most cases a plan charge is payable at the time of application and an invoice for the inspection charge will be sent following the first inspection on site.
2. For a '**Regularisation**' application (related to unauthorised work) fees are individually determined but will be subject to a minimum of 150% of the associated net charge(s).
No Vat is payable on a Regularisation Charge.
3. Charges in **Table E** are based upon an estimated cost, which means a reasonable estimate (excluding Vat) that would be charged for carrying out all the work, by a professional contractor.
No reductions are made for DIY proposals.
4. When it is intended to carry out **additional work** on a dwelling at the same time as any work in **Table B** then the charge for this additional work may be discounted by 25%, subject to a maximum estimated cost of £20,000.
5. When it is intended to carry out more than one extension to a dwelling, the areas of the extensions may be aggregated in determining a total internal floor area to which the fee may then be applied.
Please note however, the area of loft conversions or garage conversions may not be aggregated to an extension but a 25% discount can be applied.
6. For work that is an electrical installation only, such as rewiring, use **Table C**.
All other installation work should be included in the overall charges.
7. For a "**Reversion**" application fees are individually determined.
Please contact your local Pennine Lancashire Building Control Office for further details.
8. For applications that are due to **start on site immediately**, both Plan Fee and Inspection Fee are payable when submitting the application.
Please be advised that if you commence works prior to receiving Building Regulations approval, you do so at your own risk.
9. For current and active Local Authority Building Control Partnership customer fees will be individually determined.
10. Costs cannot be discounted across separate applications

2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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MARKETS

Deposit for new tenants taking a unit in the Market	204.00	5.00	215.00	35.83	179.17	20.00	1-Apr-23
Hourly charge for additional opening outside of normal hours for trader access	62.00	5.00	66.00	11.00	55.00	20.00	1-Apr-23
Lease preparation fee	245.00	5.00	258.00	43.00	215.00	20.00	1-Apr-23
New product line addition to existing user clause to include deed of variation costs.	306.00	5.00	322.00	53.67	268.33	20.00	1-Apr-23
Call put to an alarm activation resulting from Traders unit/action plus alarm call out costs.	31.00	5.00	33.00	5.50	27.50	20.00	1-Apr-23
Electricity recharge late payment fee per week o/s to cover cost of reminders for payment	13.00	5.00	14.00	2.33	11.67	20.00	1-Apr-23
Provision of payment schedule for disputed rent – repayable if a rent error made.	25.00	5.00	27.00	4.50	22.50	20.00	1-Apr-23
Per Copy of Rent invoice required	7.00	5.00	8.00	1.33	6.67	20.00	1-Apr-23
Represented cheque or Direct Debit payment refused by bankers	19.00	5.00	20.00	3.33	16.67	20.00	1-Apr-23
Assignment of lease with existing user clause to cover council's legal costs in preparation of deed and to reflect element of value of assignment to existing trader selling on their business	245.00	5.00	258.00	43.00	215.00	20.00	1-Apr-23
Assignment of lease as above but with additional and or change of user clause.	306.00	5.00	322.00	53.67	268.33	20.00	1-Apr-23
Per letter relating to breaches of Market Regulations	25.00	5.00	27.00	4.50	22.50	20.00	1-Apr-23
Per day breach of user clause to reflect unfair trading advantage gained by selling of unauthorised product.	25.00	5.00	27.00	4.50	22.50	20.00	1-Apr-23
Penalty Fee per hour in relation to arriving late to open and or leaving early to close.							
(Funds to be paid into Advertising fund).	31.00	5.00	33.00	5.50	27.50	20.00	1-Apr-23
Non-attendance on Designated Market Days and/or Christmas Sundays and Late Night Thursdays. (Funds to be paid into Advertising fund).	123.00	5.00	130.00	21.67	108.33	20.00	1-Apr-23
Remedy of breach and withdrawal of court action by the Council after court action has been scheduled.	306.00	5.00	322.00	53.67	268.33	20.00	1-Apr-23

	2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
RESOURCES									
REVENUES & BENEFITS									
LOCAL TAXATION									
Council Tax Summons	75.00	-	75.00	75.00	-	75.00	zero	1-Apr-23	
Council Tax Liability Order	20.00	-	20.00	20.00	-	20.00	zero	1-Apr-23	
NNDR Summons	105.00	-	105.00	105.00	-	105.00	zero	1-Apr-23	
NNDR Liability Order	20.00	-	20.00	20.00	-	20.00	zero	1-Apr-23	
LEGAL & DEMOCRATIC SERVICES									
LEGAL FEES									
Note 1. Vat is chargeable on the fees if vat is payable on the consideration or rent.									
These fees may be charged at a higher level in accordance with, for example, the work involved in more complex cases.									
Rounded to nearest £5									
Disposals									
Sale of Garden plot	285.00	10.00	313.50	315.00	-	315.00	see note 1	1-Apr-23	
Sale of any other land	590.00	10.00	649.00	650.00	-	650.00	see note 1	1-Apr-23	
Small Scale Building Licence	590.00	10.00	649.00	650.00	-	650.00	see note 1	1-Apr-23	
Building Licence	1,380.00	10.00	1,518.00	1,520.00	-	1,520.00	see note 1	1-Apr-23	
Sealing of documents	65.00	10.00	71.50	70.00	-	70.00	see note 1	1-Apr-23	
Landlord & Tenant									
Contracted out' short term lease/licences	590.00	10.00	649.00	650.00	-	650.00	see note 1	1-Apr-23	
Longer term business lease	985.00	10.00	1,083.50	1,085.00	-	1,085.00	see note 1	1-Apr-23	
Underlease - Brunshaw / Anglesey	495.00	10.00	544.50	545.00	-	545.00	see note 1	1-Apr-23	
Licence to Assign	410.00	10.00	451.00	450.00	-	450.00	see note 1	1-Apr-23	
Licence for Alterations	410.00	10.00	451.00	450.00	-	450.00	see note 1	1-Apr-23	
Licence for Change of Use	410.00	10.00	451.00	450.00	-	450.00	see note 1	1-Apr-23	
Licence to Assign (combined with licence for alterations / change of use)	685.00	10.00	753.50	755.00	-	755.00	see note 1	1-Apr-23	
Licence to Underlet	685.00	10.00	753.50	755.00	-	755.00	see note 1	1-Apr-23	
Licence to Underlet (combined with licence for alterations / change of use)	985.00	10.00	1,083.50	1,085.00	-	1,085.00	see note 1	1-Apr-23	
Surrenders	410.00	10.00	451.00	450.00	-	450.00	see note 1	1-Apr-23	
Letter of consent to assign (long leaseholds at nominal rent)	70.00-175.00	10.00		74.00-184.00	-	70.00-175.00	see note 1	1-Apr-23	
Registration of Assignment or Underlease	65.00	10.00	71.50	70.00	-	70.00	see note 1	1-Apr-23	
Grant of Easements or Rights	420.00	10.00	462.00	460.00	-	460.00	see note 1	1-Apr-23	
Deed of Variation	420.00	10.00	462.00	460.00	-	460.00	see note 1	1-Apr-23	

	2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
Planning									
Section 106 Agreements (minimum charge)	575.00	10.00	632.50	635.00	-	635.00	o/s scope	1-Apr-23	
Mortgages									
Vacating Receipts									Mortgage scheme no longer provided
Notice of Charge									Mortgage scheme no longer provided
Mortgage Questionnaire									Mortgage scheme no longer provided
Miscellaneous									
Copy Documents - per A4 sheet (minimum £10)	0.45	10.00	0.50	0.50	-	0.50	see note 1	1-Apr-23	
Land Charges									
Note: CON29 elements of Land Charges are now vatable at the standard rate									
LLC1	19.00	5.00	19.95	19.95	-	19.95	zero	1-Apr-23	
CON29R	141.00	5.00	148.05	148.05	24.68	123.37	standard	1-Apr-23	
Local Search (LLC1 + CON29R)	160.00	5.00	168.00	168.00	24.68	143.32	mixed	1-Apr-23	
Each Additional Parcel of Land	25.00	5.00	26.25	26.25	4.38	21.87	standard	1-Apr-23	
Each Optional CON29O Enquiry (Q 5 - 20)	5.00	10.00	5.50	5.50	0.92	4.58	standard	1-Apr-23	
Each Optional CON29O Enquiry (Q4 Q21 & Q22)	35.00	10.00	38.50	38.50	6.42	32.08	standard	1-Apr-23	
Each Additional Enquiry	31.00	5.00	32.55	32.55	5.43	27.12	standard	1-Apr-23	
ROOM HIRE									
Burnley Town Hall - Room Hire									
Meetings									
Mornings - 8am to 1pm	94.55	10.00	104.01	104.00	-	104.00	zero	1-Apr-23	
Afternoon - 1pm to 6pm	94.55	10.00	104.01	104.00	-	104.00	zero	1-Apr-23	
Evening - 6pm to 10pm	94.55	10.00	104.01	104.00	-	104.00	zero	1-Apr-23	

2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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Others

Mornings - 8am to 1pm	94.55	10.00	104.01	104.00	-	104.00	zero	1-Apr-23
Afternoon - 1pm to 6pm	94.55	10.00	104.01	104.00	-	104.00	zero	1-Apr-23
Evening - 6pm to 10pm	94.55	10.00	104.01	104.00	-	104.00	zero	1-Apr-23

Parker Lane - Room Hire

Mornings - 8am to 1pm	94.55	10.00	104.01	104.00	-	104.00	zero	1-Apr-23
Afternoon - 1pm to 6pm	94.55	10.00	104.01	104.00	-	104.00	zero	1-Apr-23
Evening - 6pm to 10pm	94.55	10.00	104.01	104.00	-	104.00	zero	1-Apr-23

FINANCE & PROPERTY SERVICES

PROPERTY TEAM

GARAGE SITES

Note : 3 months notice is required to increase rents for garage sites & garden plots

Per plot, per annum	85.35	5.00	89.62	89.60	14.93	74.67	20.00	1-Apr-23
Concession for registered disabled	9.51	5.00	9.99	10.00	1.67	8.33	20.00	1-Apr-23

GARDEN PLOTS

Per square yard, per annum	0.7317	5.00	0.7700	0.7683	-	0.77	zero	1-Apr-23
Admin fee for setting up of new tenancy agreements	53.75	5.00	56.44	56.45	9.41	47.04	20.00	1-Apr-23

Note : The rents of garage sites & garden plots are only being reviewed and increased every 3 years due to the administrative cost of writing to inform tenants.

The last review was undertaken during 2021/22 of appropriate market rentals.

PROPERTY SURVEYOR FEES

These fees/charges are for general guidance.

These fees may be negotiated at higher level in accordance with the work involved in more complex cases.

Note 1 - Vat is not chargeable on the fees/charges unless VAT is payable on the consideration or rent.

Disposals

Sale of Garden plot	247.50	5.00	259.88	259.90	-	259.90	see note 1	1-Apr-23
Sale of any other land (minimum charge or 1% of sale price whichever is higher)	410.75	5.00	431.29	431.30	-	431.30	see note 1	1-Apr-23
Building Licence (minimum charge but depending on size/complexity)	821.60	5.00	862.68	862.70	-	862.70	see note 1	1-Apr-23
Freehold Reversion	247.50	5.00	259.88	259.90	-	259.90	see note 1	1-Apr-23

Landlord & Tenant

	2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
Contracted out' short term lease	287.80	5.00	302.19	302.20	-	302.20	see note 1	0-Jan-00	
Longer term business lease	410.75	5.00	431.29	431.30	-	431.30	see note 1	1-Apr-23	
Grant of Garden Tenancy	45.50	5.00	47.78	47.80	-	47.80	see note 1	1-Apr-23	
Service of Notices on Garden Tenancies	38.80	5.00	40.74	40.75	-	40.75	see note 1	1-Apr-23	
Underlease - Brunshaw / Anglesey	287.80	5.00	302.19	302.20	-	302.20	see note 1	1-Apr-23	
Renewal Lease	287.80	5.00	302.19	302.20	-	302.20	see note 1	1-Apr-23	
Licence to Assign	273.00	5.00	286.65	286.65	-	286.65	see note 1	1-Apr-23	
Licence for Alterations	327.90	5.00	344.30	344.30	-	344.30	see note 1	1-Apr-23	
Licence for Change of Use	287.80	5.00	302.19	302.20	-	302.20	see note 1	1-Apr-23	
Licence to Assign (combined with licence for alterations/change of use)	410.75	5.00	431.29	431.30	-	431.30	see note 1	1-Apr-23	
Licence to Underlet	327.90	5.00	344.30	344.30	-	344.30	see note 1	1-Apr-23	
Licence to Underlet (combined with licence for alterations/change of use)	410.75	5.00	431.29	431.30	-	431.30	see note 1	1-Apr-23	
Letter of consent to assign (long leaseholds at nominal rent)	min 108.00			min 108.00		min 108.00	see note 1	1-Apr-23	
Planning									
§.106 Agreements	521.95	5.00	548.05	548.05	-	548.05	see note 1	1-Apr-23	
Site Compound Licence	273.00	5.00	286.65	286.65	-	286.65	see note 1	1-Apr-23	
Copy Documents - per A4 sheet	0.55	5.00	0.58	0.60	0.10	0.50	20.00	1-Apr-23	
Pavement Café Licences									
Initial licence set up									these licences now issued by LCC
Annual renewal/change of licensee									these licences now issued by LCC
BURNLEY BUS STATION									
Bus Station departure charges are calculated using pence to 4 decimal places									
Per Departure - Standard bus / Minibus	1.0790	5.00	1.13	1.1329	0.19	0.94	20.00	1-Apr-23	
Per Departure - Long (coach)	2.2322	5.00	2.34	2.3438	0.39	1.95	20.00	1-Apr-23	
(Net Fee increased by 5% then VAT added)									

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HOUSEHOLD SUPPORT FUND PROPOSAL

REPORT TO EXECUTIVE



DATE	30th November 2022
PORTFOLIO	Finance/Health and Wellbeing
REPORT AUTHOR	Rob Dobson
TEL NO	3115
EMAIL	rdobson@burnley.gov.uk

PURPOSE

1. To seek approval to deliver the Household Support Fund.

RECOMMENDATION

2. That the priority for Burnley Council's allocation of Household Support funding is reducing food poverty and support for residents who may not have benefited from other cost of living payments from central or local government.
3. That the Head of Policy and Engagement is given delegated authority to finalise a delivery plan for the scheme, in consultation with the Head of Finance and Property and the Executive Member for Finance and Performance.

REASONS FOR RECOMMENDATION

4. The proposed scheme is targeted towards a clearly defined need and is manageable given the size of the allocation and the time available to deliver it.

SUMMARY OF KEY POINTS

5. Fund amount and overview of the scheme

The Council has been awarded £475,000 from a total allocation to the county council of £9.7million. Around half the total allocation is being used by the county council to provide food vouchers during the school holidays to households eligible for free school meals. The remainder is being administered by district councils.

The funding must be committed by the end of March 2023.

The Government's guidance sets out the expectation that the fund should be used to support households in the most need; particularly those who may not be eligible for the

other support government has recently made available. The council can issue payments directly to residents. It can also fund registered charities to provide support, such as food banks.

The council can claim reasonable administration costs.

6. The Burnley scheme

Burnley Council used its first grant of household support fund to help families eligible for free school meals offering a £85 food voucher. That scheme closed in March 2022. A second grant funded a scheme which closed in October 2022. This provided a £90 voucher to low-income pensioners, and residents that have a disability band reduction or severe mental impairment or carers discount on their council tax. The council has also funded the food bank to ensure it has continuous adequate supply.

It is proposed that the council continues to fund the food bank and other charities providing food and other essential supplies to residents. Any resident can apply to the food bank for support, and may be offered extra help through Burnley Together. However, the majority of the funding will be made in targeted direct payments to residents in the form of a post office payout voucher. The voucher can be used to pay off a bill, or can be paid into a bank account or collected as cash from a post office. Residents that are housebound will be paid directly into bank accounts. In line with the previous scheme, a £90 payment is proposed.

The scheme will follow the Government's guidance, and subject to budget constraints and data sharing with the DWP, the following groups could be targeted:

- those whose income would make them eligible for free school meals but whose children aren't yet in school.
- those in receipt of HB only. Individuals in this group are not eligible for a means-tested Cost of Living Payment
- those that have applied but are not eligible for council tax support within a reasonable income or capital limit.
- those that are known by the council to be living in a low energy efficiency property and that are waiting on an efficiency improvement to be installed by the council.
- those applying for a discretionary hardship payment. This scheme has received a reduction in funding from central government but the council is able to use household support fund to partially close the gap.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

7. There are no new budget implications arising from this report.

POLICY IMPLICATIONS

8. Administration of the scheme is a key part of the council's response to the cost of living crisis.

DETAILS OF CONSULTATION

9. None applicable.

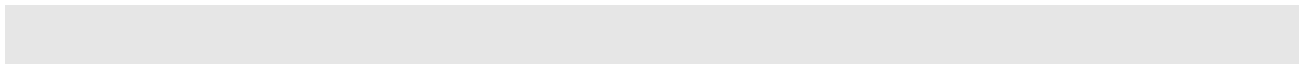
BACKGROUND PAPERS

10. <https://www.gov.uk/government/publications/household-support-fund-guidance-for-local-councils>

FURTHER INFORMATION

PLEASE CONTACT


Rob Dobson



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Dog Control Public Space Protection Order

REPORT TO EXECUTIVE

	<p>DATE 21/10/2022</p> <p>PORTFOLIO Community & Environmental Services</p> <p>REPORT AUTHOR Jonathan Jackson</p> <p>TEL NO Ext 3413</p> <p>EMAIL jjackson@burnley.gov.uk</p>	
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PURPOSE:

To seek approval to extend the Public Spaces Protection Order Dog Control (PSPO) in accordance with the current legislation (s60 Anti-Social Behaviour, Crime and Policing Act 2014).

RECOMMENDATION:

The Executive is recommended to:

- continue with the consultation regarding the renewal of the PSPO;
- grant authority to the Head of Streetscene to agree whether to renew the PSPO and the final content of the PSPO,
- grant authority to the Head of Legal & Democratic Services, in consultation with the Head of Streetscene, to execute the extension of the Dog Control Public Space Protection Order for a further 3 years, if considered appropriate to do so.

REASONS FOR RECOMMENDATION:

The existing Order has been in place since 19th December 2019 and, as stated in the Act, has a duration of 3 years. At this point it must be extended for it to remain enforceable. There are no proposed amendments to the existing Public Spaces Protection Order.

Issues relating to the control of dogs in public areas and the immediate removal

of dog faeces are still of concern to residents and, if not addressed, have the potential to have a detrimental effect on the quality of lives of those in the locality.

SUMMARY OF KEY POINTS

3 Background:

The failure to immediately remove dog faeces has a detrimental effect on the quality of life of those living and working within the Borough of Burnley. This detrimental effect can also be experienced by members of the public when confronted by dogs that are causing a nuisance, aren't under proper control or are in areas from which they should be excluded.

The Council has undertaken enforcement against dog fouling using fixed penalty notices since 2001, when it implemented the powers made available through the Dogs (Fouling of Land) Act. The Anti-Social Behaviour, Crime and Policing Act 2014 replaced existing legislation and granted Local Authorities the power to tackle dog behaviour and the removal of dog faeces using Public Spaces Protection Orders.

On 19th December 2019, following extensive consultation with members of the public and interested parties, Burnley Council established a Dog Control Public Spaces Protection Order to tackle these issues. Under the conditions of this Order the following areas were addressed:

- The immediate removal of dog faeces
- Areas where dogs must be on leads.
- Areas where dogs must be on leads if directed
- Areas from which dogs were excluded

Under the terms of the legislation the duration of an Order is 3 years, after which point it must be extended.

4 Use and Enforcement

The Order has been used by both the Environmental Enforcement Team and the Park Rangers to improve the quality and enjoyment experienced within the Green Space areas and to enforce the legislation regarding the removal of dog faeces and dog behaviour. Since 2016 there have been 452 Fixed Penalty Notices issued for breach of the requirements, which is amongst the highest number issued by any Local Authority.

5 Prohibitions and requirements to be renewed:

- A) The immediate removal of dog faeces from any public place
- B) That dogs be kept on leads in certain named areas
- C) That, if required to do so because a dog is causing a nuisance, that dog is put on a lead

D) That dogs be excluded from certain named areas

6 Consultation

As part of the process to extend the Dog Control Public Space Protection Order, Burnley Council will continue to consult with members of the public and the Police to confirm both the need and the necessity to extend the existing Order.

7 Future Use

If renewed, the Order will continue to provide the legal structure to allow authorised officers to enforce the removal of dog faeces and tackle irresponsible dog owners.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION:

Both the Council and the Police can enforce these powers within existing resources. Where necessary existing signage will be replaced to reflect updated order.

POLICY IMPLICATIONS

N/A

DETAILS OF PROPOSED CONSULTATION:

Details of consultees:

- Members of the public via the Council Website
- The Police via the Community Safety Partnership
- The Office of the Police and Crime Commissioner.

BACKGROUND PAPERS

N/A

FURTHER INFORMATION

PLEASE CONTACT:

Jonathan Jackson ext 3413

ALSO:

Joanne Swift ext 7301

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BURNLEY BOROUGH COUNCIL
PUBLIC SPACE PROTECTION ORDER (DOG CONTROL)
ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014 PART 4
SECTION 59 PUBLIC SPACES PROTECTION ORDER

The Public Spaces Protection Order shall come into effect on Tuesday 20th December 2022 for a period of 3 years.

Burnley Borough Council (“the Council”) in exercise of the power under section 59 of The Anti-Social Behaviour, Crime and Policing Act 2014 (“the Act”), being satisfied that the conditions set out in section 59 of the Act have been met, HEREBY MAKES the following Public Spaces Protection Order (“PSPO”).

1. FOULING OF LAND BY DOGS

(1a) This part of the Order applies to all public places in the Borough of Burnley

For these purposes, a “public place” means any place to which the public or any section of the public has access, on payment or otherwise, as of right or by virtue of express or implied permission

(1b) If a dog defecates at any time on land to which this Order applies and a person who is in charge of the dog at that time fails to remove the faeces from the land forthwith, that person shall be guilty of an offence unless—

(a) he has a reasonable excuse for failing to do so; or

(b) the owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his failing to do so.

(1c) Nothing in this article applies to a person who—

(a) is registered as a blind person in a register compiled under section 29 of the National Assistance Act 1948; or

(b) has a disability which affects his mobility, manual dexterity, physical co-ordination or ability to lift, carry or otherwise move everyday objects, in respect of a dog trained by a prescribed charity and upon which he relies for assistance.

(c) to the normal activities of a working dog, whilst the dog is working. This includes dogs that are being used for work in connection with emergency search and rescue, law enforcement and the work of Her Majesty's armed forces; and farm dogs that are being used to herd or drive animals.

(1d) For the purposes of this section—

(a) a person who habitually has a dog in his possession shall be taken to be in charge of the dog at any time unless at that time some other person is in charge of the dog;

(b) placing the faeces in a receptacle on the land which is provided for the purpose, or for the disposal of waste, shall be a sufficient removal from the land;

(c) being unaware of the defecation (whether by reason of not being in the vicinity or otherwise), or not having a device for or other suitable means of removing the faeces shall not be a reasonable excuse for failing to remove the faeces;

(d) A prescribed charity is a charity that is an accredited member of Assistance Dogs UK (ASUK) Assistance Dogs International (ADI) or the International Guide Dogs Federation (IGDF)

2. DOGS ON LEADS

(2a) This Order applies to the following land

o All cemeteries, crematoriums, churchyards and burial grounds within the Borough of Burnley in which dogs are to be kept on fixed leads or retracted leads of no more than 2m length.

o All car parks and public vehicle parking areas maintained by the Borough of Burnley

o All highways, pavements, pedestrianised areas (e.g. St James Street & Charter Walk, etc) within the Borough of Burnley.

o Bowling greens within the Borough of Burnley

o In part of Towneley Park, Burnley

* Barwise picnic area

* The ornamental gardens around Towneley Hall

* The Rabbit Walk (crossing the golf course)

o In part of Scott Park, Burnley

* Ornamental area near the pavilions and play areas

o In part of Memorial Park, Padiham

* Ornamental area near Knight Hill House

(2b) A person in charge of a dog shall be guilty of an offence if at any time on any land to which this Order applies he does not keep the dog on a lead, unless—

(a) he has a reasonable excuse for failing to do so; or

(b) the owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his failing to do so.

(2c) For the purposes of this Order a person who habitually has a dog in his possession shall be taken to be in charge of the dog at any time unless at that time some other person is in charge of the dog.

(2d) Nothing in this article applies to a person who—

(a) to the normal activities of a working dog, whilst the dog is working. This includes dogs that are being used for work in connection with emergency search and rescue, law enforcement and the work of Her Majesty's armed forces; and farm dogs that are being used to herd or drive animals.

3. THE DOGS ON LEADS BY DIRECTION

(3A) This Order applies to all land in the Borough of Burnley which is open to the air, including covered land which is open on at least one side, and to which the public are entitled or permitted to have access (with or without payment)

(3b) A person in charge of a dog shall be guilty of an offence if at any time, on any land to which this Order applies, he does not comply with a direction given him by an authorised officer of the Council to put and keep the dog on a lead, unless—

(a) he has a reasonable excuse for failing to do so; or

(b) the owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his failing to do so.

(3c) For the purposes of this article—

(a) a person who habitually has a dog in his possession shall be taken to be in charge of the dog at any time unless at that time some other person is in charge of the dog;

(b) an authorised officer of the Council may only give a direction under this Order to put and keep a dog on a lead if such restraint is reasonably necessary to prevent a nuisance or behaviour by the dog likely to cause annoyance or disturbance to any other person or the worrying or disturbance of any animal or bird.

(c) to the normal activities of a working dog, whilst the dog is working. This includes dogs that are being used for work in connection with emergency search and rescue, law enforcement and the work of Her Majesty's armed forces; and farm dogs that are being used to herd or drive animals.

4. THE DOGS EXCLUSION

(4a) This Order applies to the following land:

a) all children's equipped playgrounds (with or without fencing), and

all ball courts,

all tennis courts

all Multi Use Games Areas

within the Borough of Burnley

b) Thompson Park, Burnley

(c) Queens Park, Burnley

(d) Towneley Park, Burnley, golf courses (18 & 9 hole and pitch and putt) except on the Rabbit Walk footpath, Towneley War Memorial Pond.

(4b) For the purpose of this Order

(a) A "children's play area" is an area that is set aside for children to play in and contains children's play equipment such as a slide, swings, seesaw, climbing frame or other similar play apparatus.

(b) A children's play area is "enclosed" if it is surrounded on all sides by fences, gates, walls or other structures that mark the extent of the play area.

(c) An enclosed Multi Use Games Area is “enclosed” if it is surrounded on all sides by fences, gates, walls or other structures that mark the extent of the area.

(4c) A person in charge of a dog shall be guilty of an offence if he takes the dog on to, or permits the dog to enter or to remain on, any land to which this order applies unless

(a) he has a reasonable excuse for doing so; or

(b) the owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his doing so.

(4d) Nothing in this article applies to a person who –

(a) is registered as a blind person in a register compiled under section 29 of the National Assistance Act 1948; or

(b) is deaf, in respect of a dog trained by a prescribed charity and upon which he relies for assistance; or

(c) has a disability which affects his mobility, manual dexterity, physical co-ordination or ability to lift, carry or otherwise move everyday objects, in respect of a dog trained by a prescribed charity and upon which he relies for assistance.

(4e) For the purposes of this Order-

(a) A person who habitually has a dog in his possession shall be taken to be in charge of the dog at any time unless at that time some other person is in charge of the dog; and

(b) A prescribed charity is a charity that is an accredited member of Assistance Dogs UK (ASUK) Assistance Dogs International (ADI) or the International Guide Dogs Federation (IGDF)

5. Other matters

(5a) Authorised Officer

In this Order “an authorised officer” means an authorised officer of the Council, a police officer, a police community support officer, an officer accredited under the community safety accreditation scheme as designated by the council or contractor of the Council who is authorised in writing by the Council for the purposes of giving directions under the Order.

(5b) An authorised officer may issue a Fixed Penalty Notice (FPN) to anyone he or she has reason to believe has committed an offence under this Order.

If an authorised officer proposes to give a person a notice under this Public Space Protection Order, the officer may require the person to give him his name and address.

(5c) A person commits an offence if—

(a) he fails to give his name and address when required to do so under subsection (5b) above, or

(b) he gives a false or inaccurate name or address in response to a requirement under that subsection.

(5d) A person guilty of an offence under subsection (5c) above is liable on summary conviction to a fine not exceeding level 3 on the standard scale.

(5e) Any interested person (an individual who lives, works in or regularly visits) in the restricted area who desires to question the validity of this Order on the grounds that the Council has no power to make it or that any requirement of the Act has not been complied with in relation to this Order, may apply to the High Court within six weeks from the date upon which this Order is made.

6. Penalty

(6a) A person who is guilty of an offence under this Order shall be liable on summary conviction to a fine not exceeding level 3 on the standard scale or to be offered an FPN at an amount determined by the Council (currently £100).

THE COMMON SEAL of the COUNCIL

OF the BOROUGH OF BURNLEY

was hereunto affixed this xx day of xxxxx

in the in the presence of:

Authorised Signatory

Authorised Signatory

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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