

# EXECUTIVE

Tuesday, 14th November, 2017  
6.30 pm





# EXECUTIVE

## BURNLEY TOWN HALL

**Tuesday, 14th November, 2017 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 Governance, Law & Regulation by 5.00pm on the day before the meeting. Forms can be obtained for this purpose from the reception desk at Burnley Town Hall or the Contact Centre, Parker Lane, Burnley. Forms are also available on the Council's website [www.burnley.gov.uk/meetings](http://www.burnley.gov.uk/meetings).

## **AGENDA**

### **1) *Apologies***

To receive any apologies for absence

### **2) *Minutes***

To approve as a correct record the Minutes of the last meeting held on 19<sup>th</sup> September 2017

5 - 10

### **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

**7) Mechanics Heritage Lottery Fund (HLF)** 11 - 14

To notify the Executive of an initial Stage 1 Application to the Heritage Lottery Fund (HLF) regarding the Mechanics and to seek authority to submit a Stage 2 application.

**8) Revenue Monitoring Quarter 2 2017/18** 15 - 24

To report the forecast outturn position for the year as at 31 March 2018 based upon actual spending and income to **30 September 2017** regarding Revenue Monitoring in Quarter 2 of 2017/18

**9) Capital Monitoring Quarter 2 2017/18** 25 - 36

To provide Members with an update on capital expenditure and resources position along with highlighting any variances regarding Capital Monitoring in Quarter 2 of 2017/18

**10) Treasury Management 2017/18** 37 - 52

To report Treasury Management activity for the period 01/04/17 to 30/09/17 during 2017/18

**11) Fees and Charges from 1st January 2018** 53 - 94

To inform Members of the Council's proposed fees and charges from 1 January 2018.

**12) Exclusion of the Public**

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

**13) Workforce Planning 2018/19** 95 - 102

To inform and seek agreement to implement proposed workforce reductions, previously outlined at the Executive meeting on 19<sup>th</sup> September 2017, as part of the budget savings for 2018/19.

Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations

matter arising between the authority or a Minister of the Crown and employees of, or office holders under the authority.

**14) *Land off Clitheroe/Mytton Street***

103 - 106

To seek authority to dispose of land at the junction of Mytton Street and Clitheroe Street.

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

**15) *Disposal of Land at Westgate***

107 - 112

To consider the Disposal of Land at Westgate.

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

**MEMBERSHIP OF COMMITTEE**

Councillor Mark Townsend (Chair)  
Councillor John Harbour (Vice-Chair)  
Councillor Sue Graham

Councillor Lian Pate  
Councillor Mohammed Ishtiaq

**PUBLISHED**

Monday, 6 November 2017



## EXECUTIVE

BURNLEY TOWN HALL

Tuesday, 19th September, 2017 at 6.30 pm

### PRESENT

### MEMBERS

Councillors M Townsend (Chair), J Harbour (Vice-Chair), S Graham, L Pate and M Ishtiaq

### OFFICERS

Mick Cartledge	– Chief Executive
Lukman Patel	– Head of Governance, Law, Property, and Regulation
Asad Mushtaq	– Head of Finance
Eric Dickinson	– Democracy Officer

#### 26. Minutes

That the Minutes of the last meeting held on the 15<sup>th</sup> August 2017 be confirmed and signed by the Chair

#### 27. Minutes of Individual Executive Decisions

The Minute of the following Individual Executive Member Decision made since the last meeting was noted;

Minute Number 1 - Workforce Planning-Corporate Leadership Support

#### 28. Railway Scrutiny Review

Purpose To consider the outcomes of the Scrutiny Review of rail facilities in Burnley, especially Manchester Road Station.

Reason for Decision To maximise the benefits of the new rail link and facilities for residents of, and visitors to Burnley.

Decision (1) That the recommendations from Scrutiny Committee regarding the rail facilities review be endorsed that the Council continues to work alongside and encourage colleagues from Lancashire County Council and Northern Rail to raise the profile of Manchester Road Station, and support Northern Rail to access funding to provide access improvements at the station; and

(2) That the Scrutiny Committee be thanked for the work which it carried out on the rail facilities review.

### **29. Medium Term Revenue Savings 2018-21**

Purpose To update the Executive on the latest position regarding balancing the Council's 2018/21 revenue budgets.  
To outline proposed savings for recommendation to Full Council.

Reason for Decision To progress the preparation of the Council's 2018/21 revenue budgets.

Decision (1) That Full Council be recommended that savings approved at Full Council in September 2016 totalling £0.613m (see paragraph 10 below) to assist in balancing the 2018/19 and 2019/20 revenue Budgets, see Appendix 1 to the report, be approved; and

(2) That Full Council be recommended that proposed savings be approved totalling £1.436m to assist in balancing the 2018/19, 2019/20 and 2020/21 revenue budgets, see Appendix 1 to the report.

### **30. Business Rates Pooling**

Purpose To obtain approval for the Council to participate in the Lancashire Business Rates Pool for 2018/19.

Reason To seek authority to participate in the Lancashire Business Rates Pool for  
Decision (subject to approval from existing pool members and acceptance by Department for Communities & Local Government).

The Council will be required to confirm its position on membership of the pool in time for the assumed DCLG deadline of 31/10/17.

Decision (1) That Full Council be recommended that the Council's participation in a pool for the 2018/19 financial year be approved; and  
(2) That Full Council be recommended that the submission of a request for the Council to participate in the Lancashire Business Rates Pool for 2018/19 and future years be approved.

### **31. Exclusion of the Public**

Purpose To consider when it may be relevant to exclude the public from the meeting, and clarify the order of the agenda

Reason Minute Numbers 32,33,34, and 35 contained exempt information relating to the financial or business affairs of any particular person (including the authority holding that information).

Decision That the public be excluded from the meeting before discussion takes place on the items relating to Minutes 32,33,34, and 35 since 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.

### **32. Insurance Renewals**

Purpose To seek approval for the extension of the Long-Term Insurance Agreements (LTA's) with the company named in paragraph 4 of this report (in partnership with Pendle Borough Council) for the Council's primary insurance policies and the companies named in paragraph 7 of this report for the Council's supplementary insurance policies for two years from 1st April 2018.

Reason for Decision The current LTA and supplementary insurance policies expire on 31st March 2018. The Council has an option to renew the LTA and supplementary policies for two years from 1<sup>st</sup> April 2018. The Council's independent insurance broker has confirmed that the renewal terms represent market value at the present time.

Decision That the Head of Governance, Law, Property & Regulation be authorised to exercise the options to renew the LTA and supplementary insurance policies for 2 years from 1<sup>st</sup> April 2018 in partnership with Pendle Borough Council (where appropriate).

### **33. Former Gannow Baths**

Purpose To approve the assignment of the former Gannow baths building and adjoining land.

Reason for Decision Allowing the transfer of the former baths building will generate a capital receipt which shall be split between the Council and the Church and bring the site back into use.

Decision

- (1) That the Landlords consent to the assignment of the former baths building and land be approved;
- (2) That the variation of the Lease to permit uses other than community use be approved;
- (3) That the alterations required by the new owner to make it fit for their use be consented to;
- (4) That the monetary distribution as set out in paragraph 8 of this report be approved; and
- (5) That the Head of Governance, Law, Property and Regulation be authorized to complete the legal formalities.

### **34. Disposal of Land for Turf Moor Memorial Gardens**

Purpose To consider the transfer of land adjacent to Turf Moor Football Ground.



Reason for Decision The creation of a Memorial Garden on this site with low level lighting and security cameras provided by the Club will enhance a currently under used plot of public open space, allowing for the quiet commemoration of the lives of people associated with the Club.

Decision (1) That the transfer of a plot of land to Burnley Football Club (Longside Properties Ltd) for the formation of a Memorial Garden be approved; and  
  
(2) That the Head of Governance, Law, Property and Regulation be authorized to agree detailed terms and complete the necessary legal formalities.

### **35. Burnley Bus Station Management Services Procurement**

Purpose To obtain Executive approval to undertake the re procurement for a Facilities Management contract for Burnley Bus Station, Croft Street, Burnley.

Reason for Decision To enable continuity of service in the management and running of the Bus Station, and ensure that a provider is appointed through a tender exercise compliant with Standing Orders for Contracts; and the Public Contract Regulations 2015/ EU Public Procurement Directives (OJEU).

Decision (1) That Liberata, in accordance with the Strategic Partnering Agreement, undertake an OJEU compliant tender exercise on behalf of the Council to appoint a suitable provider to fulfil the Bus Station Facilities Management contract, commencing on the 01/04/18 for five years and thereafter may, at the discretion of the council extend the contract for two year periods;  
  
(2) That delegated authority be given to the Head of Governance, Law, Property & Regulation in consultation with the Executive Member for Resources and Performance Management to accept the most economically advantageous tender to provide this service; and  
  
(3) That the Head of Governance, Law, Property & Regulation be authorised to complete any and all documents necessary to give effect to this decision.

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Report to the Executive



<b>DATE</b>	<b>14<sup>th</sup> November 2017</b>
<b>PORTFOLIO</b>	<b>Leisure</b>
<b>REPORT AUTHOR</b>	<b>Simon Goff</b>
<b>TEL NO</b>	<b>01282 477223, 07971 033197</b>
<b>EMAIL</b>	<b>sgoff@burnley.gov.uk</b>

**Burnley Mechanics: 'MI Space' Heritage Grant Application**

**PURPOSE**

1. To notify the Executive of an initial Stage 1 Application to the Heritage Lottery Fund and to seek authority of the Executive to submit a Stage 2 application.

**RECOMMENDATION**

2. The Executive is recommended to:
  1. Note that an initial Stage 1 application has been made to the Heritage Lottery Fund to restore and improve the Mechanics.
  2. To authorise the Head of Green Spaces and Amenities, working with Burnley Leisure, to prepare and submit a Stage 2 application to the Heritage Lottery Fund, if the Stage 1 application is successful.

**REASONS FOR RECOMMENDATION**

3. The authority of the Executive is required to submit a grant application that exceeds £100,000.

**SUMMARY OF KEY POINTS**

4. Burnley Mechanics Institute was opened in 1855 and provided educational and cultural facilities for Burnley's rapidly expanding working population. The institute closed in 1959 and was re-opened in 1960 as a theatre and later underwent a major refurbishment in the 1980's.
5. Now operated by Burnley Leisure, the Mechanics is a dynamic cultural resource for the Borough, attracting over 76,000 visits last year and won the Lancashire Tourism Award 'Cultural Venue of the Year' accolade in 2016.

6. However, to secure the future financial sustainability of the Mechanics, investment is needed and in a number of areas:
  1. Bringing into use the lower ground floor (currently un-used) as classroom, exhibition, training and workshop space to generate new revenue. This is the space formerly occupied by Mid Pennine Arts.
  2. Improving toilets, disabled access and other facilities to improve visitor experience.
  3. Replacing the roof and undertaking other vital restoration of the buildings fabric, to ensure that the building remains watertight.
  4. Investing in energy efficiency to reduce revenue costs.

## 7. **HLF Heritage Grants**

The Heritage Lottery Fund offers Heritage Grants for projects that will achieve the HLF's three key outcomes:

1. Heritage that is better managed
2. Heritage that is in better condition
3. Heritage that is better interpreted and explained

There is a 3 stage process to secure funding, as outlined below:

### 8. **Stage 1. Initial Application**

Burnley Leisure secured a small grant from the HLF in 2016 which was used to prepare an application for a Development Grant. The application was submitted under the Council's name (as building owner) in August. The Council and Burnley Leisure will each contribute £5,000 from existing revenue resources as match funding.

### 8. **Stage 2. Development Grant**

The Council will hear in late December whether the project has been awarded the Development Grant of £117,500 from the HLF and Burnley Leisure will then have 1 year in which to develop the project and submit a detailed Stage 2 application and cost plan.

### 9. **Stage 3. Implementation Grant**

If a Stage 2 approval is secured, it is likely that the project will start in early 2020. It is estimated that the overall cost of the scheme will be £3 million with the Council contributing £300K of capital money and £40K from the building maintenance revenue budget as match funding. This contribution will cover the costs of replacing the roof of the Mechanics. Approval for the Council's contribution will be sought from the Executive through the Council's Capital Programme.

10. The application process is highly competitive and the limited amount of funding available is oversubscribed.

#### **FINANCIAL IMPLICATIONS AND BUDGET PROVISION**

11. If the stage 1 application is successful, the Council will contribute £5,000 from the revenue budget as match funding.

If the stage 2 application is successful, the Council will need to contribute £300K from capital resources and £40K from the building maintenance revenue budget as match funding.

#### **POLICY IMPLICATIONS**

12. The Burnley Mechanics is an important cultural asset

#### **DETAILS OF CONSULTATION**

13. Friends of Thompson and Queens Park.

#### **BACKGROUND PAPERS**

14. None

#### **FURTHER INFORMATION**

**PLEASE CONTACT:**

**Simon Goff**

**ALSO:**

**Helen Jones, Head of Cultural Services,  
Burnley Leisure**

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## REPORT TO EXECUTIVE



DATE	14 November 2017
PORTFOLIO	Resources and Performance Management
REPORT AUTHOR	David Donlan
TEL NO	(01282) 477172
EMAIL	ddonlan@burnley.gov.uk

## Revenue Budget Monitoring 2017/2018

### PURPOSE

1. To report the forecast outturn position for the year as at 31 March 2018 based upon actual spending and income to **30 September 2017**.

### RECOMMENDATION

2. The Executive is asked to:
  - a. Note the projected revenue budget forecast underspend of £73k (see the overview table in paragraph 6).

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

- b. The latest revised budget of £14.596m as shown in Appendix 1.
- c. The net transfers to earmarked reserves of £26k as shown in Appendix 4.

### REASONS FOR RECOMMENDATION

3. To give consideration to the level of revenue spending and income in 2017/18 as part of the effective governance of the Council and to ensure that appropriate management action is taken to ensure a balanced financial position.

### SUMMARY OF KEY POINTS

4. **Revenue Budget Monitoring Process**

There are 3 in-year reports on revenue budget monitoring presented to the Executive and the Scrutiny Committee during the course of the financial year. This is the second in-year report for 2017/18. In addition to these 3 reports there is a final combined report for revenue and capital 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.

5. **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 contributions over £50k.
- Decisions made by the Executive.

Members are asked to approve the latest revised budget of £14.596m as shown in Appendix 1.



## 6. Revenue Budget Summary

As at the end of September 2017, the overall financial position is currently projected to be a £73k underspend, as shown in the table below:

	Latest Revised Budget £'000's	Forecast Outturn £'000's	Variance £'000's	Paragraph
Pay	9,220	9,209	(11)	11
Other revenue budgets	9,116	9,054	(62)	
Reserves	(3,740)	(3,740)	0	12
<b>Financed by:</b>	<b>14,596</b>	<b>14,523</b>	<b>(73)</b>	
Collection Fund surplus	(81)	(81)		
Business Rates	(4,376)	(4,376)		
Revenue Support Grant	(2,778)	(2,778)		
Council Tax	(6,391)	(6,391)		
New Homes Bonus	(970)	(970)		
<b>Forecast underspend at end September 2017</b>	<b>0</b>	<b>(73)</b>	<b>(73)</b>	
<b>Forecast at end of June</b>			<b>(70)</b>	
<b>Movement this period</b>			<b>(3)</b>	
Due to:				
<u>Recurring variations</u>				
Reduction in pensions' increases for former employees			(39)	7
<u>One-off variations:</u>				
Minimum Revenue Provision			(20)	8
Water cost savings			(20)	9
Costs of workforce planning exercise			120	10
Other net savings			(44)	
			<b>(3)</b>	

In setting the budget for 2017/18, it was assumed that £150k would be saved through not filling posts immediately. The latest position is that £161k of salary savings have been forecast which exceeds the target by £11k. The management team and secretarial support restructure following the resignation of the Chief Executive in August has contributed £119k of the overall salary saving.

It was also agreed that there would be an in-year efficiency savings / additional income target of £100k. It is forecast that this will be exceeded by £73k.

7. **Pensions Increase Adjustment saving ( - £39k)**  
The Council is liable for inflationary annual increases in pensions for a number of former employees who retired early due to decisions made to achieve savings. This is no longer the case for recent and future decisions as the pensions fund assumes this cost. The cost is reducing as retirees pass away. This estimated annual reduction has been reflected in the revenue budget for 2018/19.
8. **Minimum Revenue Provision savings ( - £20k)**  
One-off savings have been achieved in this budget due to slippage in the 2016/17 capital programme and changes to funding sources.
9. **Water savings ( - £20k)**  
Officers have identified an estimated saving of £20k in the Council's overall water budget. This is based on current and last year's consumption figures.
10. **Workforce planning costs (£120k)**  
The 19 September 2017 Executive approved redundancies in the administrative support for corporate leadership costing £89k, and following that, the workforce planning report elsewhere on the agenda proposes further staffing reductions, and the consequential costs of those are £131k. The overall cost is £220k. These costs are chargeable to this financial year and represent an increase of £120k from the original forecast of £100k.
11. **Temporary HMO Officer (£22k)**  
To deal with enforcing standards of non-licensable Houses in Multiple Occupation (HMO) it is proposed to employ a dedicated experienced HMO officer for a ten month period. The cost in 2017/18 is estimated to be £22k for a 5 month period. This will be met from excess salary savings that have been identified during the year, reducing the excess saving from £33k to £11k.
12. **Earmarked Reserves**  
The table in Appendix 4 summarises the latest position. The recommendation is to contribute a net £26k to reserves in this quarter.
13. **Revenue Implications of the Changes to the Capital Budget**  
The proposed revised capital budget of £15,348,708 for 2017/18 includes a use of Prudential Borrowing totalling £3,897,670 which is down from the original planned borrowing of £4,021,087.  
  
The revenue implications of borrowing £3,897,670, are a Minimum Revenue Provision [MRP] charge of £132k and an interest charge, assuming a rate of 3% on the borrowing would equate to £117k.  
  
The original capital budget for 2017/18 of £12,072,721 included a planned borrowing requirement of £4,021,087. This has subsequently changed as schemes have slipped from 2016/17 into 2017/18 and other schemes are now slipping from 2017/18 to 2018/19 such as the £416k extension of Burnley cemetery which is funded from borrowing. This has resulted in revenue savings in 2017/18 of £19k in interest payments and £20k MRP.  
  
The MRP costs are not incurred until 2018/19, and the interest cost will be dependent on the timing of the borrowing. The full year costs will be included within the revenue budget for 2018/19.

**FINANCIAL IMPLICATIONS AND BUDGET PROVISION**

14. As shown in the body of the report.

**POLICY IMPLICATIONS**

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

**DETAILS OF CONSULTATION**

16. None.

**BACKGROUND PAPERS**

17. None

**FURTHER INFORMATION  
PLEASE CONTACT:**

**David Donlan - Accountancy Division  
Manager**

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**Movements in Revenue Budget 2017/18 - to 30 September 2017**

Service Unit	Original Budget	Latest Revised Budget	Changes this Cycle (Cycle 2)	Changes Previous Cycle	Transfers to /(from) Earmarked Reserves (see App 4)	Grants Unapplied carried forward from 2016/17	<b>TOTAL OVERALL MOVEMENT</b>	Revised Budget
	£'000's	£'000's	£'000's	£'000's	£'000's	£'000's	£'000's	£'000's
Management Team	456	456	-	-	-	-	-	456
Regeneration and Planning Policy	1,501	1,829	10	60	45	213	328	1,829
Leisure Trust Management Fee	601	423	-	(178)	-	-	(178)	423
Leisure Trust Client	183	208	-	15	10	-	25	208
Green Spaces and Amenities	849	1,095	5	163	40	38	246	1,095
Streetscene	2,673	2,621	(69)	-	-	17	(52)	2,621
Housing and Development Control	493	561	-	-	-	68	68	561
Corporate Engagement	364	366	(1)	-	-	3	2	366
Policy & Performance	94	97	-	-	-	3	3	97
Governance, Law, Property and Regulation	720	552	(17)	1	(152)	-	(168)	552
People & Development	268	289	-	11	10	-	21	289
Finance	697	720	21	2	-	-	23	720
Strategic Partnership	3,570	3,737	167	-	-	-	167	3,737
Revenues and Benefits	(1,349)	(1,315)	-	-	-	34	34	(1,315)
Treasury Management	839	940	-	101	-	-	101	940
Corporate Budgets	4,821	6,133	(129)	(115)	1,556	-	1,312	6,133
Use of Grants Unapplied	-	(376)	-	-	-	(376)	(376)	(376)
Use of Earmarked Reserves	(2,184)	(3,740)	13	(60)	(1,509)	-	(1,556)	(3,740)
	14,596	14,596	-	-	-	-	-	14,596

**Revenue Budget Update by Service Area as at 30 September 2017**

Appendix 2

Service Unit	Revised budget for year				Forecast outturn for year				Forecast Variance			
	Pay	Non Pay	Income	Total	Pay	Non Pay	Income	Total	Pay	Non Pay	Income	Total
	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s
Management Team	420	36	-	456	301	36	-	337	(119)	-	-	(119)
Regeneration and Planning Policy	1,037	1,493	(701)	1,829	1,032	1,588	(641)	1,979	(5)	95	60	150
Leisure Trust Management Fee	-	423	-	423	-	423	-	423	-	-	-	-
Leisure Trust Client	-	448	(240)	208	-	448	(275)	173	-	-	(35)	(35)
Green Spaces and Amenities	1,834	1,166	(1,905)	1,095	1,834	1,162	(1,905)	1,091	-	(4)	-	(4)
Streetscene	991	3,899	(2,269)	2,621	996	3,839	(2,288)	2,547	5	(60)	(19)	(74)
Housing and Development Control	1,269	419	(1,127)	561	1,323	414	(1,197)	540	54	(5)	(70)	(21)
Corporate Engagement	372	302	(308)	366	372	302	(308)	366	-	-	-	-
Policy & Performance	103	27	(33)	97	103	27	(33)	97	-	-	-	-
Governance, Law, Property and Reg'n	990	1,904	(2,342)	552	990	1,868	(2,342)	516	-	(36)	-	(36)
People & Development	194	95	-	289	194	92	-	286	-	(3)	-	(3)
Finance	637	163	(80)	720	637	163	(80)	720	-	-	-	-
Strategic Partnership	-	3,737	-	3,737	-	3,604	-	3,604	-	(133)	-	(133)
Revenues and Benefits	-	31,952	(33,267)	(1,315)	-	31,952	(33,267)	(1,315)	-	-	-	-
Treasury Management	-	1,017	(77)	940	-	998	(77)	921	-	(19)	-	(19)
Corporate Budgets	1,373	4,510	250	6,133	1,427	4,673	254	6,354	54	163	4	221
Use of Grants Unapplied	-	-	(376)	(376)	-	-	(376)	(376)	-	-	-	-
Use of Earmarked Reserves	-	-	(3,740)	(3,740)	-	-	(3,740)	(3,740)	-	-	-	-
<b>Total</b>	<b>9,220</b>	<b>51,591</b>	<b>(46,215)</b>	<b>14,596</b>	<b>9,209</b>	<b>51,589</b>	<b>(46,275)</b>	<b>14,523</b>	<b>(11)</b>	<b>(2)</b>	<b>(60)</b>	<b>(73)</b>

Revenue Budget Variance Analysis 2017/18 (as at 30 September 2017)

Service Unit	Last Report				Current Report				Movement				Explanation (Non pay/income £20k and over)
	Forecast Variance				Forecast Variance								
	Pay	Non Pay	Income	Total	Pay	Non Pay	Income	Total	Pay	Non Pay	Income	Total	
£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	
Management Team	-	-	-	-	(119)	-	-	(119)	(119)	-	-	(119)	
Regen & Planning Policy	-	95	79	174	(5)	95	60	150	(5)	-	(19)	(24)	
Leisure Trust Management Fee	-	-	-	-	-	-	-	-	-	-	-	-	
Leisure Trust Client	-	-	(35)	(35)	-	-	(35)	(35)	-	-	-	-	
Green Spaces	-	-	-	-	-	(4)	-	(4)	-	(4)	-	(4)	
Streetscene	-	(60)	(35)	(95)	5	(60)	(19)	(74)	5	-	16	21	
Housing & Development Control	-	(5)	(70)	(75)	54	(5)	(70)	(21)	54	-	-	54	
Corporate Engagement	-	-	-	-	-	-	-	-	-	-	-	-	
Policy & Performance	-	-	-	-	-	-	-	-	-	-	-	-	
Governance, Law, Property and Reg'n	-	(38)	-	(38)	-	(36)	-	(36)	-	2	-	2	
People & Development	-	-	-	-	-	(3)	-	(3)	-	(3)	-	(3)	
Finance	-	-	-	-	-	-	-	-	-	-	-	-	
Strategic Partnership	-	(133)	-	(133)	-	(133)	-	(133)	-	-	-	-	
Revenues & Benefits	-	-	-	-	-	-	-	-	-	-	-	-	
Treasury	-	-	-	-	-	(19)	-	(19)	-	(19)	-	(19)	
Corporate Budgets	-	132	-	132	54	163	4	221	54	31	4	89	Non-Pay £31k - Estimated cost of redundancies and pension strain of £220k (increase of £120k on quarter 1) as the workforce planning/18-19 budget exercise is progressing. Pensions costs for former employees has reduced by £39k. The Minimum Revenue Provision cost for 17/18 has saved £20k due to slippage in the 16/17 capital programme. Water savings are estimated of £20k. Other minor net estimated underspends total £10k.
Total Net Estimated (Underspend)/Overspend	-	(9)	(61)	(70)	(11)	(2)	(60)	(73)	(11)	7	1	(3)	

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**Position on Earmarked Reserves as at 30 September 2017**

Appendix 4

Position on Earmarked Reserves	Transformation £'000	Growth £'000	Other Specific £'000	Total £'000
Opening Balance 1/4/17	(2,749)	(2,626)	(2,281)	(7,656)
<b>Approved use in 2017/18</b>				
Original Budget 2017/18 - Use of Reserves 2017/18	240	1,060	884	2,184
Changes approved in cycle 1	1,028	259	295	1,582
Changes proposed in cycle 2	-	(1)	(25)	(26)
	<b>1,268</b>	<b>1,318</b>	<b>1,154</b>	<b>3,740</b>
<b>Anticipated Balance at 31st March 2018</b>	<b>(1,481)</b>	<b>(1,308)</b>	<b>(1,127)</b>	<b>(3,916)</b>
<b>Approved Use of Reserves in future years</b>	-	1,140	536	1,676
<b>Balance after approvals</b>	<b>(1,481)</b>	<b>(168)</b>	<b>(591)</b>	<b>(2,240)</b>



## REPORT TO THE EXECUTIVE



<b>DATE</b>	<b>14<sup>th</sup> November 2017</b>
<b>PORTFOLIO</b>	<b>Resources &amp; Performance Management</b>
<b>REPORT AUTHOR</b>	<b>David Donlan</b>
<b>TEL NO</b>	<b>(01282) 477172</b>
<b>EMAIL</b>	<b>ddonlan@burnley.gov.uk</b>

## Capital Budget Monitoring Report 2017/18 Cycle 2 (to 30<sup>th</sup> September 2017)

### PURPOSE

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

### RECOMMENDATION

- 2 The Executive is asked to:
  - Recommend to Full Council, approval of net budget changes totalling a reduction of £240,509 giving a revised capital budget for 2017/18 totalling £15,348,708 as detailed in Appendix 1.
  - Recommend to Full Council, approval of the proposed financing of the revised capital budget totalling £15,348,708 as shown in Appendix 2.
  - Note the latest estimated year end position on capital receipts and contributions showing an assumed balance of £2,097,875 at 31<sup>st</sup> March 2018, in Appendix 3.

### REASONS FOR RECOMMENDATION

- 3 To effectively manage the 2017/18 capital programme.

### SUMMARY OF KEY POINTS

#### **2017/18 CAPITAL PROGRAMME:**

#### 4 **MONITORING INFORMATION:**

On the 22<sup>nd</sup> February 2017 Full Council approved the 2017/18 original capital budget, totalling £12,027,721. Since February, a number of reports have been approved by the Executive, resulting in revising the 2017/18 capital budget to £15,589,217 [as at the 19<sup>th</sup> September 2017 Executive Meeting].

This is the second round of in-year cyclical monitoring, and as such the appendices accompanying this report provide Members with the position as at 30<sup>th</sup> September 2017 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 2017. The expenditure to date is £5,338,175 which is 35% of the proposed revised budget.
- b) Revised Budget and Financing Elements - Appendix 2 shows the revised budget of £15,348,708 along with identifying the recommended financing elements on a scheme by scheme basis.
- c) Council Resources Position - Appendix 3 shows the latest position on capital receipts, section 106 monies and 3<sup>rd</sup> 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 2017/18 capital commitments, totals £2,097,875.

## 6 **REVENUE IMPLICATIONS**

### Revenue Contributions 2017/18

The Capital Programme includes Revenue Contributions totalling £3,150,118, being:

<b>Scheme Name</b>	<b>£</b>
Thompson Park Restoration Project	185,381
Vehicle & Machinery Replacement	113,138
Lower St James Street	400,000
Chewing Gum Removal Machine	40,000
Vision Park	307,000
Former Open Market and Former Cinema Block	477,480
Land at Grove Lane; NW Burnley Growth Corridor	986,855
Padiham Town Hall - Flood Works	202,945
Building Alteration Works	3,107
Contribution to Shopping Centre Redevelopment	375,000
Padiham LC Gym Equipment	59,212
<b>Total Revenue Contributions</b>	<b>3,150,118</b>

### Prudential Borrowing 2017/18

The proposed revised capital budget for 2017/18 includes a use of Prudential Borrowing totalling £3,897,670.

The revenue implications of borrowing £3,897,670 are a Minimum Revenue Provision [MRP] of £132k and an interest charge, assuming 3% on the borrowing would equate to £117k for a full year.

The original capital budget for 2017/18 of £12,072,721 included a planned borrowing requirement of £4,021,087. This has subsequently changed as schemes have slipped

from 2016/17 into 2017/18 and other schemes are now slipping from 2017/18 to 2018/19 such as the £416k extension of Burnley cemetery which is funded from borrowing. This has resulted in revenue savings in 2017/18 of £19k in interest payments and £20k MRP.

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 2018/19 (the year after the schemes are completed). The interest cost will be dependent on the timing of the borrowing and are subject to the interest rate applicable at the time of borrowing being undertaken. The full year costs will be included within the revenue budget for 2018/19.

## **FINANCIAL IMPLICATIONS AND BUDGET PROVISION**

- 7 A reduction in the 2017/18 capital programme of £240,509 to give a revised budget of £15,348,708 and a reduction in the borrowing requirement of £123,417.  
This results in:  
MRP charge saving of £20k.  
Interest cost saving of £19k.

## **POLICY IMPLICATIONS**

- 8 None arise directly from this report.

## **DETAILS OF CONSULTATION**

- 9 None.

## **BACKGROUND PAPERS**

- 10 None.

## **FURTHER INFORMATION**

<b>David Donlan</b>	<b>Accountancy Division Manager</b>	<b>Ext 7172</b>
<b>Asad Mushtaq</b>	<b>Head of Finance</b>	<b>Ext 7173</b>

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Scheme Name	Budget as at Exec 19/09/17 £	Adjustments Per This Report		Changes to be approved in this report A + B £	Revised Budget £	Total Spend as at 30/09/17 £	% Schemes Spend £	Financed by External Funding £	Narrative provided by Project Officers/Heads of Service
		Budget Adjustments A £	Reprofiled into Future Years B £						
<b>GREEN SPACES &amp; AMENITIES</b>									
Thompson Park Restoration Project	940,176	15,445		15,445	955,621	97,282	10%	770,240	Car park complete. Contract for architectural works are going out to tender beginning of October 2017 and contracts for engineering works October and November 2017. The project is a couple of months behind schedule and there will be some slippage of capital expenditure into 2018/19 which will be confirmed in Quarter 3 monitoring. Additional Works totalling £15k to be funded via Revenue Contributions
Towneley Hall Building Works	100,000	(50,000)		(50,000)	50,000	-	0%	-	Request to reduce budget by £50k in this financial year to allow other essential works to be undertaken to Town Hall and Padiham Town Hall and budget increased by same amount in 2018/19. The expenditure in this year's budget will enable replacement of windows to the South East elevation, repairs to towers
Vehicle & Machinery Replacement	88,138	25,000		25,000	113,138	62,828	56%	-	In progress with purchase of new van and horticultural machinery. Will fully spend by 31st March 2018.
Extension of Burnley Cemetery	21,087			-	21,087	-	0%	-	Brief for consultants being finalised. Out to tender October 2017.
Towneley Hall Overspill Car Park	38,500			-	38,500	37,555	98%	20,000	Complete
Calder Park Sport & Play Equipment	13,700			-	13,700	485	4%	10,000	Equipment ordered installation in January 2018.
Brun Valley Forest Park	10,486			-	10,486	-	0%	10,486	Quotations are being received for additional furniture and materials for path works
	<b>1,212,087</b>	<b>(9,555)</b>	<b>-</b>	<b>(9,555)</b>	<b>1,202,532</b>	<b>198,150</b>	<b>16%</b>	<b>810,726</b>	

<b>STREET SCHEME</b>									
River Training Walls	134,183			-	134,183	35,556	26%	-	Potential £15k on essential tree removal programme over winter months to prevent further degradation of river training walls. £35k allocated for Bank Hall Retaining Wall, pending Environmental approval. Works expected to be undertaken under Quarter 3.
Car Park Improvements	10,000			-	10,000	-	0%	-	Trials to improve our car parking infrastructure will be undertaken in Quarters 3 and 4, to assess suitability for widespread adoption on income-generating car parks. This allocation is to cover the costs of the trials.
Burnley Town Centre Pedestrianisation Upgrade	578,285			-	578,285	59,356	10%	-	Weather permitting the scheme is due to be fully completed by December 2017.
Lower St James Street	400,000			-	400,000	-	0%	-	This is BBC's contribution to a growth deal funded scheme. Detailed designs are currently being drawn up for consultation and approval by LCC
Alleygate Programme	25,000			-	25,000	-	0%	-	It is anticipated that the final selection and consultation of the schemes to go forward for the 2017/18 allocation will be made in Quarter 3. The capital programme will fund approx. 6 new schemes, for installation to take place Quarter 4.
CCTV Infrastructure	77,773			-	77,773	2,768	4%	-	£35k will be spent in quarters 3 and 4 for digital camera upgrades. £10k is expected be spent in Quarters 3 and 4 on linkage infrastructure to the Hub at Blackburn. The remaining budget will be reviewed in quarter 4.
Chewing Gum Removal Machine	40,000			-	40,000	-	0%	-	Over the last 9 months a number of pieces of equipment have been trialled. We are currently trialling a piece of equipment and a decision is to be made imminently.
Bus Shelter Replacement	8,000			-	8,000	795	10%	-	A condition assessment of the current stock will be undertaken in Quarter 3 to prioritise replacement over the next five years. Two of these shelters will be replaced in Quarter 4, completing the spend.
	<b>1,273,241</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,273,241</b>	<b>98,475</b>	<b>8%</b>	<b>-</b>	

Scheme Name	Budget as at Exec 19/09/17 £	Adjustments Per This Report		Changes to be approved in this report A + B £	Revised Budget £	Total Spend as at 30/09/17 £	% Schemes Spend £	Financed by External Funding £	Narrative provided by Project Officers/Heads of Service
		Budget Adjustments A £	Reprofiled into Future Years B £						
<b>REGENERATION &amp; PLANNING POLICY</b>									
University Technical College	22,500			-	22,500	-	0%	7,275	The outstanding works have been completed and payment of the contract retention is pending.
Vision Park	3,304,962			-	3,304,962	2,065,654	63%	1,079,853	Progress on site continues with practical completion forecast by mid-December 2017.
Weavers Triangle - Starter Homes	386,021			-	386,021	232,138	60%	386,021	The budget for this scheme is funded by the Homes & Communities Agency (HCA). Scheme is on site. Works are forecast to complete in March 2018.
Infrastructure & Highways Works	41,608			-	41,608	-	0%	41,608	Retention period has now ended, awaiting final invoice from LCC, in regards to highways works at Trafalgar Street, Sandycote and Barracks Roundabout.
Former Open Market and Former Cinema Block	1,580,636			-	1,580,636	26,537	2%	-	Procurement of a contractor is being undertaken, with start on site on the former open market and former cinema block programmed for later in the financial year, once necessary permissions have been given from adjoining interests.
Land at Grove Lane; NW Burnley Growth Corridor	1,436,855			-	1,436,855	1,436,855	100%	450,000	Complete
Padiham Townscape Heritage Initiative	399,873	(399,873)		(399,873)	-	-	0%	-	Heritage Lottery Fund has now granted permission to start. Early expenditure will focus on revenue spend relating to the initial stages of the five year programme.
	<b>7,172,455</b>	<b>(399,873)</b>	<b>-</b>	<b>(399,873)</b>	<b>6,772,582</b>	<b>3,761,184</b>	<b>56%</b>	<b>1,964,757</b>	
<b>GOVERNANCE, LAW, PROPERTY &amp; REGULATION</b>									
Padiham Town Hall - Flood Works	376,370	80,919		80,919	457,289	16,490	4%	254,344	Budget adjustment - no change to Council's total budget set-aside for this project.
Leisure Centre Improvements	78,472			-	78,472	33,865	43%	-	£31k spent on the Towneley Golf Refurbishment, as agreed with Burnley Leisure. Other improvements being identified.
Building Alteration Works	103,107	50,000		50,000	153,107	11,900	8%	-	£45k committed to repair the flat roof at Padiham Town Hall.
Contribution to Shopping Centre Redevelopment	375,000			-	375,000	-	0%	-	Second tranche not payable to development partners until the redeveloped store is open for trading.
	<b>932,949</b>	<b>130,919</b>	<b>-</b>	<b>130,919</b>	<b>1,063,868</b>	<b>62,255</b>	<b>6%</b>	<b>254,344</b>	



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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 £	
<b>Green Spaces &amp; Amenities</b>								
Thompson Park Restoration Project	955,621		185,381	755,240			15,000	955,621
Towneley Hall Building Works	50,000				50,000			50,000
Vehicle & Machinery Replacement	113,138		113,138					113,138
Extension of Burnley Cemetery	21,087	21,087						21,087
Towneley Hall Overspill Car Park	38,500				18,500		20,000	38,500
Calder Park Sport & Play Equipment	13,700				3,700		10,000	13,700
Brun Valley Forest Park	10,486						10,486	10,486
	<b>1,202,532</b>	<b>21,087</b>	<b>298,519</b>	<b>755,240</b>	<b>72,200</b>	<b>-</b>	<b>55,486</b>	<b>1,202,532</b>
<b>Streetscene</b>								
River Training Walls	134,183				134,183			134,183
Car Park Improvements	10,000				10,000			10,000
Burnley Town Centre Pedestrianisation Upgrade	578,285	578,285						578,285
Lower St James Street	400,000		400,000					400,000
Alleygate Programme	25,000				25,000			25,000
CCTV Infrastructure	77,773	77,773						77,773
Chewing Gum Removal Machine	40,000		40,000					40,000
Bus Shelter Replacement	8,000				8,000			8,000
	<b>1,273,241</b>	<b>656,058</b>	<b>440,000</b>	<b>-</b>	<b>177,183</b>	<b>-</b>	<b>-</b>	<b>1,273,241</b>
<b>Regeneration &amp; Planning Policy</b>								
University Technical College	22,500			7,275	15,225			22,500
Vision Park	3,304,962	1,918,109	307,000	1,079,853				3,304,962
Weavers Triangle - Starter Homes	386,021			386,021				386,021
Infrastructure & Highways Works	41,608						41,608	41,608
Former Open Market and Former Cinema Block	1,580,636	1,103,156	477,480					1,580,636
Land at Grove Lane; NW Burnley Growth Corridor	1,436,855		986,855	450,000				1,436,855
	<b>6,772,582</b>	<b>3,021,265</b>	<b>1,771,335</b>	<b>1,923,149</b>	<b>15,225</b>	<b>-</b>	<b>41,608</b>	<b>6,772,582</b>
<b>Governance, Law, Property &amp; Regulation</b>								
Padiham Town Hall - Flood Works	457,289		202,945				254,344	457,289
Leisure Centre Improvements	78,472	78,472						78,472
Building Alteration Works	153,107		3,107		150,000			153,107
Contribution to Shopping Centre Redevelopment	375,000		375,000					375,000
	<b>1,063,868</b>	<b>78,472</b>	<b>581,052</b>	<b>-</b>	<b>150,000</b>	<b>-</b>	<b>254,344</b>	<b>1,063,868</b>
<b>Housing &amp; Development</b>								
Emergency Repairs	68,580					68,580		68,580
Disabled Facilities Grant	2,923,312			2,923,312				2,923,312
Energy Efficiency	106,877					50,232	56,645	106,877
Empty Homes Programme	1,039,805	-				1,039,805		1,039,805
Interventions, Acquisitions and Demolitions	553,413			113,413		440,000		553,413
	<b>4,691,987</b>	<b>-</b>	<b>-</b>	<b>3,036,725</b>	<b>-</b>	<b>1,598,617</b>	<b>56,645</b>	<b>4,691,987</b>
<b>Chief Executive</b>								
Ward Opportunities Fund	164,498				164,498			164,498
	<b>164,498</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>164,498</b>	<b>-</b>	<b>-</b>	<b>164,498</b>
<b>Leisure Client</b>								
Padiham LC - Gym Refurbishment	180,000	120,788	59,212					180,000
	<b>180,000</b>	<b>120,788</b>	<b>59,212</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>180,000</b>
<b>TOTAL OF ALL SCHEMES</b>	<b>15,348,708</b>	<b>3,897,670</b>	<b>3,150,118</b>	<b>5,715,114</b>	<b>579,106</b>	<b>1,598,617</b>	<b>408,083</b>	<b>15,348,708</b>

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**CAPITAL RECEIPTS AND CONTRIBUTIONS ANALYSIS FOR 2017/18 AND CIP 2018-20**

**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> £
<b>Capital Resources Brought Forward on 1st April 2017</b>	<b>946,363</b>	<b>2,546,690</b>	<b>188,739</b>	<b>95,884</b>	<b>3,777,675</b>
<b>Add</b>					
Resources Received As At 30th September 2017:	10,500	408,200	-	28,645	447,345
Further Resources Estimated to be Received during 2017/18:	300,000	-	-	345,055	645,055
<b>Potential Resources Available during 2017/18</b>	<b>1,256,863</b>	<b>2,954,890</b>	<b>188,739</b>	<b>469,584</b>	<b>4,870,075</b>
<b>Less</b>					
Required to finance Capital Programme	(579,106)	(1,598,617)	-	(408,083)	(2,585,806)
Earmarked for Revenue Expenditure	-	-	(53,350)	-	(53,350)
Earmarked for Delivery By Outside Bodies	-	-	(133,044)	-	(133,044)
<b>Potential Capital Resources Carried Forward on 31st March 2018</b>	<b>677,757</b>	<b>1,356,273</b>	<b>2,345</b>	<b>61,501</b>	<b>2,097,875</b>
<b>Add</b>					
Resources Estimated to be Received during 2018-20	800,000	803,727	-	1,005,000	2,608,727
<b>Less</b>					
2018/19 Capital Budget	(514,562)	(1,200,000)	-	(5,000)	(1,719,562)
2019/20 Capital Budget	(422,187)	(960,000)	-	(1,000,000)	(2,382,187)
<b>Total Surplus / (Shortfall) of Resources available for Further Capital Investment Programme needs</b>	<b>541,008</b>	<b>-</b>	<b>2,345</b>	<b>61,501</b>	<b>604,853</b>

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**REPORT TO EXECUTIVE**



<b>DATE</b>	<b>14 November 2017</b>
<b>PORTFOLIO</b>	<b>Resources and Performance Management</b>
<b>REPORT AUTHOR</b>	<b>David Donlan</b>
<b>TEL NO</b>	<b>01282 477172</b>
<b>EMAIL</b>	<b>ddonlan@burnley.gov.uk</b>

**2017/18 Treasury Management Mid-Year Report**

**PURPOSE**

1.
  - To report treasury management activity for the period 01/04/17 to 30/09/17.

**RECOMMENDATION**

2. The Executive is requested to;

- Note the Treasury Management activities undertaken during the period 1 April to 30 September 2017, and;

Recommend that Full Council;

- Endorse the mid-year update on Treasury Management Strategy for 2017/18 in compliance with the requirements of the Chartered Institute of Public Finance and Accountancy's (CIPFA) Code of Practice on Treasury Management.
- Approve the increase in the limit for deposits in Goldman Sachs International Bank from £2m to £4m as per the revised counterparty list at Appendix 3 .
- Approve the option to invest in a property fund as discussed in paragraph 9, to a maximum limit of £2m.

**REASONS FOR RECOMMENDATION**

3.
  - To inform members of the treasury management activity in the first half of 2017/18 and to fulfil statutory and regulatory requirements.
  - To enable the Council to increase the limit that can be deposited with Goldman Sachs to £4m in line with other UK banks.
  - To enable the Council to invest in a property fund in order to obtain potential higher rates of return.

## 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 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 Statement for 2017/18 and the Prudential and Treasury Indicators for 2017/18 – 2019/20, approved by Full Council on the 22 February 2017.

### 5. Introduction

The Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice on Treasury Management 2011 was adopted by this Council on the 23 February 2012.

The primary requirements of the Code are as follows:

1. Creation and maintenance of a Treasury Management Policy Statement 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 the Full Council of an annual Treasury Management Strategy Statement - 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 the 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 2017/18;
- A review of the Treasury Management Strategy Statement and Annual Investment Strategy;
- The Council's capital expenditure;
- A review of the Council's investment portfolio for 2017/18;
- A review of the Council's borrowing strategy for 2017/18;
- A review of any debt rescheduling undertaken during 2017/18;
- A review of compliance with Treasury and Prudential Limits for 2017/18.

## 6. Economic Update (Provided by Capita Asset Services)

**Economic performance to date** – After the UK economy surprised on the upside with strong growth in 2016, growth in 2017 has been disappointingly weak; quarter 1 came in at only +0.3% (+1.7% y/y) and quarter 2 was +0.3% (+1.5% y/y) which meant that growth in the first half of 2017 was the slowest for the first half of any year since 2012. The main reason for this has been the sharp increase in inflation, caused by the devaluation of sterling after the referendum, feeding increases in the cost of imports into the economy. This has caused, in turn, a reduction in consumer disposable income and spending power and so the services sector of the economy, accounting for around 75% of GDP, has seen weak growth as consumers cut back on their expenditure. However, more recently there have been encouraging statistics from the manufacturing sector which is seeing strong growth, particularly as a result of increased demand for exports. It has helped that growth in the EU, our main trading partner, has improved significantly over the last year. However, this sector only accounts for around 11% of GDP so expansion in this sector will have a much more muted effect on the average total GDP growth figure for the UK economy as a whole.

The Monetary Policy Committee (MPC) meeting of 14 September 2017 surprised markets and forecasters by suddenly switching to a much more aggressive tone in terms of its words around warnings that Bank Rate will need to rise. The Bank of England Inflation Reports during 2017 have clearly flagged up that they expected CPI inflation to peak at just under 3% in 2017, before falling back to near to its target rate of 2% in two years time. Inflation actually came in at 2.9% in August, (this data was released on 12 September), and so the Bank revised its forecast for the peak to over 3% at the 14 September MPC meeting. This marginal revision can hardly justify why the MPC became so aggressive with its wording; rather, the focus was on an emerging view that with unemployment falling to only 4.3%, the lowest level since 1975, and improvements in productivity being so weak, that the amount of spare capacity in the economy was significantly diminishing towards a point at which they now needed to take action. In addition, the MPC took a more tolerant view of low wage inflation as this now looks like a common factor in nearly all western economies as a result of increasing globalisation. This effectively means that the UK labour faces competition from overseas labour e.g. in outsourcing work to third world countries, and this therefore depresses the negotiating power of UK labour. However, the Bank was also concerned that the withdrawal of the UK from the EU would effectively lead to a decrease in such globalisation pressures in the UK, and so would be inflationary over the next few years.

It therefore looks very likely that the MPC will increase Bank Rate to 0.5% in November or, if not, in February 2018. The big question after that will be whether this will be a one off increase or the start of a slow, but regular, increase in Bank Rate. As at the start of October, short sterling rates are indicating that financial markets do not expect a second increase until May 2018 with a third increase in November 2019. However, some forecasters are flagging up that they expect growth to improve significantly in 2017 and into 2018, as the fall in inflation will bring to an end the negative impact on consumer spending power while a strong export performance will compensate for weak services sector growth. If this scenario were to materialise, then the MPC would have added reason to embark on a series of slow but gradual increases in Bank Rate during 2018. While there is so much uncertainty around the Brexit negotiations, consumer confidence, and business confidence to spend on investing, it is far too early to be confident about how the next two years will pan out.

### **Interest Rate Forecast**

Capita Asset Services undertook its last review of interest rate forecasts on 9 August (see below) after the quarterly Bank of England Inflation Report. There was no change in MPC policy at that meeting. However, the MPC meeting of 14 September revealed a sharp change in sentiment whereby a majority of MPC members said they would be voting for an increase in Bank Rate “over the coming months”. It is therefore possible that there will be an increase to 0.5% at the November MPC meeting. An increase in the short-term however is not currently reflected in the table below.

	Dec-17	Mar-18	Jun-18	Sep-18	Dec-18	Mar-19	Jun-19	Sep-19	Dec-19	Mar-20
<b>Bank rate</b>	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.50%	0.50%	0.75%	0.75%
<b>5yr PWLB rate</b>	1.50%	1.60%	1.70%	1.70%	1.80%	1.80%	1.90%	1.90%	2.00%	2.00%
<b>10yr PWLB rate</b>	2.20%	2.30%	2.30%	2.40%	2.40%	2.50%	2.50%	2.60%	2.60%	2.70%
<b>25yr PWLB rate</b>	2.90%	2.90%	3.00%	3.00%	3.10%	3.10%	3.20%	3.20%	3.30%	3.30%
<b>50yr PWLB rate</b>	2.70%	2.70%	2.80%	2.80%	2.90%	2.90%	3.00%	3.00%	3.10%	3.10%

### **7. Treasury Management Strategy Statement update**

The Treasury Management Statement (TMSS) for 2017/18, which includes the Annual Investment Strategy, was approved by this Council on 22 February 2017.

There are no policy changes to the TMSS; the details in this report update the position in the light of the updated economic position and budgetary changes already approved.

### **8. The Council's Capital Position**

The table below shows the financing of the Original Capital Budget approved by Full Council on the 22 February 2017 and the latest Revised Capital Budget. Nearly all of this increase is due to in year budget monitoring adjustments, which included £1.2m slippage from 2016/17.



<b>Capital</b>	<b>2017/18 Original Estimate £'000</b>	<b>2017/18 Revised Estimate £'000</b>
<b>Total Budget</b>	<b>12,028</b>	<b>15,349</b>
Financed by:		
Capital receipts	2,008	2,178
Capital grants	4,620	6,123
Revenue	1,378	3,150
<b>Total financing</b>	<b>8,006</b>	<b>11,451</b>
<b>Borrowing need</b>	<b>4,022</b>	<b>3,898</b>

## 9. Investment Portfolio 2017/18

Investment rates available in the market have also continued at historically low levels. The average daily level of funds deposited during the financial year to date, is £11.4m, compared with £14.3m for the same period in 2016/17. The actual value of funds deposited on the 30 September was £11.856m. 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 5 investments carried forward from 2016/17 totalling £14.1m, of which £9.1m was with our bank HSBC, £2m in fixed term deposits with Bank Of Scotland, £2m in fixed term deposits with Goldman Sachs and £1m in notice accounts with Santander.

There have been 4 new investments made during the period 1 April 2017 to 30 September 2017 totalling £8m, as well as a daily average of £5.6m being invested with HSBC's deposit account, earning between 0.10% and 0.15% interest.

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 Capita Asset Services and the money market brokers, decisions are taken by the Head of Finance temporarily suspending/revising operations with individual counterparties. The latest deposit counterparties list was approved by the Full Council on 22 February 2017.

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

It is now proposed to increase the limit for deposits with Goldman Sachs to £4m in line with the current limit for the other UK based banks. Appendix 3 shows the revised counterparties list.

Appendix 1 shows the maximum amount invested with any of the counter parties at any one time during the period 1 April 2017 to 30 September 2017. The maximum limit per counterparty is shown in brackets. None of the limits were breached.

Appendix 2 provides Members with an analysis of the Council's total short-term deposits during the period 1 April 2017 to 30 September 2017, as well as comparing this to the total deposits placed on a daily basis throughout the 2016/17 financial year.

### **Property Funds**

Officers have identified the potential for attractive returns for long-term investments in funds that have a wide portfolio of managed property assets, used for rental investment returns and capital growth.

Over 100 Local Authorities invest in various commercial property funds where returns are higher than deposits in banking institutions, and where there is an opportunity for growth over the medium to long-term. Evidence suggests that returns of more than 4% can be achieved, although there is a requirement for a long-term investment (minimum of 5 years) to make it worthwhile and offset any initial set up costs.

There is a small risk that the principal invested may reduce in value (as well as increase in value), however historical evidence shows that this is unlikely and the fund managers are experts in mitigating that risk.

Approval is sought to give officers the option to invest a maximum of £2m in total in a property fund, subject to a rigorous appraisal and selection process being undertaken using the expertise and experience of our advisors, Capita. The small cost of the appraisal process is to be met from the Council's Invest to Save budget.

### 10. **Borrowing**

Below is a summary of the Council's external indebtedness, as at 1 April 2017, and as at 30 September 2017.

<b>Borrowing</b>	<b>1 Apr 17 £'000</b>	<b>30 Sept 17 £'000</b>	<b>Change Apr – Sept £'000</b>
Public Works Loan Board	20,587	22,087	1,500
Temporary Market Loans	29	12	(17)
<b>Total</b>	<b>20,616</b>	<b>22,099</b>	<b>1483</b>

**PWLB Loans** – There is one loan of £1m due to be repaid on 31 March 2018.

**Temporary Market Loans** – The Edward Stocks Massey Fund withdrew £17k in July 2017.

### 11. **Debt Rescheduling**

There have been no debt rescheduling opportunities in the current economic climate and consequent structure of interest rates. Therefore, no debt rescheduling was undertaken during the first six months of 2017/18.

## 12. 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 Statement.

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 Statement in compliance with the Council's Treasury Management Practices.

An extract of the Prudential and Treasury Indicators are shown in Appendix 4.

## 13. 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 2017/18 was set at £905,850.

Under the second round of revenue monitoring this budget will be revised down to £887,927 as a result of reducing the budget requirement for PWLB interest paid in the year.

The total interest receivable on temporary deposits for the period 1 April 2017 to 30 September 2017 amounted to £21,847 compared with a revised budget for the year of £42,500 and is therefore forecast to be achieved.

### **FINANCIAL IMPLICATIONS AND BUDGET PROVISION**

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

### **POLICY IMPLICATIONS**

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

### **DETAILS OF CONSULTATION**

16. None.

### **BACKGROUND PAPERS**

17. None.

### **FURTHER INFORMATION**

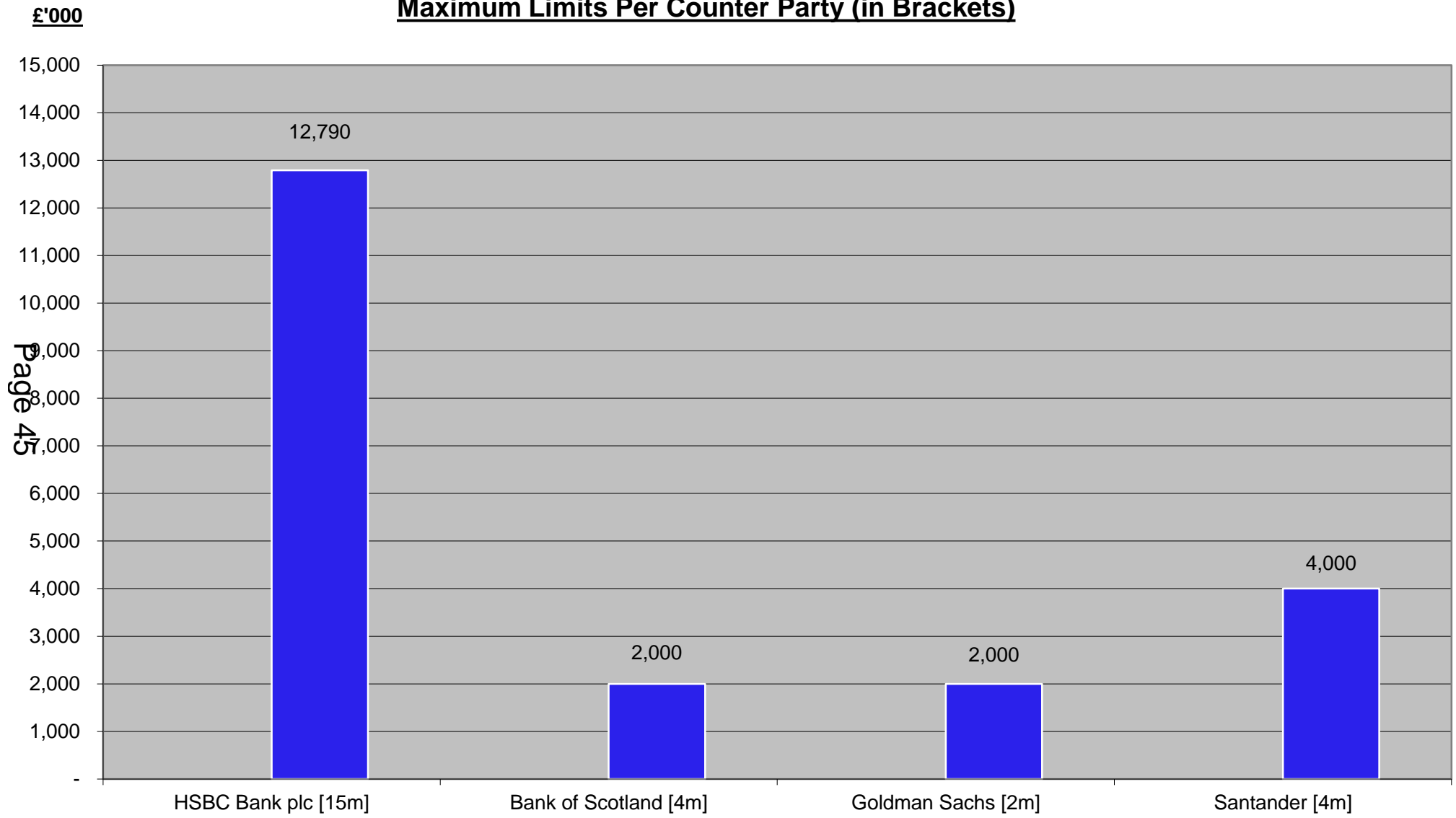
**PLEASE CONTACT:**

**David Donlan,  
Accountancy Division Manager**

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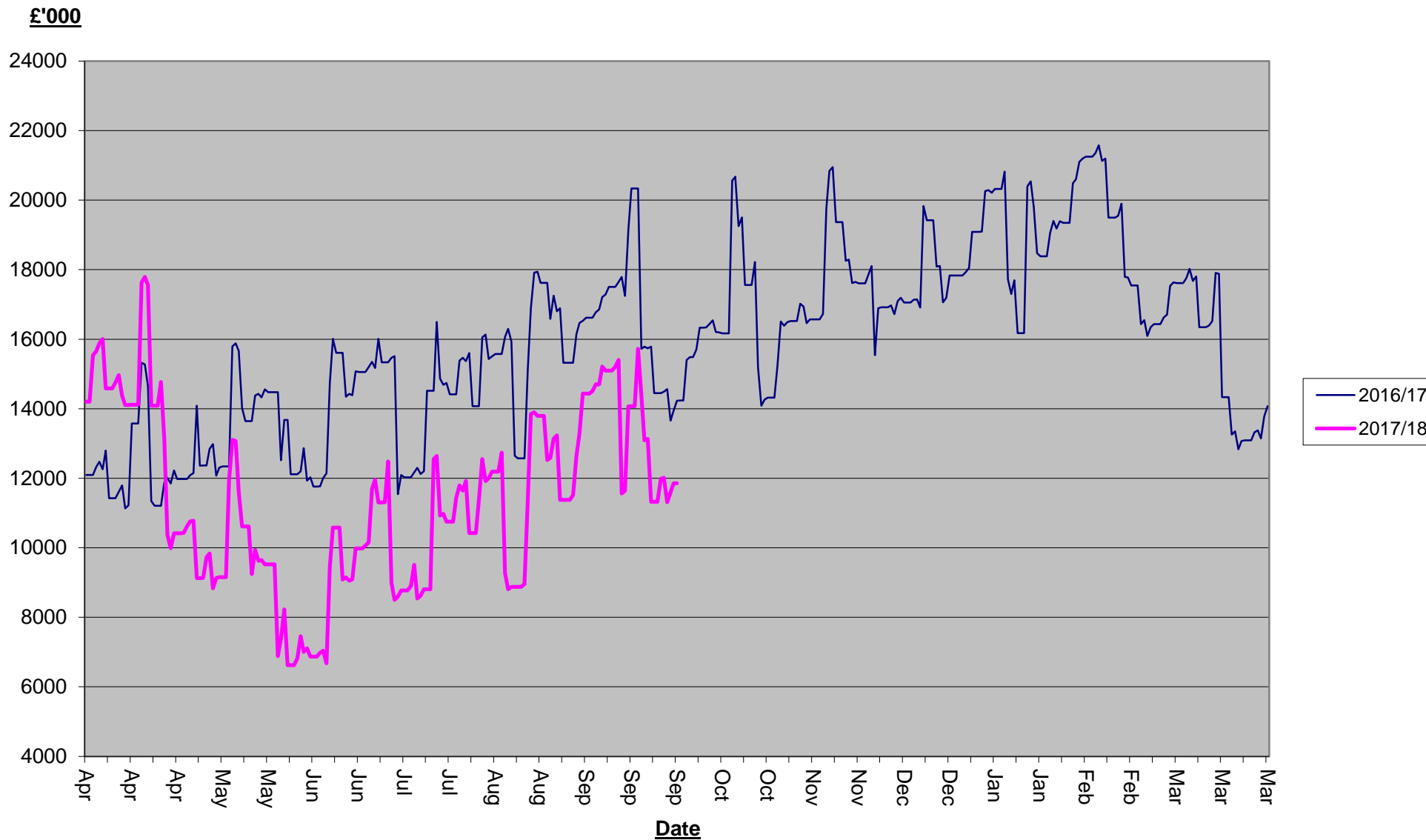
Counterparty Exposure

Highest Level of Investments During April - September 2017  
Maximum Limits Per Counter Party (in Brackets)



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**Level of Deposit placed during 2017/18, compared with 2016/17**



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### Capita Methodology in Determining Creditworthiness of Counterparties:

Capita's creditworthiness service employs a sophisticated modelling approach with credit ratings from all three rating agencies - Fitch, Moodys and Standard and Poors, forming the core element. However, it does not rely solely on the current credit ratings of counterparties but also uses the following as overlays:

- credit watches and credit outlooks from credit rating agencies
- Credit Default Swap [CDS] spreads to give early warning of likely changes in credit ratings and gauge a market view of the counterparty
- sovereign ratings to select counterparties from only the most creditworthy countries

Capita's modelling approach combines credit ratings, credit watches and credit outlooks in a weighted scoring system which is then combined with an overlay of CDS spreads for which the end product is a series of colour code bands which indicate the relative creditworthiness of counterparties. These colour codes are used to determine the maximum duration for deposits and are therefore referred to as durational bands. This approach gives a much improved level of security for its deposits. The table below also shows the current limits for deposits with any bank or group of banks which is £2m except for the Councils own bank, HSBC, which has an individual limit of £15m and other named institutions below (£4m) .

<b>Banking Institutions Colour Bandings</b>	<b>Maximum Duration [per Capita]</b>	<b>Current Individual Limits per Bank / Group of Banks (£)</b>
White	0 months	No deposits to be placed
Green	100 days	Unlimited, but no more than 4m per Bank / Group of Banks
Red	6 months	Unlimited, but no more than 4m per Bank / Group of Banks
Orange/Blue	12 months	To a maximum of 4m over 364 days, and no more than 4m per Bank / Group of Banks
Purple	24 months	To a maximum of 4m over 364 days, and no more than 4m per Bank / Group of Banks

As previously stated, an exception to the above is that the Councils own bank, HSBC, has an individual limit of £15m.

<b>Other Institutions</b>	<b>Maximum Duration</b>	<b>Individual Limits (£)</b>
Local Authorities	12 months	2m
Government Debt Management Office	12 months	Unlimited
Lancashire County Council Call Account	12 months	2m
Money Market Fund*	12 months	1m

\* the total amount deposited in Money Market Funds not to exceed the lower of £2m or 40% of the Council's total deposits.

**Banks / Groups of Banks & Building Societies whose Individual Limit is £4m**

The following banking institutions have individual limits of £4m:-

Lloyds Banking Group plc including Bank of Scotland and Lloyds Bank  
Royal Bank of Scotland Group plc including National Westminster Bank and Royal Bank of Scotland  
Abbey National Treasury Services plc  
Barclays Bank  
Santander UK plc  
Nationwide Building Society

**Proposed Change**

Goldman Sachs International Bank, increased limit from £2m to £4m

**Prudential & Treasury Indicators for the first half of 2017/18**

<b>Prudential Indicator</b>	<b>2017/18 Original £' 000</b>	<b>2017/18 Revised £' 000</b>
Capital Expenditure	12,028	15,349
In year borrowing requirement	4,022	3,898
Authorised Limit for external debt	35,067	35,067
Operational Boundary for external debt	33,397	33,397
Investments (Actual as at 30th September)	-	11,856
Net Borrowing (Actual as at 30th September)	-	22,099
Capital Financing Requirement (CFR)	31,807	31,260
Ratio of financing costs to net revenue stream	12.3%	11.9%
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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<b>Maturity Structure of fixed rate borrowing during 2017/18</b>	<b>1st Apr 2017 Actual Debt in £m</b>	<b>30th Sept 2017 Actual Debt in £m</b>	<b>30th Sept 2017 Actual Debt as a %</b>	<b>2017/18 Original Limits set as % ranges</b>
Under 12 months	1.0	1.0	5%	0% - 35%
12 months to 2 years	1.0	1.0	5%	0% - 20%
2 years to 5 years	4.6	4.6	21%	10% - 30%
5 years to 10 years	7.0	7.0	32%	10% - 55%
10 years and above	7.0	8.5	38%	15% - 60%
<b>Total</b>	<b>20.6</b>	<b>22.1</b>	<b>100%</b>	

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**REPORT TO EXECUTIVE**



<b>DATE</b>	<b>14 November 2017</b>
<b>PORTFOLIO</b>	<b>Resources &amp; Performance Management</b>
<b>REPORT AUTHOR</b>	<b>David Donlan</b>
<b>TEL NO</b>	<b>(01282) 477172</b>
<b>EMAIL</b>	<b>ddonlan@burnley.gov.uk</b>

**Fees & Charges Tariff 2018/19**

**PURPOSE**

1. To inform Members of the Council’s proposed fees and charges from 1 January 2018.

**RECOMMENDATION**

That the Executive recommend to Full Council:

2. Approval of the proposed tariff of fees & charges from 1 January 2018 as outlined in Appendix A attached.
3. To authorise the Head of Finance 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 2018/19 revenue budget.
4. To authorise the Executive Portfolio Members to amend fees & charges periodically in their own area on the basis that overall income in their portfolio area remains the same as a minimum.
5. To authorise the Head of Regeneration and Planning Policy in consultation with the Executive Member for Resources and Performance Management and the Head of Finance 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.
6. To authorise the Head of Housing and Development Control in consultation with the Executive Member for Resources and Performance Management and the Head of Finance to adjust fees and charges in relation to statutory planning fees should Parliamentary confirmation be received.

**REASONS FOR RECOMMENDATION**

7. To set the Council’s fees and charges from 1 January 2018 and assist in finalising the 2018/19 budget process.

## SUMMARY OF KEY POINTS

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 2% 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 January 2018,
  - 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 2% in order to maintain the viability of service provision.
9. In addition to previously approved changes, the following proposals have been put forward by Heads of Service for approval:
10. Other Legal Fees

It is proposed to increase the non-stutory element of these fees by 10%. This will generate an additional £1.2k. The reason to increase these fees is to recover the actual costs incurred. However, these remain lower than private sector comparables.
11. Planning Application Fees

In September 2017 Full Council approved the proposal to increase statutory planning fees by 20% along with the majority of Councils. However we are still awaiting Parliamentary confirmation and will report on final agreement at the February 2018 Budget Council. The proposal is now to also increase the non-stutory Pre-Application fees by 5%.
12. Local Land Charges

There will not be any increase in Land Charges fees.
13. Building Control Fees

These fees will increase by 3% and were ratified by the Pennine Lancashire Building Control Joint Committee on 31 October 2017. However, these increases are for fee-earning work and used to offset costs. Any excess income is transferred to an earmarked reserve in Blackburn'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.
14. Car Parking

It is proposed that there will a freeze in pay and display car parking charges.

**FINANCIAL IMPLICATIONS AND BUDGET PROVISION**

15. The assumed increase in income from the proposed increases in the fees and charges tariff is approximately £44k in 2018/19 prior to the identification of new income streams and the previously approved increases in excess of 2%.

**POLICY IMPLICATIONS**

16. None directly as a consequence of this report.

**DETAILS OF CONSULTATION**

17. None.

**BACKGROUND PAPERS**

18. None.

**FURTHER INFORMATION**

**PLEASE CONTACT:**

**David Donlan – Accountancy Division Manager**

**ALSO:**

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2017/18 Gross Fees £	2018/19 Gross Fees £	Vat included in fee	2018/19 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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**COMMUNITY SERVICES**

**GREEN SPACES & AMENITIES**

**CEMETERIES**

**Interment Fees**

Over 1 month - 2 years	298.00	298.00	-	298.00	zero	n/a
13 years and over	1,053.00	1,141.00	-	1,141.00	zero	1-Jan-18
Where Casket is used	1,223.00	1,326.00	-	1,326.00	zero	1-Jan-18
Where Vault is used	1,223.00	1,326.00	-	1,326.00	zero	1-Jan-18
Interment after appointed time	177.00	192.00	-	192.00	zero	1-Jan-18
Interment of cremated remains	212.00	230.00	-	230.00	zero	1-Jan-18

**Interment Fees - Public Grave**

Over 1 month - 17 years	187.00	187.00	-	187.00	zero	n/a
18 years and over	353.00	383.00	-	383.00	zero	1-Jan-18
Service in Cemetery Chapel	131.00	142.00	-	142.00	zero	1-Jan-18

**Removal & Replacement**

Headstones (remove and re-fix to National Association of Memorial Masons standards)	163.00	177.00	-	177.00	zero	1-Jan-18
Sidestones	133.00	145.00	-	145.00	zero	1-Jan-18
Chippings	81.00	88.00	-	88.00	zero	1-Jan-18

**Right to Erect Memorials**

Headstone (900mm maximum)(including first inscription)	294.00	319.00	53.17	265.83	20.00	1-Jan-18
Wooden Cross	49.00	54.00	9.00	45.00	20.00	1-Jan-18
Vase without inscription and under 300 mm						
Otherwise	108.00	118.00	19.67	98.33	20.00	1-Jan-18
Inscription (each)	58.00	63.00	10.50	52.50	20.00	1-Jan-18

**Exclusive Right of Burial**

**Burnley**

Row 1 - 4	953.00	1,033.00	-	1,033.00	zero	1-Jan-18
Lawn Section	1,172.00	1,270.00	-	1,270.00	zero	1-Jan-18
Any other row	953.00	1,033.00	-	1,033.00	zero	1-Jan-18
Additional charge for Vault	598.00	648.00	-	648.00	zero	1-Jan-18
Purchase of above by Non-Resident of Burnley Borough						

**Miscellaneous**

Search of Register	FOC	FOC		FOC		
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2017/18 Gross Fees £	2018/19 Gross Fees £	Vat included in fee	2018/19 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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**Padiham Garden of Remembrance**

Use of Memorial Stone	108.00	118.00	-	118.00	zero	1-Jan-18
Use of Niche for one person	200.00	217.00	-	217.00	zero	1-Jan-18
Additional remains in Niche	126.00	137.00	-	137.00	zero	1-Jan-18

**CREMATORIUM**

**Cremation**

Over 1 month - 17 years	202.00	202.00	-	202.00	zero	n/a
18 years and over	650.00	705.00	-	705.00	zero	1-Jan-18
Medical Referee	27.00	30.00	-	30.00	zero	1-Jan-18
Additional fee for Saturday & 12.30 additional time	179.00	194.00	-	194.00	zero	1-Jan-18

**Entries in Book of Remembrance**

2 line	94.70	102.60	17.10	85.50	20.00	1-Jan-18
4 line	148.40	160.80	26.80	134.00	20.00	1-Jan-18
8 line	217.40	235.50	39.25	196.25	20.00	1-Jan-18
5 line with Badge	227.40	246.40	41.07	205.33	20.00	1-Jan-18
6 line with Coat of Arms	290.80	315.10	52.52	262.58	20.00	1-Jan-18

**Remembrance Cards**

With 2 line inscription	59.40	64.35	10.73	53.62	20.00	1-Jan-18
With 5 line inscription	69.30	75.10	12.52	62.58	20.00	1-Jan-18
With 8 line inscription	94.70	102.60	17.10	85.50	20.00	1-Jan-18
Additional 2 line inscription	35.35	38.30	6.38	31.92	20.00	1-Jan-18
Additional 5 line inscription	46.70	50.60	8.43	42.17	20.00	1-Jan-18
Additional 8 line inscription	53.85	58.35	9.73	48.62	20.00	1-Jan-18
Additional cost for flower emblem (only with 5 or 8 line entry)	59.40	64.35	10.73	53.62	20.00	1-Jan-18

**Retaining of Ashes**

After 1 month (per month)	60.95	66.05	-	66.05	zero	1-Jan-18
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**Scattering of Ashes**

Cremation not at Burnley	60.95	66.05	-	66.05	zero	1-Jan-18
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**Memorial Wall**

Lakeland stone plaque	510.40	510.40	85.07	425.33	20.00	n/a
(plus lettering per letter - existing walls only, new walls subject to new price list)	3.30	3.30	0.55	2.75	20.00	n/a

2017/18 Gross Fees £	2018/19 Gross Fees £	Vat included in fee	2018/19 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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**Ash Plots**

Exclusive right of burial (40 years)	377.00	409.00	68.17	340.83	20.00	1-Jan-18
Interment fee	215.00	233.00	38.83	194.17	20.00	1-Jan-18
Right to erect memorial	239.00	259.00	43.17	215.83	20.00	1-Jan-18

**PARKS - OUTDOOR SPORTS ACTIVITIES & EVENTS**

**Events - Towneley Park**

Local Organisations	161.50	164.70	27.45	137.25	20.00	1-Jan-18
Non Resident Organisation - per event	411.50	419.75	69.96	349.79	20.00	1-Jan-18

**Towneley Park**

Cricket	53.05	54.10	9.02	45.08	20.00	1-Jan-18
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**Football pitches (from 1st August each year)**

<b>Grade A - (changing, showers &amp; attendant)</b> Prairie, Fennyfold, Towneley	53.05	54.10	9.02	45.08	20.00	1-Jan-18
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**Grade B (pitch only)**

Queens Park, Worsthorne, Stoneyholme, Hapton	37.15	37.90	6.32	31.58	20.00	1-Jan-18
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**Barden Central Arena**

Burnley United A F C per season	2,637.60	not charged in lieu of cleaning and management				
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**Junior Football**

Hire of Junior pitch	11.60	11.80	1.97	9.83	20.00	1-Jan-18
Use of changing accommodation only	11.60	11.80	1.97	9.83	20.00	1-Jan-18

**ALLOTMENTS**

Allotment Rent per m <sup>2</sup>	0.27	0.27	-	0.27	zero	n/a
Concessionary Rental (50%)	0.14	0.14	-	0.14	zero	n/a
Water	14.35	14.35	-	14.35	zero	n/a
Admin fee for setting up of new tenancy agreements	11.70	11.70	1.95	9.75	20.00	n/a

**Note : Allotments users require 3 months notice of any price increases.**

2017/18 Gross Fees £	2018/19 Gross Fees £	Vat included in fee	2018/19 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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**BARDEN ATHLETIC FACILITIES**

**Annual ticket**

Adult	19.35	19.75	3.29	16.46	20.00	1-Jan-18
Junior / Recreation Passport	9.70	9.90	1.65	8.25	20.00	1-Jan-18
Senior Citizen	9.70	9.90	1.65	8.25	20.00	1-Jan-18

**Burnley Athletic Club**

Training session (per season)	385.80	393.50	65.58	327.92	20.00	1-Jan-18
Full track event (up to 3 hours)	84.55	86.25	14.38	71.87	20.00	1-Jan-18
Each additional hour	24.10	24.60	4.10	20.50	20.00	1-Jan-18

**Schools use (per hour)**

Track only	29.50	30.10	5.02	25.08	20.00	1-Jan-18
Track and changing facilities	47.50	48.45	8.08	40.37	20.00	1-Jan-18
Track, equipment and changing	73.50	74.95	12.49	62.46	20.00	1-Jan-18

**Other Organisations (per hour)**

Track, equipment and changing	101.65	103.70	17.28	86.42	20.00	1-Jan-18
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**Use of Floodlights**

Per hour	43.60	44.40	7.40	37.00	20.00	1-Jan-18
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**TOWNELEY**

**Car Parking - Pay & Display**

Riverside - per day	1.50	1.50	0.25	1.25	20.00	n/a
Towneley Hall - per hour	0.80	0.80	0.13	0.67	20.00	n/a
9 Hole Golf - per day	1.50	1.50	0.25	1.25	20.00	n/a
Causeway End / Golf Course - per day	3.10	3.10	0.52	2.58	20.00	n/a
Barwise per day	1.50	1.50	0.25	1.25	20.00	n/a

**Car Parking - Contracts (per annum)**

Towneley Hall	58.00	58.00	9.67	48.33	20.00	n/a
Riverside	39.00	39.00	6.50	32.50	20.00	n/a
Barwise	39.00	39.00	6.50	32.50	20.00	n/a
Woodgrove	78.00	78.00	13.00	65.00	20.00	n/a

2017/18 Gross Fees £	2018/19 Gross Fees £	Vat included in fee	2018/19 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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**TOWNELEY HALL**

**Guided Tours**

Local Links Subscription Scheme for Schools per annum	219.90	224.30	37.38	186.92	20.00	1-Jan-18
Adults Day - Per Guide (up to 25 people)	198.25	202.20	33.70	168.50	20.00	1-Jan-18
Unbooked (per person)	5.60	5.70	0.95	4.75	20.00	1-Jan-18
Unbooked (children)	3.30	3.30	0.55	2.75	20.00	1-Jan-18
Adults Evening (per person) (minimum 25 people)(including tea & coffee)	10.20	10.40	1.73	8.67	20.00	1-Jan-18
School Groups - per person	3.70	3.70	0.62	3.08	20.00	1-Jan-18
School Groups - with actors	5.00	5.10	0.85	4.25	20.00	1-Jan-18

**Use of Hall**

Commercial Photography (non Burnley Firms)	1,040.40	1,061.20	176.87	884.33	20.00	1-Jan-18	400-1,000
Great Hall	624.20	636.70	106.12	530.58	20.00	1-Jan-18	300-600
Daytime Events by negotiation (Regency Rooms)	624.20	636.70	106.12	530.58	20.00	1-Jan-18	300-600
Evening Events by negotiation (Regency Rooms)	1,040.40	1,061.20	176.87	884.33	20.00	1-Jan-18	500-1,000
Lecture Theatre	416.10	424.40	70.73	353.67	20.00	1-Jan-18	200-400
Library	72.40	73.80	12.30	61.50	20.00	1-Jan-18	31.20
Great Hall & both Regency Rooms	2,080.80	2,122.40	353.73	1,768.67	20.00	1-Jan-18	500-2,000

**Conference & Meeting Courses**

Day Delegate Rate - includes room hire, 2 servings of tea / coffee & light buffet lunch per person (basic standard AV equipment included)	34.10	34.80	5.80	29.00	20.00	1-Jan-18
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**Additional Equipment & Services**

TV & Video	77.55	79.10	13.18	65.92	20.00	1-Jan-18
Photocopies per sheet (up to 50)	0.25	0.25	0.04	0.21	20.00	n/a
Photocopies per sheet (over 50)	0.10	0.10	0.02	0.08	20.00	n/a

**Wedding Charges**

Red Regency Room - wedding only (Mon - Thurs)	642.90	655.70	109.28	546.42	20.00	1-Jan-18	300-600
Red Regency Room - wedding only (Fri - Sun)	1,607.40	1,639.50	273.25	1,366.25	20.00	1-Jan-18	600-1,500
Red & Green Rooms - wedding only	1,071.60	1,093.00	182.17	910.83	20.00	1-Jan-18	600-1,000
Great Hall & Red & Green Rooms - special rate	2,143.20	2,186.00	364.33	1,821.67	20.00	1-Jan-18	1,000-2,000
Marquee Fees	535.80	546.50	91.08	455.42	20.00	1-Jan-18	

	2017/18 Gross Fees £	2018/19 Gross Fees £	Vat included in fee	2018/19 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
<b>Wedding - Special Offer Packages</b>							
Basic - Wedding ceremony & drinks reception	2,114.35	2,156.65	359.44	1,797.21	20.00	1-Jan-18	
Deluxe - Wedding breakfast, drinks & toastmaster	3,109.10	3,171.30	528.55	2,642.75	20.00	1-Jan-18	
Premier - Wedding ceremony, drinks, breakfast, drinks package & toastmaster	4,353.00	4,440.05	740.01	3,700.04	20.00	1-Jan-18	
<b>Wedding - New Special Offer Packages</b>							
Friday & Saturday - Daytime (min 70 guests) Hall - price per person	69.50	70.90	11.82	59.08	20.00	1-Jan-18	
Friday & Saturday - Evening (min 100 guests) Stables - price per person	16.00	16.30	2.72	13.58	20.00	1-Jan-18	
Sunday to Thursday - Daytime (min 70 guests) Hall - price per person	58.80	60.00	10.00	50.00	20.00	1-Jan-18	
Sunday to Thursday - Evening (min 100 guests) Stables - price per person	16.00	16.30	2.72	13.58	20.00	1-Jan-18	
<b>Towneley Hall Catering Equipment (related to Marquee events)</b>							
5 foot round Banqueting Tables - per table	11.00	11.20	1.87	9.33	20.00	1-Jan-18	
Red Banqueting Chairs - per chair	3.30	3.35	0.56	2.79	20.00	1-Jan-18	
Occasional Tables - per table	4.40	4.50	0.75	3.75	20.00	1-Jan-18	
Restle Tables - per table	6.70	6.85	1.14	5.71	20.00	1-Jan-18	
<b>Other items by negotiation</b>							
Chair covers	3.20	3.25	0.54	2.71	20.00	1-Jan-18	
Chair covers & bows	4.30	4.40	0.73	3.67	20.00	1-Jan-18	
Banquet cloths	5.35	5.45	0.91	4.54	20.00	1-Jan-18	
Banquet chairs	3.20	3.25	0.54	2.71	20.00	1-Jan-18	
<b>Entrance Fees</b>							
Non Residents of Burnley Borough per person - adults per visit	6.00	6.10	1.02	5.08	20.00	1-Jan-18	*
* Free admission for non resident children and OAPs							
Fee reduced by £1 when the rooms are closed for private functions							
Residents of Burnley Borough per person - adults per annum	5.00	5.10	0.85	4.25	20.00	1-Jan-18	*
* Free admission for resident children and OAPs							
Fee reduced by £1 when the rooms are closed for private functions							

2017/18 Gross Fees £	2018/19 Gross Fees £	Vat included in fee	2018/19 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	1.00	0.17	0.83	20.00	n/a
1-2 hours		1.60	1.60	0.27	1.33	20.00	n/a
2-3 hours		2.10	2.10	0.35	1.75	20.00	n/a
Hours plus		5.60	5.60	0.93	4.67	20.00	n/a
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	1.00	0.17	0.83	20.00	n/a
1-2 hours		1.60	1.60	0.27	1.33	20.00	n/a
2-3 hours		2.10	2.10	0.35	1.75	20.00	n/a
3 Hours plus		5.60	5.60	0.93	4.67	20.00	n/a
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	1.00	0.17	0.83	20.00	n/a
1-2 hours		1.60	1.60	0.27	1.33	20.00	n/a
2-3 hours		2.10	2.10	0.35	1.75	20.00	n/a
3 Hours plus		3.80	3.80	0.63	3.17	20.00	n/a
Disabled pass holders - up to 3 hrs		Free	Free				

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

**Long Stay Car Parks**

**Finsley Gate 2 / Centenary Way**

Monday - Saturday per visit		3.80	3.80	0.63	3.17	20.00	n/a
Sundays & Bank Holidays		Free	Free				
Disabled pass holders - up to 3 hrs		Free	Free				

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

2017/18 Gross Fees £	2018/19 Gross Fees £	Vat included in fee	2018/19 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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**Contracts**

**Finsley Gate 1, 2 & 3 / King St / Bank Parade / Pioneer 2 / Centenary Way  
William Thompson**

per quarter Monday to Friday (inclusive)	176.80	181.20	30.20	151.00	20.00	1-Jan-18
per quarter Monday to Saturday (inclusive)	212.15	217.40	36.23	181.17	20.00	1-Jan-18

**Other Contracts Charges**

Staff Car Parking Charges - Operational	283.55	290.60	48.43	242.17	20.00	1-Jan-18
Staff Car Parking Charges - Non-Operational	325.90	334.00	55.67	278.33	20.00	1-Jan-18
Part Time Employees / Members Car Parking Charges	pro rata	pro rata				

**PEST CONTROL & WASTE**

**Pest Control**

Flea & Bed Bug Sprays	52.15	52.15	8.69	43.46	20.00	n/a
Wasps Nests	52.15	52.15	8.69	43.46	20.00	n/a

**Waste & Recycling Collection Containers**

Replacement per residual waste wheeled bin	28.55	29.10	-	29.10	zero	1-Jan-18
Residual waste wheeled bin at new build properties	28.55	29.10	-	29.10	zero	1-Jan-18
Recycling Box & Lid	FOC	FOC				
White Sacks	FOC	FOC				
First green waste wheeled bin	FOC	FOC				
Additional green waste wheeled bin	28.55	29.10	-	29.10	zero	1-Jan-18
Provision of 1100L container for new build apartments/flats	387.60	395.35	65.89	329.46	20.00	1-Jan-18
Annual charge for Green Waste Collection	30.00	30.00	-	30.00	zero	n/a

**Bulky & White Goods (One collection covers one white good or up to four bulky items)**

Charge per collection	13.00	13.00	-	13.00	zero	n/a
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**Default Works - Property repair works**

Full Cost plus charge for staff time & administration 25% Officer time now accounted for instead



2017/18 Gross Fees £	2018/19 Gross Fees £	Vat included in fee	2018/19 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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**Chargeable Commercial Waste**

Annual Contract

Container Costs

General Waste Sack - per sack

240L bin - per bin lift

360L bin - per bin lift

1100L bin - per bin lift

new	240.00	-	240.00	zero	1-Jan-18	
new	2.00	-	2.00	zero	1-Jan-18	
new	5.00	-	5.00	zero	1-Jan-18	
new	7.50	-	7.50	zero	1-Jan-18	
new	16.00	-	16.00	zero	1-Jan-18	

**CONTAMINATED LAND**

Contaminated Land Report

186.30	190.05	-	190.05	zero	1-Jan-18	
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<b>2017/18 Gross Fees £</b>	<b>2018/19 Gross Fees £</b>	<b>Vat included in fee</b>	<b>2018/19 Net Fee</b>	<b>Vat Rate</b>	<b>Date of Fee Increase</b>	<b>Discounted Rates/Off Peak (where applicable)</b>
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2017/18 Gross Fees £	2018/19 Gross Fees £	Vat included in fee	2018/19 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 962.50 981.75 163.63 818.12 20.00 1-Jan-18

**Immigration Act**

Immigration Act Entry Clearance Inspection 70.55 71.95 11.99 59.96 20.00 1-Jan-18

**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

**Licensing**

House in Multiple Occupation - fee covers 5 year period (up to max 10 rooms  
 When additional charge of £21.00 per room) 562.90 574.15 - 574.15 zero 1-Jan-18  
 House in Multiple Occupation - fee covers 5 year period - Accredited Landlord 422.20 430.65 - 430.65 zero 1-Jan-18

**Selective Licensing**

Renewal Application Fee 664.00 664.00 - 664.00 zero n/a  
 Renewal Additional Property Fee 584.00 584.00 - 584.00 zero n/a  
 New Application Fee 750.00 750.00 - 750.00 zero n/a  
 New Additional Property Fee 670.00 670.00 - 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.

**PLANNING SERVICES**

**Copying Charges**

Scanned copy of Decision Notice/S106 7.00 7.15 - 7.00 zero 1-Jan-18

rounded to nearest £1

**Saved Local Plan**

Burnley Local Plan Second Review 50.00 51.00 - 51.00 zero 1-Jan-18  
 Set of Proposals Maps (4) 21.00 21.00 - 21.00 zero 1-Jan-18

2017/18 Gross Fees £	2018/19 Gross Fees £	Vat included in fee	2018/19 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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**New Policy Documents (including drafts)**

Local Development Scheme	5.00	5.00	-	5.00	zero	1-Jan-18
Annual Monitoring Report	20.00	20.00	-	20.00	zero	1-Jan-18
SCI	FOC	FOC	-	FOC		
New Burnley Local Plan (all versions) (price each)	30.00	30.00	-	30.00	zero	1-Jan-18
Policies Map	20.00	20.00	-	20.00	zero	1-Jan-18
Supplementary Planning Documents - SPDs & SPGs (price each)	10.00	10.00	-	10.00	zero	1-Jan-18
Sustainability Appraisal (all versions) (price each)	70.00	71.00	-	71.00	zero	1-Jan-18
Habitats Regulations Assessments (price each)	10.00	10.00	-	10.00	zero	1-Jan-18
Sustainability Appraisal Scoping Report	20.00	20.00	-	20.00	zero	1-Jan-18

**Associated Documents**

Retail & Leisure Study 2005 (price each)	192.00	195.00	-	195.00	zero	1-Jan-18
Retail Office & Leisure Study 2013	50.00	51.00	-	51.00	zero	1-Jan-18
Burnley Employment Land Study Demand Update 2014	20.00	20.00	-	20.00	zero	1-Jan-18
Strategic Flood Risk (Level 1)	100.00	102.00	-	102.00	zero	1-Jan-18
Burnley & Pendle Council's Housing Needs Study & SHMA 2013	50.00	51.00	-	51.00	zero	1-Jan-18
Burnley & Pendle GTAA 2012	10.00	10.00	-	10.00	zero	1-Jan-18
Burnley SHLAA (forthcoming) - Report Only	30.00	30.00	-	30.00	zero	1-Jan-18
Burnley SHLAA (forthcoming) - Including Maps	50.00	51.00	-	51.00	zero	1-Jan-18

**Other**

All Other Related Documents:

Black & White - Price per side - A4	0.10	0.10	-	0.10	zero	1-Jan-18
Black & White - Price per side - A2	0.20	0.20	-	0.20	zero	1-Jan-18
Colour - Price per side - A4	0.20	0.20	-	0.20	zero	1-Jan-18
Colour - Price per side - A3	0.50	0.50	-	0.50	zero	1-Jan-18
Planning History Search (up to 2 entries)	10.55	10.00	-	10.00	zero	1-Jan-18
Planning History Search (up to 4 entries)	21.00	21.00	-	21.00	zero	1-Jan-18
Planning History Search (5 to 9 entries)	31.65	32.00	-	32.00	zero	1-Jan-18
Planning History Search (10 plus entries)	42.20	43.00	-	43.00	zero	1-Jan-18

**Pre-Planning Application Fees**

Significant Major Development Proposal	662.00	695.00	115.83	579.17	20.00	1-Jan-18
Further Meeting to above (or an hourly rate agreed in advance)	265.00	278.00	46.33	231.67	20.00	1-Jan-18
Major Development Proposal	397.00	417.00	69.50	347.50	20.00	1-Jan-18
Further Meeting to above (or an hourly rate agreed in advance)	132.00	139.00	23.17	115.83	20.00	1-Jan-18
Minor Development Proposal	132.00	139.00	23.17	115.83	20.00	1-Jan-18
Further Meeting to above (or an hourly rate agreed in advance)	66.00	69.00	11.50	57.50	20.00	1-Jan-18
Householder Development Proposal (written advice only)	45.00	47.00	7.83	39.17	20.00	1-Jan-18
Householder Development Proposal (with site visit)	65.00	68.00	11.33	56.67	20.00	1-Jan-18
Other Development (adverts, trees, LBC, priors) Proposals (written advice)	67.00	70.00	11.67	58.33	20.00	1-Jan-18

2017/18 Gross Fees £	2018/19 Gross Fees £	Vat included in fee	2018/19 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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Other Development (adverts, trees, LBC, priors) Proposals (with site visit)

88.00 92.00 15.33 76.67 20.00 1-Jan-18

**PLANNING APPLICATION FEES**

**ALL OUTLINE APPLICATIONS**

per 0.1 hectare for sites up to and including 2.5 hectares

385.00 385.00 - 385.00 zero n/a

for sites more than 2.5 hectares

9,527.00 9,527.00 - 9,527.00 zero n/a

In addition, for each 0.1 hectare in excess of 2.5 hectares  
subject to maximum total of £125,000

115.00 115.00 - 115.00 zero n/a

**HOUSEHOLDER APPLICATIONS**

Alterations/extensions to a single dwelling including works within boundary

172.00 172.00 - 172.00 zero n/a

**FULL APPLICATIONS (and First Submissions of Reserved Matters**

**Dwellings**

Alterations/extensions to two or more dwellings including works within  
boundaries

339.00 339.00 - 339.00 zero n/a

New dwellings (up to and including 50), per dwelling

385.00 385.00 - 385.00 zero n/a

New dwellings (more than 50)

19,049.00 19,049.00 - 19,049.00 zero n/a

In addition, for each dwelling house in excess of 50  
subject to a maximum in total of £250,000

115.00 115.00 - 115.00 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<sup>2</sup>

195.00 195.00 - 195.00 zero n/a

More than 40m<sup>2</sup> but no more than 75m<sup>2</sup>

385.00 385.00 - 385.00 zero n/a

More than 75m<sup>2</sup> but no more than 3750m<sup>2</sup>, cost per each 75m<sup>2</sup> or part thereof

385.00 385.00 - 385.00 zero n/a

More than 3750m<sup>2</sup>

19,049.00 19,049.00 - 19,049.00 zero n/a

in addition, for each 75m<sup>2</sup> in excess of 3750m<sup>2</sup>

115.00 115.00 - 115.00 zero n/a

subject to a maximum in total of £250,000

**Erection of Buildings (on land used for agriculture purposes)**

Gross floor space to be created by the development:

Not more than 465m<sup>2</sup>

80.00 80.00 - 80.00 zero n/a

More than 465m<sup>2</sup> but not more than 540m<sup>2</sup>

385.00 385.00 - 385.00 zero n/a

More than 540m<sup>2</sup> but not more than 4215m<sup>2</sup>, cost for first 540m<sup>2</sup>

385.00 385.00 - 385.00 zero n/a

In addition, for each 75m<sup>2</sup> or part thereof in excess of 540m<sup>2</sup>

385.00 385.00 - 385.00 zero n/a

More than 4215m<sup>2</sup>

19,049.00 19,049.00 - 19,049.00 zero n/a

In addition, for each 75m<sup>2</sup> in excess of 4215m<sup>2</sup>

115.00 115.00 - 115.00 zero n/a

subject to maximum total of £250,000

2017/18 Gross Fees £	2018/19 Gross Fees £	Vat included in fee	2018/19 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

80.00	80.00	-	80.00	zero	n/a
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More than 465m2

2,150.00	2,150.00	-	2,150.00	zero	n/a
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**Erection, Alteration or Replacement of Plant or Machinery**

Site Area:

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

385.00	385.00	-	385.00	zero	n/a
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More than 5 hectares

19,049.00	19,049.00	-	19,049.00	zero	n/a
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In addition, for each 0.1 hectare (or part thereof) in excess of 5 hectares  
subject to a maximum in total of £250,000

115.00	115.00	-	115.00	zero	n/a
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**APPLICATIONS OTHER THAN BUILDING WORKS**

**Car Parks, Service Roads or Other Accesses**

For existing uses

195.00	195.00	-	195.00	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)

195.00	195.00	-	195.00	zero	n/a
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More than 15 hectares

29,112.00	29,112.00	-	29,112.00	zero	n/a
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in addition, for each 0.1 hectare (or part thereof) in excess of 15 hectares  
subject to a maximum in total of £65,000

115.00	115.00	-	115.00	zero	n/a
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**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)

423.00	423.00	-	423.00	zero	n/a
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More than 7.5 hectares

31,725.00	31,725.00	-	31,725.00	zero	n/a
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In addition, for each 0.1 hectare (or part thereof) in excess of 7.5 hectares  
subject to a maximum in total of £250,000

126.00	126.00	-	126.00	zero	n/a
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**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)

214.00	214.00	-	214.00	zero	n/a
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More than 15 hectares

29,112.00	29,112.00	-	29,112.00	zero	n/a
-----------	-----------	---	-----------	------	-----

in addition, for each 0.1 hectare (or part thereof) in excess of 15 hectares  
subject to a maximum in total of £65,000

115.00	115.00	-	115.00	zero	n/a
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**Other Operations (winning and working of minerals) excluding oil & natural gas**

Site area:

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

195.00	195.00	-	195.00	zero	n/a
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	2017/18 Gross Fees £	2018/19 Gross Fees £	Vat included in fee	2018/19 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
More than 15 hectares	29,112.00	29,112.00	-	29,112.00	zero	n/a	
In addition, for each 0.1 hectare (or part thereof) in excess of 15 hectares	115.00	115.00	-	115.00	zero	n/a	
<b>Other Operations (not coming within any of the above categories)</b>							
Any site area, per 0.1 hectare (or part thereof) subject to a maximum in total of £1,690	195.00	195.00	-	195.00	zero	n/a	
<b>Lawful Development Certificate</b>							
Existing use - in breach of a planning condition	same as full planning fee						
Existing use - lawful not to comply with a particular condition	195.00	195.00	-	195.00	zero	n/a	
Proposed use	half the normal planning fee						
<b><u>PRIOR APPROVAL</u></b>							
Agricultural & forestry buildings & operations or demolition of buildings	80.00	80.00	-	80.00	zero	n/a	
Telecommunications code systems operators	385.00	385.00	-	385.00	zero	n/a	
Proposed change of use to state funded school or registered nursery	80.00	80.00	-	80.00	zero	n/a	
Proposed change of use of agricultural buildings to a flexible use within shops, financial & professional services, restaurants & cafes, business, storage or distribution, hotels or assembly or leisure	80.00	80.00	-	80.00	zero	n/a	
Proposed change of use of a building from office (use class B1) use to a use falling within use class 3C (dwellinghouse)	80.00	80.00	-	80.00	zero	n/a	
Proposed change of use of agricultural building to a dwellinghouse (use class C3), where there are no associated building operations	172.00	172.00	-	172.00	zero	n/a	
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	80.00	80.00	-	80.00	zero	n/a	
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	172.00	172.00	-	172.00	zero	n/a	
Notification for prior approval for a change of use from storage or distribution buildings (class B8) and any land within its curtilage to dwellinghouses (class C3)	80.00	80.00	-	80.00	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)	80.00	80.00	-	80.00	zero	n/a	
Notification for prior approval for a change of use from amusement arcades/centres and casinos (sui generis uses) and any land within its curtilage to dwellinghouses (class C3) and associated building operations	172.00	172.00	-	172.00	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)	80.00	80.00	-	80.00	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							

	<b>2017/18 Gross Fees £</b>	<b>2018/19 Gross Fees £</b>	<b>Vat included in fee</b>	<b>2018/19 Net Fee</b>	<b>Vat Rate</b>	<b>Date of Fee Increase</b>	<b>Discounted Rates/Off Peak (where applicable)</b>
generis uses) to restaurants & cafes (class A3) & associated building operations	80.00	80.00	-	80.00	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)	80.00	80.00		80.00	zero	n/a	
<b>RESERVED MATTERS</b>							
Application for approval of reserved matters following outline approval - amount due if full fee not already paid	385.00	385.00	-	385.00	zero	n/a	
<b>APPROVAL/VARIATION/DISCHARGE OF CONDITION</b>							
Application for removal of variation of a condition following grant of planning permission	195.00	195.00	-	195.00	zero	n/a	
Request for confirmation that one or more planning conditions have been complied with:							
Per request per Householder	28.00	28.00	-	28.00	zero	n/a	
Per request otherwise	97.00	97.00	-	97.00	zero	n/a	
<b>CHANGE OF USE</b>							
<b>Change of use of a building to use as one or more separate dwelling houses</b>							
Per dwelling up to 50 dwellings	385.00	385.00	-	385.00	zero	n/a	
More than 50 dwellings	19,049.00	19,049.00	-	19,049.00	zero	n/a	
in addition, for each dwelling house in excess of 50 dwelling houses subject to a maximum in total of £250,000	115.00	115.00	-	115.00	zero	n/a	
<b>Other changes of use</b>							
Building or land	385.00	385.00	-	385.00	zero	n/a	
<b>ADVERTISING</b>							
Relating to the business on the premises	110.00	110.00	-	110.00	zero	n/a	
Advance signs which are not situated on or visible from the site, directing the public to a business	110.00	110.00	-	110.00	zero	n/a	
Other advertisements	385.00	385.00	-	385.00	zero	n/a	
<b>APPLICATION FOR A NEW PLANNING PERMISSION TO REPLACE AN EXTANT PLANNING PERMISSION</b>							
Applications in respect of:							
Major development	575.00	575.00	-	575.00	zero	n/a	
Householder developments	57.00	57.00	-	57.00	zero	n/a	
Other developments	195.00	195.00	-	195.00	zero	n/a	
<b>APPLICATION FOR A NON-MATERIAL AMENDMENT FOLLOWING A GRANT OF A PLANNING PERMISSION</b>							
Application in respect of:							



	<b>2017/18 Gross Fees £</b>	<b>2018/19 Gross Fees £</b>	<b>Vat included in fee</b>	<b>2018/19 Net Fee</b>	<b>Vat Rate</b>	<b>Date of Fee Increase</b>	<b>Discounted Rates/Off Peak (where applicable)</b>
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Householder development  
Other development

28.00	28.00	-	28.00	zero	n/a
195.00	195.00	-	195.00	zero	n/a

**BUILDING REGULATION FEES**

Charges are now set by Pennine Lancashire Building Control Service and the income retained by the partnership

These fees to be ratified on 31st October 2017 and are rounded up to the nearest whole pound.

**TABLE A - STANDARD CHARGES FOR NEW HOUSES**

Plan Charge

No. of dwellings:

1	224.00	231.00	38.50	192.50	20.00	1-Jan-18
2	306.00	316.00	52.67	263.33	20.00	1-Jan-18
3	403.00	416.00	69.33	346.67	20.00	1-Jan-18
4	500.00	515.00	85.83	429.17	20.00	1-Jan-18
5	604.00	623.00	103.83	519.17	20.00	1-Jan-18

Inspection Charge

No. of dwellings:

1	591.00	609.00	101.50	507.50	20.00	1-Jan-18
2	817.00	842.00	140.33	701.67	20.00	1-Jan-18
3	1,038.00	1,070.00	178.33	891.67	20.00	1-Jan-18
4	1,199.00	1,235.00	205.83	1,029.17	20.00	1-Jan-18
5	1,327.00	1,367.00	227.83	1,139.17	20.00	1-Jan-18

Building Notice Charge

No. of dwellings:

1	977.00	1,007.00	167.83	839.17	20.00	1-Jan-18
2	1,347.00	1,388.00	231.33	1,156.67	20.00	1-Jan-18
3	1,728.00	1,780.00	296.67	1,483.33	20.00	1-Jan-18
4	2,038.00	2,100.00	350.00	1,750.00	20.00	1-Jan-18
5	2,317.00	2,387.00	397.83	1,989.17	20.00	1-Jan-18

Note

- For 5 or more dwellings or if the floor area of a dwelling exceeds 300m<sup>2</sup> or flats over 3 storeys, 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 based upon a basic inspection charge per dwelling of £197.00 including Vat (account will be given to repetitive work and a discount may be applied)
- 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.

2017/18 Gross Fees £	2018/19 Gross Fees £	Vat included in fee	2018/19 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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5. Unless otherwise agreed, schemes exceeding one year in duration may be subject to an additional charge.
6. 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.

**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 <sup>2</sup>	386.00	398.00	66.33	331.67	20.00	1-Jan-18
Internal floor area over 6m <sup>2</sup> but not exceeding 40m <sup>2</sup>	169.00	175.00	29.17	145.83	20.00	1-Jan-18
Internal floor area over 40m <sup>2</sup> but not exceeding 60m <sup>2</sup>	169.00	175.00	29.17	145.83	20.00	1-Jan-18
Internal floor area over 60m <sup>2</sup> but not exceeding 80m <sup>2</sup>	169.00	175.00	29.17	145.83	20.00	1-Jan-18

Inspection Charge

Extension(s) - Internal floor area not exceeding 6m <sup>2</sup>	Included in Plan Charge					
Internal floor area over 6m <sup>2</sup> but not exceeding 40m <sup>2</sup>	337.00	348.00	58.00	290.00	20.00	1-Jan-18
Internal floor area over 40m <sup>2</sup> but not exceeding 60m <sup>2</sup>	493.00	508.00	84.67	423.33	20.00	1-Jan-18
Internal floor area over 60m <sup>2</sup> but not exceeding 80m <sup>2</sup>	695.00	716.00	119.33	596.67	20.00	1-Jan-18

Building Notice Charge

Extension(s) - Internal floor area not exceeding 6m <sup>2</sup>	463.00	477.00	79.50	397.50	20.00	1-Jan-18
Internal floor area over 6m <sup>2</sup> but not exceeding 40m <sup>2</sup>	608.00	627.00	104.50	522.50	20.00	1-Jan-18
Internal floor area over 40m <sup>2</sup> but not exceeding 60m <sup>2</sup>	795.00	819.00	136.50	682.50	20.00	1-Jan-18
Internal floor area over 60m <sup>2</sup> but not exceeding 80m <sup>2</sup>	1,036.00	1,068.00	178.00	890.00	20.00	1-Jan-18

2017/18 Gross Fees £	2018/19 Gross Fees £	Vat included in fee	2018/19 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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**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 40m<sup>2</sup> in total and is intended to be used in common with an existing building

Plan Charge

Inspection Charge

Building Notice Charge

270.00	279.00	46.50	232.50	20.00	1-Jan-18	
Included in Plan Charge						
325.00	335.00	55.83	279.17	20.00	1-Jan-18	

Where the garage extension exceeds a floor area of 40m<sup>2</sup> but does not exceed 60m<sup>2</sup>

Plan Charge

Inspection Charge

Building Notice Charge

386.00	398.00	66.33	331.67	20.00	1-Jan-18	
Included in Plan Charge						
463.00	477.00	79.50	397.50	20.00	1-Jan-18	

**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

Inspection Charge

Building Notice Charge

263.00	271.00	45.17	225.83	20.00	1-Jan-18	
Included in Plan Charge						
316.00	326.00	54.33	271.67	20.00	1-Jan-18	

**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 40m<sup>2</sup> are to be based on the cost of the work, subject to an agreed minimum plan charge.

Without a dormer but not exceeding 40m<sup>2</sup> in floor area\*

Plan Charge

Inspection Charge

Building Notice Charge

386.00	398.00	66.33	331.67	20.00	1-Jan-18	
Included in Plan Charge						
463.00	477.00	79.50	397.50	20.00	1-Jan-18	

With a dormer but not exceeding 40m<sup>2</sup> in floor area\*

Plan Charge

Inspection Charge

Building Notice Charge

169.00	175.00	29.17	145.83	20.00	1-Jan-18
337.00	348.00	58.00	290.00	20.00	1-Jan-18
608.00	627.00	104.50	522.50	20.00	1-Jan-18

2017/18 Gross Fees £	2018/19 Gross Fees £	Vat included in fee	2018/19 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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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 80m<sup>2</sup> Table E will apply (subject to a minimum build cost of £50,001).
5. Loft Conversions greater than 40m<sup>2</sup> will be based on the cost of the work and Table E will apply, subject to a agreed minimum plan charge.

**TABLE C - STANDARD CHARGES FOR DOMESTIC ALTERATIONS**

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**CATEGORY 1 - Installation of replacement windows and doors\***

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

Plan Charge	103.00	107.00	17.83	89.17	20.00	1-Jan-18
Inspection Charge	Included in Plan Charge					
Building Notice Charge	103.00	107.00	17.83	89.17	20.00	1-Jan-18

**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	197.00	203.00	33.83	169.17	20.00	1-Jan-18
Inspection Charge	Included in Plan Charge					
Building Notice Charge	197.00	203.00	33.83	169.17	20.00	1-Jan-18

**CATEGORY 3 - Renovation of a Thermal Element**

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

Plan Charge	129.00	133.00	22.17	110.83	20.00	1-Jan-18
Inspection Charge	Included in Plan Charge					
Building Notice Charge	129.00	133.00	22.17	110.83	20.00	1-Jan-18

**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 s Government scheme, the following charges will be applied.

Plan Charge	263.00	271.00	45.17	225.83	20.00	1-Jan-18
Inspection Charge	Included in Plan Charge					
Building Notice Charge	263.00	271.00	45.17	225.83	20.00	1-Jan-18

2017/18 Gross Fees £	2018/19 Gross Fees £	Vat included in fee	2018/19 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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**CATEGORY 5 - Removal or partial removal of chimney breast(s) within a dwelling**

Plan Charge	221.00	228.00	38.00	190.00	20.00	1-Jan-18
Inspection Charge	Included in Plan Charge					
Building Notice Charge	221.00	228.00	38.00	190.00	20.00	1-Jan-18

**CATEGORY 6 - Removal of wall and insertion of 1 or 2 steel beams up to a maximum span of 4 metres**

Plan Charge	221.00	228.00	38.00	190.00	20.00	1-Jan-18
Inspection Charge	Included in Plan Charge					
Building Notice Charge	221.00	228.00	38.00	190.00	20.00	1-Jan-18

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.

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

**CATEGORY 1 - Extension(s) - Internal floor area not exceeding 6m<sup>2</sup>**

Plan Charge	386.00	398.00	66.33	331.67	20.00	1-Jan-18
Inspection Charge	Included in Plan Charge					
Building Notice Charge	Not applicable					

**CATEGORY 2 - Internal floor area over 6m<sup>2</sup> but not exceeding 40m<sup>2</sup>**

Plan Charge	169.00	175.00	29.17	145.83	20.00	1-Jan-18
Inspection Charge	337.00	348.00	58.00	290.00	20.00	1-Jan-18
Building Notice Charge	Not applicable					

**CATEGORY 3 - Internal floor area over 40m<sup>2</sup> but not exceeding 80m<sup>2</sup>**

Plan Charge	169.00	175.00	29.17	145.83	20.00	1-Jan-18
Inspection Charge	493.00	508.00	84.67	423.33	20.00	1-Jan-18
Building Notice Charge	Not applicable					

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

Plan Charge	203.00	210.00	35.00	175.00	20.00	1-Jan-18
Inspection Charge	Included in Plan Charge					
Building Notice Charge	Not applicable					

2017/18 Gross Fees £	2018/19 Gross Fees £	Vat included in fee	2018/19 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	150.00	155.00	25.83	125.00	20.00	1-Jan-18
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 80m<sup>2</sup> 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.

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**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	221.00	228.00	38.00	190.00	20.00	1-Jan-18
£2,001 - £5,000	263.00	271.00	45.17	225.83	20.00	1-Jan-18
£5,001 - £7,000	283.00	292.00	48.67	243.33	20.00	1-Jan-18
£7,001 - £10,000	299.00	308.00	51.33	256.67	20.00	1-Jan-18
£10,001 - £20,000	96.00	99.00	16.50	82.50	20.00	1-Jan-18
£20,001 - £30,000	113.00	117.00	19.50	97.50	20.00	1-Jan-18
£30,001 - £40,000	143.00	148.00	24.67	123.33	20.00	1-Jan-18
£40,001 - £50,000	180.00	186.00	31.00	155.00	20.00	1-Jan-18
£50,001 - £75,000	221.00	228.00	38.00	190.00	20.00	1-Jan-18
£75,001 - £100,000*	283.00	292.00	48.67	243.33	20.00	1-Jan-18

**Inspection Charge**

Estimated Cost						
from £0 - £2,000	Included in Plan Charge					
£2,001 - £5,000	Included in Plan Charge					
£5,001 - £7,000	Included in Plan Charge					
£7,001 - £10,000	Included in Plan Charge					
£10,001 - £20,000	299.00	308.00	51.33	256.67	20.00	1-Jan-18
£20,001 - £30,000	398.00	410.00	68.33	341.67	20.00	1-Jan-18
£30,001 - £40,000	465.00	479.00	79.83	399.17	20.00	1-Jan-18
£40,001 - £50,000	538.00	555.00	92.50	462.50	20.00	1-Jan-18
£50,001 - £75,000	663.00	683.00	113.83	569.17	20.00	1-Jan-18
£75,000 - £100,000*	846.00	872.00	145.33	726.67	20.00	1-Jan-18

2017/18 Gross Fees £	2018/19 Gross Fees £	Vat included in fee	2018/19 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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**Building Notice Charge**

Estimated Cost

from £0 - £2,000	264.00	272.00	45.33	226.67	20.00	1-Jan-18
£2,001 - £5,000	316.00	326.00	54.33	271.67	20.00	1-Jan-18
£5,001 - £7,000	338.00	349.00	58.17	290.83	20.00	1-Jan-18
£7,001 - £10,000	359.00	370.00	61.67	308.33	20.00	1-Jan-18
£10,001 - £20,000	474.00	489.00	81.50	407.50	20.00	1-Jan-18
£20,001 - £30,000	613.00	632.00	105.33	526.67	20.00	1-Jan-18
£30,001 - £40,000	729.00	751.00	125.17	625.83	20.00	1-Jan-18
£40,001 - £50,000	860.00	886.00	147.67	738.33	20.00	1-Jan-18
£50,001 - £75,000	1,059.00	1,091.00	181.83	909.17	20.00	1-Jan-18
£75,000 - £100,000*	1,355.00	1,396.00	232.67	1,163.33	20.00	1-Jan-18

**Note**

- Where cost exceeds £100,000 the charge is individually determined.
- Unless otherwise agreed, schemes exceeding one year in duration may be subject to an additional charge.
- 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

186.00	192.00	-	192.00	zero	1-Jan-18
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**TABLE G - OTHER CHARGES**

**CATEGORY 1 - Copy of Completion certificates**

26.00	27.00	4.50	22.50	20.00	1-Jan-18
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**CATEGORY 2 - Copy Decision Notices**

26.00	27.00	4.50	22.50	20.00	1-Jan-18
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**CATEGORY 3 - Re-opening of Archived applications that have been dormant for 2 years or more**

74.00	77.00	12.83	64.17	20.00	1-Jan-18
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Charge per hour subject to a minimum charge of £77.00

**CATEGORY 4 - Withdrawal of an application and any associated changes**

74.00	77.00	12.83	64.17	20.00	1-Jan-18
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Charge per hour subject to a minimum charge of £77.00

**CATEGORY 5 - Building Regulations Confirmation letter**

74.00	77.00	12.83	64.17	20.00	1-Jan-18
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Charge per hour subject to a minimum charge of £77.00

2017/18 Gross Fees £	2018/19 Gross Fees £	Vat included in fee	2018/19 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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**CATEGORY 6 - Supply of non-standard data and information, including responding to Solicitor's enquiries.**

74.00	77.00	12.83	64.17	20.00	1-Jan-18	
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Charge per hour subject to a minimum charge of £77.00

Note

- 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.
- 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.
- 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.
- 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 50%, subject to a maximum estimated cost of 310,000.
- 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 not however, the area of loft conversions or garage conversions may not be aggregated to an extension but a 50% discount can be applied.
- 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.
- For a **"Reversion"** application fees are individually determined. Please contact your local Pennine Lancashire Building Control Office for further details.
- 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.
- For current and active Local Authority Building Control Partnership customer fees will be individually determined.



2017/18 Gross Fees £	2018/19 Gross Fees £	Vat included in fee	2018/19 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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**RESOURCES**

**REVENUES & BENEFITS**

**LOCAL TAXATION**

Council Tax Summons	95.00	96.90	-	96.90	zero	1-Jan-18
Council Tax Liability Order	20.00	20.40	-	20.40	zero	1-Jan-18
NNDR Summons	105.00	107.10	-	107.10	zero	1-Jan-18
NNDR Liability Order	20.00	20.40	-	20.40	zero	1-Jan-18

**PEOPLE, LAW & REGULATION**

**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	235.00	260.00	-	260.00	see note 1	1-Jan-18
Sale of any other land	490.00	540.00	-	540.00	see note 1	1-Jan-18
Small Scale Building Licence	490.00	540.00	-	540.00	see note 1	1-Jan-18
Building Licence	1,140.00	1,255.00	-	1,255.00	see note 1	1-Jan-18
Sealing of documents	60.00	65.00	-	65.00	see note 1	1-Jan-18

**Landlord & Tenant**

Contracted out' short term lease/licences	490.00	540.00	-	540.00	see note 1	1-Jan-18
Longer term business lease	815.00	895.00	-	895.00	see note 1	1-Jan-18
Underlease - Brunshaw / Anglesey	410.00	450.00	-	450.00	see note 1	1-Jan-18
Licence to Assign	335.00	370.00	-	370.00	see note 1	1-Jan-18
Licence for Alterations	335.00	370.00	-	370.00	see note 1	1-Jan-18
Licence for Change of Use	335.00	370.00	-	370.00	see note 1	1-Jan-18
Licence to Assign (combined with licence for alterations / change of use)	565.00	620.00	-	620.00	see note 1	1-Jan-18
Licence to Underlet	565.00	620.00	-	620.00	see note 1	1-Jan-18

Licence to Underlet (combined with licence for alterations / change of use)

Surrenders	335.00	370.00	-	370.00	see note 1	1-Jan-18
Letter of consent to assign (long leaseholds at nominal rent)	60.00-145.00	66.00-160.00	-	66.00-160.00	see note 1	1-Jan-18
Registration of Assignment or Underlease	60.00	65.00	-	65.00	see note 1	1-Jan-18

	2017/18 Gross Fees £	2018/19 Gross Fees £	Vat included in fee	2018/19 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
Grant of Easements or Rights	335.00	370.00	-	370.00	see note 1	1-Jan-18	
Deed of Variation	335.00	370.00	-	370.00	see note 1	1-Jan-18	
<b>Planning</b>							
Section 106 Agreements (minimum charge)	490.00	540.00	-	540.00	outside scope	1-Jan-18	
<b>Mortgages</b>							
Vacating Receipts	149.20	164.10	-	164.10	see note 1	1-Jan-18	
Notice of Charge	74.60	82.05	-	82.05	see note 1	1-Jan-18	
Mortgage Questionnaire	127.00	139.70	-	139.70	see note 1	1-Jan-18	
<b>Miscellaneous</b>							
Copy Documents - per A4 sheet (minimum £10)	0.45	0.45	-	0.45	see note 1	1-Jan-18	
<b>Land Charges</b>							
<b>Note: CON29 elements of Land Charges are now vatable at the standard rate</b>							
LLC1	19.00	19.00	-	19.00	zero	n/a	
CON29R	141.00	141.00	23.50	117.50	standard	n/a	
Local Search (LLC1 + CON29R)	160.00	160.00	23.50	136.50	mixed	n/a	
Each Additional Parcel of Land	25.00	25.00	4.17	20.83	standard	n/a	
Each Optional CON29O Enquiry (Q 5 - 20)	5.00	5.00	0.83	4.17	standard	n/a	
Each Optional CON29O Enquiry (Q4 Q21 & Q22)	35.00	35.00	5.83	29.17	standard	n/a	
Each Additional Enquiry	31.00	31.00	5.17	25.83	standard	n/a	
Personal Search	FOC	FOC		FOC			
<b>PROPERTY TEAM</b>							
<b>GARAGE SITES</b>							
<b>Note : 3 months notice is required to increase rents for garage sites &amp; garden plots</b>							
Per plot, per annum	104.45	104.45	17.41	87.04	20.00	n/a	
Concession for registered disabled	11.65	11.65	1.94	9.71	20.00	n/a	
<b>GARDEN PLOTS</b>							
Per square yard, per annum	0.7463	0.7463	-	0.7463	zero	n/a	
Per square metre, per annum	0.8926	0.8926	-	0.8926	zero	n/a	
Allotments per square yard, per annum	0.1705	0.1705	-	0.1705	zero	n/a	
Allotments per square metre, per annum	0.2040	0.2040	-	0.20	zero	n/a	
Admin fee for setting up of new tenancy agreements	48.95	48.95	8.16	40.79	20.00	n/a	

2017/18 Gross Fees £	2018/19 Gross Fees £	Vat included in fee	2018/19 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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**Note :** The rents of garage sites & garden plots are only being increased every 3 years due to the administrative cost of writing to inform tenants.

The last review was undertaken during 2016/17 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	220.95	225.35	-	225.35	see note 1	1-Jan-18
Sale of any other land (minimum charge or 1% of sale price whichever is the higher)	366.65	374.00	-	374.00	see note 1	1-Jan-18
Building Licence (minimum charge but depending on size/complexity)	733.35	748.00	-	748.00	see note 1	1-Jan-18
Freehold Reversion	220.95	225.35	-	225.35	see note 1	1-Jan-18

#### **Landlord & Tenant**

Contracted out' short term lease	256.85	262.00	-	262.00	see note 1	1-Jan-18
Longer term business lease	366.65	374.00	-	374.00	see note 1	1-Jan-18
Grant of Garden Tenancy	40.60	41.40	-	41.40	see note 1	1-Jan-18
Service of Notices on Garden Tenancies	34.60	35.30	-	35.30	see note 1	1-Jan-18
Underlease - Brunshaw / Anglesey	256.85	262.00	-	262.00	see note 1	1-Jan-18
Renewal Lease	256.85	262.00	-	262.00	see note 1	1-Jan-18
Licence to Assign	243.70	248.55	-	248.55	see note 1	1-Jan-18
Licence for Alterations	292.65	298.50	-	298.50	see note 1	1-Jan-18
Licence for Change of Use	256.85	262.00	-	262.00	see note 1	1-Jan-18
Licence to Assign (combined with licence for alterations/change of use)	366.65	374.00	-	374.00	see note 1	1-Jan-18
Licence to Underlet	292.65	298.50	-	298.50	see note 1	1-Jan-18
Licence to Underlet (combined with licence for alterations/change of use)	366.65	374.00	-	374.00	see note 1	1-Jan-18
Letter of consent to assign (long leaseholds at nominal rent)	min 108.00	min 108.00		min 108.00	see note 1	1-Jan-18

#### **Planning**

S.106 Agreements	465.85	475.15	-	475.15	outside scope	1-Jan-18
Site Compound Licence	243.70	248.55	-	248.55	see note 1	1-Jan-18
Copy Documents - per A4 sheet	0.55	0.55	0.09	0.46	20.00	1-Jan-18

#### **Pavement Café Licences**

Resources

2017/18 Gross Fees £	2018/19 Gross Fees £	Vat included in fee	2018/19 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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Initial licence set up  
Annual renewal/change of licensee

these licences now issued by LCC  
these licences now issued by LCC

**LICENSING**

**Other Licensing**

Breeding of dogs (minimum)	68.20	69.55	-	69.55	zero	1-Jan-18
Pet animals	120.85	123.25	-	123.25	zero	1-Jan-18
Animal Boarding Establishments (minimum)	158.85	162.05	-	162.05	zero	1-Jan-18
Home Boarding Establishments	103.85	105.95	-	105.95	zero	1-Jan-18
Riding Establishments (plus vets fee)	93.00	94.85	-	94.85	zero	1-Jan-18
Skin Piercing/Cosmetic Treatment Establishment	132.60	135.25	-	135.25	zero	1-Jan-18
Skin Piercers Personal Registration	43.70	44.55	-	44.55	zero	1-Jan-18
Personal Registration - Special Cosmetic Treatments (once adopted)	43.70	44.55	-	44.55	zero	1-Jan-18
Street Trading Consents	759.70	774.90	-	774.90	zero	1-Jan-18
Pool Licence (Initial licence lasts for 4 years)	368.85	376.25	-	376.25	zero	1-Jan-18
Keeping of dangerous wild animals	221.35	225.80	-	225.80	zero	1-Jan-18
Second hand goods dealer	72.75	74.20	-	74.20	zero	1-Jan-18
Health Certificate	41.50	42.35	-	42.35	zero	1-Jan-18
Request to show unclassified films	460.00	469.20	-	469.20	zero	1-Jan-18
The following are currently under review:						
Sex Shop	320.00	320.00	-	320.00	zero	1-Jan-18
New Sexual Entertainment Venue Licence	5,683.80	5,797.50	-	5,797.50	zero	1-Jan-18
Renewal of a Sexual Entertainment Venue Licence	2,732.65	2,787.30	-	2,787.30	zero	1-Jan-18
Transfer of a Sexual Entertainment Venue Licence	655.80	668.90	-	668.90	zero	1-Jan-18
Variation of a Sexual Entertainment Venue Licence	437.20	445.95	-	445.95	zero	1-Jan-18
Grant of Scrap Metal Dealers Site Licence (3 years)	332.95	339.60	-	339.60	zero	1-Jan-18
Renewal of Scrap Metal Dealers Site Licence (3 years)	332.95	339.60	-	339.60	zero	1-Jan-18
Variation of Scrap Metal Dealers Site Licence	145.65	148.55	-	148.55	zero	1-Jan-18
New Scrap Metal Collectors Licence (3 years)	192.45	196.30	-	196.30	zero	1-Jan-18
Renewal of Scrap Metal Collectors Licence (3years)	192.45	196.30	-	196.30	zero	1-Jan-18
Variation of Scrap Metal Collectors Licence	145.65	148.55	-	148.55	zero	1-Jan-18

**Taxi Licensing (Note: Test fee income is collected by testing station & is therefore not included in the tariff)**

**Fees for 2018 have been set by the Licensing Committee in**

**Oct 2017 & remain unchanged**

Private Hire Vehicle Licence	77.00	Set by Licensing Committee		exempt	n/a
Hackney Carriage Licence	155.00	Set by Licensing Committee		exempt	n/a
Annual Private Hire Driver Licence	64.00	Set by Licensing Committee		exempt	n/a
3 Year Private Hire Driver Licence	144.00	Set by Licensing Committee		exempt	n/a

	2017/18 Gross Fees £	2018/19 Gross Fees £	Vat included in fee	2018/19 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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Annual Hackney Carriage Driver Licence	140.00		Set by Licensing Committee		exempt	n/a	
3 Year Hackney Carriage Driver Licence	372.00		Set by Licensing Committee		exempt	n/a	
Dual Driver Licence Discount	45.00		Set by Licensing Committee		exempt	n/a	
New Driver - Additional Fee Knowledge Test	41.00		Set by Licensing Committee		exempt	n/a	
Annual PH Operator - single vehicle at private address	261.00		Set by Licensing Committee		exempt	n/a	
5 Year PH Operator - single vehicle at private address	1,250.00		Set by Licensing Committee		exempt	n/a	
Annual PH Operator	543.00		Set by Licensing Committee		exempt	n/a	
5 Year PH Operator	2,660.00		Set by Licensing Committee		exempt	n/a	
Replacement vehicle plate	20.40	20.80	-	20.80	exempt	1-Jan-18	
Replacement Plate Platform	6.10	6.20	-	6.20	exempt	1-Jan-18	
Window stickers	7.65	7.80	-	7.80	exempt	1-Jan-18	
Hackney roundel/Private Hire Door Signs	8.65	8.80	-	8.80	exempt	1-Jan-18	
Lanyard	4.30	4.40	-	4.40	exempt	1-Jan-18	
Badge holder	3.15	3.20	-	3.20	exempt	1-Jan-18	
Replacement badge	12.25	12.50	-	12.50	exempt	1-Jan-18	
Plate buttons	2.15	2.20	-	2.20	exempt	1-Jan-18	
Operator booking Registers	2.05	2.10	-	2.10	exempt	1-Jan-18	
CRB admin fee	5.40	5.50	-	5.50	exempt	1-Jan-18	
Insurance or 3rd part letters	17.85	18.20	-	18.20	exempt	1-Jan-18	

**THE LICENSING ACT 2003 - FEES & CHARGES**

Grant of Personal Licence	37.00	37.00	-	37.00	exempt	n/a	
Replacement of lost/stolen licence	10.50	10.50	-	10.50	exempt	n/a	

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

**Grant/Variation**

**Rateable Value**

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

**Annual Fee**

**Rateable Value**

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

2017/18 Gross Fees £	2018/19 Gross Fees £	Vat included in fee	2018/19 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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**Premises Licences - Additional Fees where Capacity exceeds**

**5,000 persons**

**Initial Fee**

Occupancy:

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

**Annual Fee**

Occupancy:

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

**Premises Licences - Exclusively / Primarily supplying Alcohol**

**Initial Fee**

**Rateable Value**

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

**Annual Fee - Exclusively/Primarily supplying Alcohol**

**Rateable Value**

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

2017/18 Gross Fees £	2018/19 Gross Fees £	Vat included in fee	2018/19 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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**Annual Fee**

**Rateable Value**

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

**Premises Licenses - Other**

**Annual Fee**

**Application**

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

Rounded to nearest £1

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

**Gambling Premises**

**Bingo Premises**

New & Provisional Statement	2,512.00	2,512.00	-	2,512.00	exempt	n/a
Annual Fee	980.00	980.00	-	980.00	exempt	n/a
Licence for Provisional Statement Holder	921.00	921.00	-	921.00	exempt	n/a
Variation	1,231.00	1,231.00	-	1,231.00	exempt	n/a
Transfer	921.00	921.00	-	921.00	exempt	n/a
Re-instatement	1,200.00	1,200.00	-	1,200.00	exempt	n/a
Copy Licence	25.00	25.00	-	25.00	exempt	n/a
Notification of Change Resources	50.00	50.00	-	50.00	exempt	n/a

	2017/18 Gross Fees £	2018/19 Gross Fees £	Vat included in fee	2018/19 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
<b>Betting Premises</b>							
New & Provisional Statement	2,614.00	2,614.00	-	2,614.00	exempt	n/a	
Annual Fee	600.00	600.00	-	600.00	exempt	n/a	MAX
Licence for Provisional Statement Holder	921.00	921.00	-	921.00	exempt	n/a	
Variation	1,231.00	1,231.00	-	1,231.00	exempt	n/a	
Transfer	921.00	921.00	-	921.00	exempt	n/a	
Re-instatement	1,200.00	1,200.00	-	1,200.00	exempt	n/a	MAX
Copy Licence	25.00	25.00	-	25.00	exempt	n/a	MAX
Notification of Change	50.00	50.00	-	50.00	exempt	n/a	MAX
<b>Betting Premises (Tracks)</b>							
New & Provisional Statement	2,500.00	2,500.00	-	2,500.00	exempt	n/a	MAX
Annual Fee	839.00	839.00	-	839.00	exempt	n/a	
Licence for Provisional Statement Holder	921.00	921.00	-	921.00	exempt	n/a	
Variation	1,231.00	1,231.00	-	1,231.00	exempt	n/a	
Transfer	921.00	921.00	-	921.00	exempt	n/a	
Re-instatement	950.00	950.00	-	950.00	exempt	n/a	MAX
Copy Licence	25.00	25.00	-	25.00	exempt	n/a	MAX
Notification of Change	50.00	50.00	-	50.00	exempt	n/a	MAX
<b>Family Entertainment Centre</b>							
New & Provisional Statement	2,000.00	2,000.00	-	2,000.00	exempt	n/a	MAX
Annual Fee	750.00	750.00	-	750.00	exempt	n/a	MAX
Licence for Provisional Statement Holder	921.00	921.00	-	921.00	exempt	n/a	
Variation	1,000.00	1,000.00	-	1,000.00	exempt	n/a	MAX
Transfer	921.00	921.00	-	921.00	exempt	n/a	
Re-instatement	950.00	950.00	-	950.00	exempt	n/a	MAX
Copy Licence	25.00	25.00	-	25.00	exempt	n/a	MAX
Notification of Change	50.00	50.00	-	50.00	exempt	n/a	MAX
<b>Adult Gaming Centre</b>							
New & Provisional Statement	2,000.00	2,000.00	-	2,000.00	exempt	n/a	MAX
Annual Fee	1,000.00	1,000.00	-	1,000.00	exempt	n/a	MAX
Licence for Provisional Statement Holder	921.00	921.00	-	921.00	exempt	n/a	
Variation	1,000.00	1,000.00	-	1,000.00	exempt	n/a	MAX
Transfer	921.00	921.00	-	921.00	exempt	n/a	
Re-instatement	1,200.00	1,200.00	-	1,200.00	exempt	n/a	MAX
Copy Licence	25.00	25.00	-	25.00	exempt	n/a	MAX
Notification of Change	50.00	50.00	-	50.00	exempt	n/a	MAX
<b>Lotteries</b>							
Small Society Lottery Grant	40.00	40.00	-	40.00	exempt	n/a	
Small Society Lottery Annual Fee	20.00	20.00	-	20.00	exempt	n/a	



	2017/18 Gross Fees £	2018/19 Gross Fees £	Vat included in fee	2018/19 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
<b>Gaming in Pubs and Clubs</b>							
Licensed Premises Gaming Machine Notification	25.00	25.00	-	25.00	exempt	n/a	
Licensed Premises Gaming Machine Permit (existing operator)	100.00	100.00	-	100.00	exempt	n/a	
Licensed Premises Gaming Machine Permit (in all other cases)	150.00	150.00	-	150.00	exempt	n/a	
Licensed Premises Gaming Machine Permit Variation	100.00	100.00	-	100.00	exempt	n/a	
Licensed Premises Gaming Machine Permit Transfer	25.00	25.00	-	25.00	exempt	n/a	
Licensed Premises Gaming Machine Permit Change of Name	25.00	25.00	-	25.00	exempt	n/a	
Licensed Premises Gaming Machine Permit Copy of Permit	15.00	15.00	-	15.00	exempt	n/a	
Club Gaming Machine Permit Grant	200.00	200.00	-	200.00	exempt	n/a	
Club Gaming Machine Permit Grant (Existing Club Premises Cert. Holder)	100.00	100.00	-	100.00	exempt	n/a	
Club Gaming Machine Permit Grant (Club Prem. Cert. Holder with current Part 2 or 3 Licence)	100.00	100.00	-	100.00	exempt	n/a	
Club Gaming Machine Permit Existing Operator Grant	100.00	100.00	-	100.00	exempt	n/a	
Club Gaming Machine Permit Variation	100.00	100.00	-	100.00	exempt	n/a	
Club Gaming Machine Permit Renewal	200.00	200.00	-	200.00	exempt	n/a	
Club Gaming Machine Permit Renewal (Club Premises Cert. Holder)	100.00	100.00	-	100.00	exempt	n/a	
Club Gaming Machine Permit Copy Permit	15.00	15.00	-	15.00	exempt	n/a	
Club Gaming Permit Grant	200.00	200.00	-	200.00	exempt	n/a	
Club Gaming Permit Grant (Club Prems. Cert. Holder with current Part 2 or 3 Licence)	100.00	100.00	-	100.00	exempt	n/a	
Club Gaming Permit Grant (Existing Operator)	100.00	100.00	-	100.00	exempt	n/a	
Club Gaming Permit Variation	100.00	100.00	-	100.00	exempt	n/a	
Club Gaming Permit Renewal	200.00	200.00	-	200.00	exempt	n/a	
Club Gaming Permit Renewal (Club Premises Certificate Holder)	100.00	100.00	-	100.00	exempt	n/a	
Club Gaming Permit Copy Certificate	15.00	15.00	-	15.00	exempt	n/a	
Annual fee for all Gaming Machine Permits	50.00	50.00	-	50.00	exempt	n/a	

**LOCAL AIR POLLUTION PREVENTION & CONTROL (LAPPC)**

Any increases to be confirmed by DEFRA in the New Year

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

**Application Fee**

Standard Process	1,579.00	1,579.00	-	1,579.00	zero	n/a
Additional fee for operating without a permit	1,137.00	1,137.00	-	1,137.00	zero	n/a
PVRI, SWOBs and Dry Cleaners reduced fee activities	148.00	148.00	-	148.00	zero	n/a
PVR I & II combined	246.00	246.00	-	246.00	zero	n/a
Other reduced fee activities	346.00	346.00	-	346.00	zero	n/a
Reduced fee activities: Additional fee for operating without a permit	68.00	68.00	-	68.00	zero	n/a
Mobile screening & crushing plant for the 1st & 2nd applications	1,579.00	1,579.00	-	1,579.00	zero	n/a
For the 3rd to 7th applications	943.00	943.00	-	943.00	zero	n/a

	2017/18 Gross Fees £	2018/19 Gross Fees £	Vat included in fee	2018/19 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
For the 8th and subsequent applications	477.00	477.00	-	477.00	zero	n/a	
<b>Note: where an application for any of the above is for a combined Part B &amp; waste application, add an extra £297 to the above amounts</b>							
<b>Annual Subsistence Charge</b>							
Standard process Low (+ £99 if permit for combined Part B & waste installation)	739.00	739.00	-	739.00	zero	n/a	
Standard process Medium (+ £149 if permit for combined Part B & waste installation)	1,111.00	1,111.00	-	1,111.00	zero	n/a	
Standard process High (+ £198 if permit for combined Part B & waste installation)	1,672.00	1,672.00	-	1,672.00	zero	n/a	
Reduced Fee activities - Low	76.00	76.00	-	76.00	zero	n/a	
Reduced Fee activities - Medium	151.00	151.00	-	151.00	zero	n/a	
Reduced Fee activities - High	227.00	227.00	-	227.00	zero	n/a	
VR I & II combined - Low	108.00	108.00	-	108.00	zero	n/a	
VR I & II combined - Medium	216.00	216.00	-	216.00	zero	n/a	
VR I & II combined - High	326.00	326.00	-	326.00	zero	n/a	
Other reduced fee activities - Low	218.00	218.00	-	218.00	zero	n/a	
Other reduced fee activities - Medium	349.00	349.00	-	349.00	zero	n/a	
Other reduced fee activities - High	524.00	524.00	-	524.00	zero	n/a	
Mobile screening & crushing plant for 1st & 2nd permits - Low	618.00	618.00	-	618.00	zero	n/a	
Mobile screening & crushing plant for 1st & 2nd permits - Medium	989.00	989.00	-	989.00	zero	n/a	
Mobile screening & crushing plant for 1st & 2nd permits - High	1,484.00	1,484.00	-	1,484.00	zero	n/a	
For the 3rd to 7th permits - Low	368.00	368.00	-	368.00	zero	n/a	
For the 3rd to 7th permits - Medium	590.00	590.00	-	590.00	zero	n/a	
For the 3rd to 7th permits - High	884.00	884.00	-	884.00	zero	n/a	
For the 8th and subsequent permits - Low	189.00	189.00	-	189.00	zero	n/a	
For the 8th and subsequent permits - Medium	302.00	302.00	-	302.00	zero	n/a	
For the 8th and subsequent permits - High	453.00	453.00	-	453.00	zero	n/a	
Late payment fee	50.00	50.00	-	50.00	zero	n/a	
<b>Note: Where a Part B Installation is subject to reporting under the E-PRTR Regulation, add an extra £99 to the above amounts</b>							
<b>Transfer and Surrender</b>							
Standard process transfer	162.00	162.00	-	162.00	zero	n/a	
Standard process partial transfer	476.00	476.00	-	476.00	zero	n/a	
New operator at low risk reduced fee activity	75.00	75.00	-	75.00	zero	n/a	
Surrender: all Part B activities	-	-	-	-	zero	n/a	
Reduced fee activities: transfer	-	-	-	-	zero	n/a	
Reduced fee activities: partial transfer	45.00	45.00	-	45.00	zero	n/a	
<b>Temporary transfer for mobiles</b>							
First transfer	51.00	51.00	-	51.00	zero	n/a	
Repeat following enforcement or warning Resources	51.00	51.00	-	51.00	zero	n/a	

	2017/18 Gross Fees £	2018/19 Gross Fees £	Vat included in fee	2018/19 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
<b>Substantial Change</b>							
Standard process	1,005.00	1,005.00	-	1,005.00	zero	n/a	
Standard process where the substantial change results in a new PPC activity	1,579.00	1,579.00	-	1,579.00	zero	n/a	
Reduced fee activities	98.00	98.00	-	98.00	zero	n/a	
<b>LAPPC mobile plant charges</b>							
Application Fee - 1 permit	1,579.00	1,579.00	-	1,579.00	zero	n/a	
Application Fee - 2 permits	1,579.00	1,579.00	-	1,579.00	zero	n/a	
Application Fee - 3 permits	943.00	943.00	-	943.00	zero	n/a	
Application Fee - 4 permits	943.00	943.00	-	943.00	zero	n/a	
Application Fee - 5 permits	943.00	943.00	-	943.00	zero	n/a	
Application Fee - 6 permits	943.00	943.00	-	943.00	zero	n/a	
Application Fee - 7 permits	943.00	943.00	-	943.00	zero	n/a	
Application Fee - 8 permits and over	477.00	477.00	-	477.00	zero	n/a	
Subsistence Fee - 1 permit - Low	618.00	618.00	-	618.00	zero	n/a	
Subsistence Fee - 2 permits - Low	618.00	618.00	-	618.00	zero	n/a	
Subsistence Fee - 3 permits - Low	368.00	368.00	-	368.00	zero	n/a	
Subsistence Fee - 4 permits - Low	368.00	368.00	-	368.00	zero	n/a	
Subsistence Fee - 5 permits - Low	368.00	368.00	-	368.00	zero	n/a	
Subsistence Fee - 6 permits - Low	368.00	368.00	-	368.00	zero	n/a	
Subsistence Fee - 7 permits - Low	368.00	368.00	-	368.00	zero	n/a	
Subsistence Fee - 8 permits and over - Low	189.00	189.00	-	189.00	zero	n/a	
Subsistence Fee - 1 permit - Med	989.00	989.00	-	989.00	zero	n/a	
Subsistence Fee - 2 permits - Med	989.00	989.00	-	989.00	zero	n/a	
Subsistence Fee - 3 permits - Med	590.00	590.00	-	590.00	zero	n/a	
Subsistence Fee - 4 permits - Med	590.00	590.00	-	590.00	zero	n/a	
Subsistence Fee - 5 permits - Med	590.00	590.00	-	590.00	zero	n/a	
Subsistence Fee - 6 permits - Med	590.00	590.00	-	590.00	zero	n/a	
Subsistence Fee - 7 permits - Med	590.00	590.00	-	590.00	zero	n/a	
Subsistence Fee - 8 permits and over - Med	302.00	302.00	-	302.00	zero	n/a	
Subsistence Fee - 1 permit - High	1,484.00	1,484.00	-	1,484.00	zero	n/a	
Subsistence Fee - 2 permits - High	1,484.00	1,484.00	-	1,484.00	zero	n/a	
Subsistence Fee - 3 permits - High	884.00	884.00	-	884.00	zero	n/a	
Subsistence Fee - 4 permits - High	884.00	884.00	-	884.00	zero	n/a	
Subsistence Fee - 5 permits - High	884.00	884.00	-	884.00	zero	n/a	
Subsistence Fee - 6 permits - High	884.00	884.00	-	884.00	zero	n/a	
Subsistence Fee - 7 permits - High	884.00	884.00	-	884.00	zero	n/a	
Subsistence Fee - 8 permits and over - High	453.00	453.00	-	453.00	zero	n/a	

2017/18 Gross Fees £	2018/19 Gross Fees £	Vat included in fee	2018/19 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	3,218.00	3,218.00	-	3,218.00	zero	n/a
Additional fee for operating without a permit	1,137.00	1,137.00	-	1,137.00	zero	n/a
Annual Subsistence - Low	1,384.00	1,384.00	-	1,384.00	zero	n/a
Annual Subsistence - Medium	1,541.00	1,541.00	-	1,541.00	zero	n/a
Annual Subsistence - High	2,233.00	2,233.00	-	2,233.00	zero	n/a
Late payment fee	50.00	50.00	-	50.00	zero	n/a
Substantial variation	1,309.00	1,309.00	-	1,309.00	zero	n/a
Transfer	225.00	225.00	-	225.00	zero	n/a
Partial Transfer	668.00	668.00	-	668.00	zero	n/a
Surrender	668.00	668.00	-	668.00	zero	n/a

**Environment Agency Subsistence Fees for Discharge to Controlled Waters**

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	2,270.00	-	2,270.00	zero	n/a
Charge Band B - Where permit conditions contain numerical water discharge limits for BOD, COD(3) or ammonia	760.00	760.00	-	760.00	zero	n/a
Charge Band C - Where permit conditions contain numerical limits for water flow, volume, suspended solids, pH, temperature, or oil or grease	222.00	222.00	-	222.00	zero	n/a
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	66.00	-	66.00	zero	n/a

**Private Water Supply Sampling**

Sampling Visit per hour (to max of £100)	28.00	29.00	-	29.00	zero	1-Jan-18
Risk Assessment Visit per hour (to max of £500)	28.00	29.00	-	29.00	zero	1-Jan-18
Investigation Visit per hour (to max of £100)	28.00	29.00	-	29.00	zero	1-Jan-18
Temporary Authorisation to Breach Standard (to max of £100)	28.00	29.00	-	29.00	zero	1-Jan-18
Domestic Supply Sample (to max of £25)	23.00	23.00	-	23.00	zero	1-Jan-18
Commercial Supply Monitoring Sample (to max of £100)	49.00	50.00	-	50.00	zero	1-Jan-18
Commercial Supply Audit Sample (to max of £500)	Range from £45 to £500 depending on parameters sampled					

2017/18 Gross Fees £	2018/19 Gross Fees £	Vat included in fee	2018/19 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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**Environmental Health**

FHRS Re-rating Visit (on-line application)	103.00	105.05	-	105.05	zero	1-Jan-18
FHRS Re-rating Visit (posting application)	110.00	112.20	-	112.20	zero	1-Jan-18
Tattooist/Skin Piercing Rating Scheme Initial Visit & Training	100.00	102.00	-	102.00	zero	1-Jan-18
Tattooist/Skin Piercing Rating Scheme Revisit	50.00	51.00	-	51.00	zero	1-Jan-18
Tattooist/Skin Piercing Rating Scheme Annual Inspection	60.00	61.20	-	61.20	zero	1-Jan-18
Pre Licence/Registration/Permit Advisory Visit	63.00	64.25	-	64.25	zero	1-Jan-18
Data Protection Act Letters	18.00	18.35	-	18.35	zero	1-Jan-18
Hourly rate for business advice/guidance	26.00	26.50	-	26.50	zero	1-Jan-18

**ROOM HIRE**

**Burnley Town Hall - Room Hire**

**Meetings**

Mornings - 8am to 1pm	84.40	86.10	-	86.10	zero	1-Jan-18
Afternoon - 1pm to 6pm	84.40	86.10	-	86.10	zero	1-Jan-18
Evening - 6pm to 10pm	84.40	86.10	-	86.10	zero	1-Jan-18

**Others**

Mornings - 8am to 1pm	84.40	86.10	-	86.10	zero	1-Jan-18
Afternoon - 1pm to 6pm	84.40	86.10	-	86.10	zero	1-Jan-18
Evening - 6pm to 10pm	84.40	86.10	-	86.10	zero	1-Jan-18

**Parker Lane - Room Hire**

Mornings - 8am to 1pm	84.40	86.10	-	86.10	zero	1-Jan-18
Afternoon - 1pm to 6pm	84.40	86.10	-	86.10	zero	1-Jan-18
Evening - 6pm to 10pm	84.40	86.10	-	86.10	zero	1-Jan-18

**BURNLEY BUS STATION**

**Bus Station departure charges are calculated using pence to 4 decimal places**

Per Departure - Standard bus / Minibus	0.9488	0.9678	0.1613	0.8065	20.00	1-Jan-18
Per Departure - Long (coach)	1.9629	2.0022	0.3337	1.6685	20.00	1-Jan-18

(Net Fee increased by 2% then VAT added)

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