

## APPENDIX W1

### 2019/20 TO 2022/23 CAPITAL PROGRAMME - MAJOR PROJECTS

Major Projects over £2m	2019/20	2020/21	2021/22	2022/23	Total
	£m	£m	£m	£m	£m
<b>GENERAL FUND</b>					
Schools - School Places Programme	7.0	10.5	4.1	1.5	23.1
Schools – Minor Works Capital Programme	3.8	0.1			3.9
Schools - Other Capital Works	2.1				2.1
Highways & Bridges - TfL	3.4				3.4
Highways & Bridges - LBL	3.5	2.5	2.5	2.5	11.0
Highways – Others	1.4	0.8			2.2
Catford town centre	2.3	3.7	1.1		7.1
Asset Management Programme	2.7	1.7	2.0	2.5	8.9
Broadway Theatre – Repairs & Refurbishment	0.0	1.8	1.9	0.0	3.7
Lewisham Library – Repairs & Refurbishment	0.0	1.0	2.0	0.5	3.5
Old Town Hall – Repairs & Refurbishment	0.0	3.0	0.9	0.0	3.9
Lewisham Homes – Property Acquisition		3.0			3.0
Disabled Facilities Grant	1.2	1.6			2.8
Private Sector Grants and Loans	0.6	1.7	0.6		2.9
Fleet Replacement Programme	0.5	8.1	0.8	0.8	10.2
Beckenham Place Park	3.0	0.6			3.6
Smart Working Programme	2.7				2.7
Edward St. Development	0.1	9.0			9.1
Residential Portfolio Acquisition	45.7				45.7
Achilles St. Development	7.2				7.2
Ladywell Leisure Centre Development Site	0.6	1.1	0.7	0.1	2.5
Traveller's Site Relocation	0.0	2.1	1.7		3.8
Other Schemes	5.3	5.8	0.9	0.8	12.8
	<b>93.1</b>	<b>58.1</b>	<b>19.2</b>	<b>8.7</b>	<b>179.1</b>
<b>HOUSING REVENUE ACCOUNT</b>					
Building for Lewisham Programme	22.0	97.5	164.6	89.6	373.7
HRA Capital Programme	52.0	37.2	30.6	42.2	162.0
Other Schemes	2.0	1.6	0.9	1.0	5.5
	<b>76.0</b>	<b>136.3</b>	<b>196.1</b>	<b>132.8</b>	<b>541.2</b>
<b>TOTAL PROGRAMME</b>	<b>169.1</b>	<b>194.4</b>	<b>215.3</b>	<b>141.5</b>	<b>720.3</b>

## APPENDIX W2

### PROPOSED CAPITAL PROGRAMME – ORIGINAL TO LATEST BUDGET

		Total		Total
		£'000		£'000
<b>GENERAL FUND</b>				
<b>Original Budget (19/20 Budget Report - 27 February 2019)</b>				<b>72,718</b>
<b>Underspends carried-forward from 2018/19</b>				<b>6,876</b>
<b>New Schemes</b>				
Residential Portfolio Acquisition - Hyde Housing		45,700		
19/20 Fleet Programme		7,798		
Fleet Programme (20/21 - 22/23)		2,400		
School Minor Works Programme 19/20		3,299		
Broadway Theatre - Repairs & Refurbishment		3,700		
Lewisham Library - Repairs & Refurbishment		3,500		
Old Town Hall - Repairs & Refurbishment		3,900		
LIP Programme 19/20		3,428		
Ladywell Leisure Centre Development Site		2,550		
43 - 45 Bromley Road		755		
Civic Suite - Repairs & Refurbishment		600		
Chelwood Nursery Expansion		290		
9-19 Rushey Green Project		500		
Wearside Depot - Changing Facilities		200		
Acquisition of Homes in inner LHA Area		450		
Brockley Rise Centre - Lift Modernisation Project		130		
Brookmill Road Nature Reserve Environment Improvements		60		
19 Yeoman St. - Improvement works		52		
Foster Memorial Park Improvements		46		
Deptford Lounge - Toilet Refurbishment		48		<b>79,406</b>
<b>Variations to existing schemes</b>				
Achilles St. Development		7,250		
Disabled Facilities Grant		639		
Watergate School		2,600		
School Places Programme (19/20 - 22/23)		2,382		
Travellers Site (Pool Court)		2,727		

Excalibur – Estate Regeneration		114		
Highways – LBL		(2,000)		
Pepy's Environmental		(616)		
Asset Management Programme		(500)		
Greystead Estate and Fairlawn School		(375)		
Deptford Southern Sites Regen.		813		
CPZ Programme		500		
Mayow Road Housing Development		490		
Beckenham Place Park		200		
Heathside & Lethbridge		52		
Stillness School Kitchen		44		14,320
<b>Rolling Programmes (22/23)</b>				
Highways – LBL		2,500		
Asset Management Programme		2,500		
Tech Refresh		500		
Cash Incentive Scheme		200		5,700
<b>Latest Budget</b>				<b>179,020</b>

## HOUSING REVENUE ACCOUNT

		£		£
<b>Original Budget (2019/20 Budget Report - 27 February 2019)</b>				272,000
Re - Phasing of Budgets (19/20 - 21/22)		136,430		
22/23 HRA Budgets		132,800		269,230
<b>Latest Budget</b>				<b>541,230</b>
<b>Revised Capital Programme Budget (2019/20 - 22/23)</b>				<b>720,250</b>

## **APPENDIX X1: Proposed Housing Revenue Account Savings 2020/21**

X1.1 The HRA strategy and self-financing assessments are continually updated and developed with the view to ensuring resources are available to meet costs and investment needs and are funded for 2020/21 and future years.

X1.2 Savings and efficiencies delivered in the 2020/21 budget can be re-invested to off-set constrained rent rises or to help bridge any investment gap identified. As a prudent measure the original financial model was developed with no savings identified. Subsequently, discussions have taken place regarding appropriate savings and 'target' management and maintenance costs per unit. For example, there is already an assumed reduction in the Lewisham Homes fee in 2020/21 to reflect stock losses through Right to Buy Sales. Although no direct efficiencies/savings are currently being considered for 2020/21, work continues to identify opportunities for cost reductions and efficiencies relating to the HRA business model. Where identified, these savings would be available to off-set future rental losses due to a constrained uplift to protect investment in stock or services.

X1.3 An update of the HRA Strategy, Savings Proposals, proposed rent & service charge increases and comments from consultation with tenant representatives will be reported to Mayor & Cabinet as part of the HRA Rents and budget strategy report. Mayor & Cabinet will make the final budget decisions in the new year.

## APPENDIX X2: Leasehold and Tenants Charges Consultation 2020/21

Committee	Brockley Residents Panel		Item No	
Report Title	Leasehold and Tenant Charges Consultation			
Contributor	Regenter Brockley Operations Manager			
Class	Decision	Date	12 <sup>th</sup> November 2019	

### 1 Summary

- 1.1 The report sets out proposals to increase service charges to ensure full cost recovery in line with Lewisham Council's budget strategy.
- 1.2 The report requests Brockley Residents Panel members to consider the proposals to increase service charges based on an uplift of **3.40%** for **2020/21** on specific elements. This is based on full cost recovery in line with previous years' proposals.

### 2 Policy Context

- 2.1 The policy context for leasehold and tenant service charges is a mixture of statutory and Council Policy.
- 2.2 The Council's Housing Revenue Account is a ring-fenced revenue account. The account is required to contain only those charges directly related to the management of the Council's Housing stock. This requires that leaseholder charges reflect the true cost of maintaining their properties where the provision of their lease allows. This prevents the situation occurring where tenants are subsidising the cost of leaseholders who have purchased their properties.

### 3. Recommendations

- 3.1 The Brockley Residents Panel is requested to consider and comment on the proposals contained in this report and the feedback from the residents will be presented to Mayor and Cabinet as part of the wider rent setting report.

### 4. Purpose

- 4.1 The purpose of the report is to:
  - outline the proposals for increases in service charges in line with the contract arrangements for leaseholders and tenants to recover costs incurred for providing these services

### 5. Housing Revenue Account Charges

- 5.1 There are several charges made to residents which are not covered through rents. These charges are principally:
  - Leasehold Service Charges
  - Tenant Service Charges

- 5.1 A service charge levy is applied to Tenants for caretaking, grounds maintenance, communal lighting, bulk waste collection and window cleaning. Tenants also pay a Tenants Fund Levy which is passed onto the Tenants Fund as a grant.
- 5.2 The key principles that should be considered when setting service charges are that:
- The charge should be fair and be no more or less than the cost of providing the service
  - The charge can be easily explained
  - The charge represents value for money
  - The charging basis allocates costs fairly amongst those receiving the service
  - The charge to all residents living in a block will be the same
- 5.3 The principle of full cost recovery ensures that residents pay for services consumed and minimises any pressures in the Housing Revenue Account in providing these services. This is in line with the current budget strategy.
- 5.4 In the current economic environment, it must however be recognised that for some residents this may represent a significant financial strain. Those in receipt of housing benefit will receive housing benefit on increased service charges. Approximately 50% of council tenants are in receipt of housing benefit and Universal Credit.

## **6. Analysis of full cost recovery**

- 6.1 The following section provides analysis on the impact on individuals of increasing charges to the level required to ensure full cost recovery. The tables indicate the overall level of increases.

### **6.2 Leasehold service charges**

The basis of the leasehold management charge has been reviewed and externally audited this summer to reflect the actual cost of the service. The management charge now incorporates Resident Engagement and Customer Service charges which makes this combination £86.22 for street properties and £183.05 for blocks.

- 6.2.1 The uplift in leaseholder charges should reflect full cost recovery for the type of service undertaken. It is proposed that any uplift is applied at 2.40% RPI (September 2019) +1.00% equates to a total uplift of 3.40%
- 6.2.2 The following table sets out the average weekly increase for the current services provided by Regenter Brockley:

### **6.3 Leasehold service charges**

<b>Service</b>	<b>Leasehold No.</b>	<b>Current Weekly Charge</b>	<b>Weekly Increase</b>	<b>New Weekly Amount</b>	<b>Increase (3.40%)</b>
<b>Caretaking</b>	395	£5.76	£0.20	£5.96	3.40%

<b>Grounds Maintenance</b>	395	£3.15	£0.11	£3.26	3.40%
<b>Lighting</b>	395	£1.74	£0.06	£1.80	3.40%
<b>Bulk Waste</b>	395	£1.38	£0.05	£1.43	3.40%
<b>Window Cleaning</b>	221	£0.16	£0.00	£0.16	3.40%
<b>Resident Involvement</b>	558	£0.24	£0.00	£0.24	3.40%
<b>Customer Services</b>	558	£0.38	£0.01	£0.39	3.40%
<b>Ground Rent</b>	558			£0.00	set at £10 per annum
<b>General Repairs</b>	558	£3.50	£0.12	£3.62	3.40%
<b>Technical Repairs</b>	400	£0.69	£0.02	£0.71	3.40%
<b>Entry Phone</b>	139	£0.05	£0.00	£0.05	3.40%
<b>Lift</b>	235	£2.40	£0.08	£2.48	3.40%
<b>Management Fee</b>	558	£2.95	£0.10	£3.05	3.40%
<b>Total</b>		<b>£22.40</b>	<b>£0.75</b>	<b>£23.15</b>	

6.3.1 **Tenant service charges.** These were separated out from rent (unpooled) in 2003/04 and have been increased by inflation since then. RB3 took over the provision of the caretaking and grounds maintenance services in 2007/08. Both tenants and leaseholders pay caretaking, grounds maintenance, communal lighting, bulk waste collection and window cleaning service charges.

6.3.2 In addition, tenants pay a contribution of £0.15pw to the Lewisham Tenants Fund.

6.3.3 In order to ensure full cost recovery, tenant's service charges for caretaking, grounds maintenance and other services should be increased in line with the percentage increase applied to leaseholder service charges. Overall, charges are suggested to be increased by an average of £0.31 pw which would move the current average weekly charge from £11.06 to £11.37.

6.3.4 The effect of increases in tenant service charges to a level that covers the full cost of providing the service is set out in the table below.

<b>Service</b>	<b>Current Weekly Charge</b>	<b>Weekly Increase</b>	<b>New Weekly Amount</b>	<b>Increase (3.40%)</b>
<b>Caretaking</b>	£5.30	£0.13	£5.43	3.40%
<b>Grounds Maintenance</b>	£2.27	£0.11	£2.38	3.40%
<b>Communal Lighting</b>	£1.76	£0.02	£1.78	3.40%
<b>Bulk Waste</b>	£1.38	£0.05	£1.43	3.40%
<b>Window Cleaning</b>	£0.20	£0.00	£0.20	3.40%
<b>Tenants fund</b>	£0.15	£0.00	£0.15	
<b>Total</b>	<b>£11.06</b>	<b>£0.31</b>	<b>£11.37</b>	

6.3.5 The RB3 Board is asked for their views on these charges from April 2020 to March 2021. Results of the consultation will be presented to Mayor and Cabinet for approval in Spring 2020.

## **7. Financial implications**

The main financial implications are set out in the body of the report.

## **8. Legal implications**

- 8.1. Section 24 of the Housing Act 1985 provides that a local housing authority may make such reasonable charges as they determine for the tenancy or occupation of their houses. The Authority must review rents from time to time and make such changes as circumstances require. Within this discretion there is no one lawful option and any reasonable option may be looked at. The consequences of each option must be explained fully so that Members understand the implications of their decisions.
- 8.2 Section 76 of the Local Government and Housing Act 1989 provides that local housing authorities are under a duty to prevent a debit balance in the HRA. Rents must therefore be set to avoid such a debit.
- 8.3 Section 103 of the Housing Act 1985 sets out the terms under which secure tenancies may be varied. This requires: -
  - the Council to serve a Notice of Variation at least 4 weeks before the effective date;
  - the provision of enough information to explain the variation;
  - an opportunity for the tenant to serve a Notice to Quit terminating their tenancy.



- 8.4 The timetable for the consideration of the 2020/21 rent levels provides an adequate period to ensure that legislative requirements are met.
- 8.5 Part III of Schedule 4 of the Local Government and Housing Act 1989 provides that where benefits or amenities arising out of the exercise of a Housing Authority's functions, are provided for persons housed by the authority, but are shared by the community as a whole, the authority shall make such contribution to their HRA from their other revenue accounts to properly reflect the community's share of the benefits or amenities.
- 8.6 Where as an outcome of the rent setting process, there are to be significant changes in housing management practice or policy, further consultation may be required with the tenants affected in accordance with section 105 of the Housing Act 1985.

## **9. Crime and disorder implications**

There are no specific crime and disorder implications in respect of this report paragraph.

## **10. Equalities implications**

The general principle of ensuring that residents pay the same charge for the same service is promoting the principle that services are provided to residents in a fair and equal manner.

## **11. Environmental implications**

There are no specific environmental implications in respect of this report.

## **12. Conclusion**

- 12.1 Revising the level of charges ensures that the charges are fair and residents are paying for the services they use.
- 12.2 The additional resources generated will relieve some of the current pressures within Housing Revenue Account and will contribute to the funding of the PFI contract which is contained within the authorities Housing Revenue Account.

If you require any further information on this report, please contact

Kate Donovan  
Area Manager  
or  
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Or

on 0 207 635 1200.

## APPENDIX X3: Leasehold and Tenants Charges 2020/21 Lewisham Homes

Meeting	Resident Engagement Panel		Item No.	5
Report Title	Leasehold and Tenant Charges 2020/21			
Report Of	Director of Finance and Technology – Rowann Limond			
Class	Information	Date	17 <sup>th</sup> December 2019	

### 1. Purpose of the Report

- 1.1 This report sets out proposals for residents service charges in 2020/21. Residents are invited to comment on the proposals which will be fed back to the Mayor as part of the Council's budget setting process.

### 2. Recommendations

- 2.1 To consult residents on the service charge proposals and provide feedback to the Mayor.

### 3. Background of the Report

- 3.1 The Council's Housing Revenue Account is a ring-fenced account. The account can only contain those charges directly related to the management of the Council's housing stock. By implication, leaseholders must be charged the true cost of maintaining their properties, where the provision of their lease allows. This prevents tenants subsidising the cost to leaseholders, who have purchased their properties.
- 3.2 Each year a review of the actual costs is undertaken as part of the budget setting process and recommendations made to the council in respect of proposed charges.
- 3.3 Where possible we aim to keep these charges within the inflation rates. It should be noted that the inflation rates as at September 2019 were CPI 1.75 and RPI 2.4%. Although it is proposed to increase the overall charge to tenants by more than CPI the majority of this increase relates to charges from new service such as sweeping.

### 4. Tenant and Leasehold service charges 2020/21

- 4.1 The proposed 2020/21 charges as compared with 2019/20 are shown in Appendix
- 4.2 Increases to service charges for caretaking and grounds maintenance reflect the impact of services such as sweeping being moved into the HRA.
- 4.3 Changes to repairs and maintenance charges have been modelled on last 3 years actual costs. These charges are estimates and leaseholders will receive a charge adjustment based on actual costs incurred. This charge adjustment will take place in September 2021.
- 4.4 A proposed increase in communal heating of 13p per week is due to an increase in energy costs.

If you require further information on this report please contact Rowann Limond on 020 3889 0650 or email [rowann.limond@lewishamhomes.org.uk](mailto:rowann.limond@lewishamhomes.org.uk)

Appendix 1

**Proposed Service Charges 2020/21**

Existing Service	Tenant (T) / Leaseholders (LH)	Estimate (per week charge)	Estimate (per week charge)	Change in weekly charge		
		2019/20	2020/21			
		£	£	£	%	
Caretaking	T & LH	6.00	6.36	0.36	6.01%	increase
Ground Maintenance	T & LH	2.00	2.07	0.07	3.33%	increase
Repairs and Maintenance - Building	LH	2.38	2.92	0.54	22.73%	increase
Repairs and Maintenance Technical	LH	0.98	1.03	0.05	4.80%	increase
Lifts	LH	2.75	2.69	-0.05	-1.89%	decrease
Entry Phone	LH	0.74	0.74	0.00	0.00%	no change
Block Pest Control	T & LH	1.66	1.79	0.13	7.92%	increase
Ground Rent	LH	0.19	0.19	0.00	0.00%	no change
Sweeping	LH	1.03	1.02	-0.01	-1.10%	decrease
Management	LH	2.54	2.45	-0.09	-3.64%	decrease
Window Cleaning	T & LH	0.10	0.10	0.00	0.00%	no change
Bulky House Hold Waste Collection Service	T & LH	0.52	0.47	-0.05	-8.99%	decrease
Bulk Waste Disposal	T & LH	0.84	0.85	0.01	0.88%	increase
Insurance	LH	0.94	0.94	0.00	0.00%	no change
<b>Total excluding energy charges</b>		<b>22.66</b>	<b>23.61</b>	<b>0.95</b>		
Communal Lighting	T & LH	1.12	1.07	-0.04	-3.96%	decrease
Communal Heating and Hot Water	T & LH	10.02	10.29	0.27	2.73%	increase
<b>Total energy charges</b>		<b>11.14</b>	<b>11.37</b>	<b>0.23</b>		
<b>Grand Total</b>		<b>33.80</b>	<b>34.98</b>	<b>1.18</b>		

## **APPENDIX X4: Other Associated Housing Charges for 2020/21**

### **Garage Rents**

1. Garage rents are proposed to rise by 2.4%. This represents an average increase of £0.38pw and would raise the average charge from £15.30pw to £15.68pw. The proposed increase would raise an additional £43k of revenue. Property Services provided a separate consultation report to the residents panel giving further details of the increase to be applied for 2020/21. This is attached as appendix X5 to this report.
2. Garage rents for the Brockley PFI managed area will therefore increase from an average of £11.86 per week to £12.14per week. This is a change of £0.28per week.
3. Garage rents for the Lewisham Homes managed area will therefore increase from an average of £15.82 per week to £16.21 per week. This equates to an increase of £0.39 per week.
4. The authority has commissioned a review into rental values across the garage stock, with a view to reporting to Mayor & Cabinet sometime in the next year recommending rental values to take forward in the longer term. Any additional changes are likely to be consulted on and implemented for financial year 2020/21.

### **Tenants Levy**

5. As part of the budget and rent setting proposals for 2005/6, a sum of £0.13 per week was 'unpooled' from rent as a tenants service charge in respect of the Lewisham Tenants Fund. The current charge is £0.15pw.
6. No proposals have been put forward by Lewisham Tenants Fund (LTF) to vary this levy for 2020/21. Therefore the charge will remain at £0.15pw for 2020/21.

### **Hostel charges**

7. Hostel accommodation charges are set based on current Government requirements and will increase by 2.7% (£0.94 per week).
8. Hostel service charges are set to achieve full cost recovery, following the implementation of self-financing. For 2020/21, the charge for Caretaking/management and Grounds Maintenance will remain at current levels. This will leave the average charge at £72.96 per unit per week.
9. In addition, the charge for Heat, Light & Power will also be held at current levels and will remain at £5.98pw. Water charges will not be increased and will remain at £0.20pw. The charge for Council Tax will be based on the total recharged received from Council Tax section. All charges will be based on the total number of hostel units and is forecast to remain unchanged for 2020/21.

10. Hostel residents were consulted on these proposals via individual letters. Officers also invited hostel residents to meet them to discuss the changes and how these may affect them. However, no comments or representations were received.

#### Linkline Charges

11. The delivery of the service to a 'full visiting service' to better reflect service need was implemented in 2018/19. The resulting annual charge to the HRA for 2019/20 was increased to £410k. Current indications are that an inflationary increase of 2.5% will be applied for 2020/21, increasing the HRA charge by £10k (to £420k for 2020/21). The current linkline charge to HRA residents is £5.96 per week, and does not fully recover the full charge applied to the HRA.
12. Consultation with HRA residents/current users of the service is due to be undertaken in the New Year. The results of any consultation will be reported to Mayor & Cabinet. Consultation would need to be completed by mid-February 2020 to comply with the 28 day statutory notice of charge increases and allow increased charges to be applied from April 2020. However, if consultation is delayed, the charge increase can only be applied from April 2021. There are no proposals to increase the maintenance charge, which will remain at £0.94 per week.

#### Private Sector Leasing (PSL & PMA)

13. Rent income for properties used in the Private Sector Leasing (PSL) scheme is a General Fund resource. Following consultation, the Department for Work and Pensions (DWP) announced that the threshold for 2017/18 for housing benefits subsidy allowances will be based on the January 2011 Local Housing Allowance, less 10%, subject to a maximum capped amount of £500 per week. It is recommended that rents for private sector leased properties are kept within the 2011/12 weekly threshold, as set out in Table B3 below.

**Table B3 - Local Housing Allowances for 2019/20 (used for PSL purposes)**

Bed Size	Total LHA Inner Lewisham	Total LHA Outer Lewisham
1 Bed	£211.34	£180.19
2 Bed	£268.47	£211.34
3 Bed	£310.00	£246.66
4 Bed	£413.84	£310.00
5 Bed	£500.00	£393.08

#### Heating & Hot Water Charges

14. As part of last year's rent setting process the Mayor agreed to continue with the current formula methodology for calculating increases in Heating & Hot Water charges to tenants and leaseholders. This formula was originally approved by Mayor & Cabinet in December 2004.

15. The current charging methodology allows a limited inflationary price increase plus a maximum of £2 per week per property increase on the previous year's charge. Consumption levels are also updated and included in the formula calculation.
16. The existing corporate contract for the supply of electricity is let by the property services team with Crown Commercial Services; an Executive Agency of the Cabinet Office. The contract frameworks have been designed to comply with the findings of the Pan Government Energy Project, which recommends that all public sector organisations adopt aggregated, flexible and risk-managed energy procurement with public sector buying organisations.
17. The proposal for 2020/21 is for an increase of £0.27pw or 2.7%. This will move the current charge from £10.02pw to £10.29pw. This is based on the latest available unit rates and consumption data.
18. The proposal for communal lighting is for a reduction of 3.96% or £0.05 per week. This will move the current average charge from £1.12pw to £1.07pw. The reduction is due to updated consumption rates.
19. Officers will review the costs, actual energy usage and new contract prices in both 2019/20 and 2020/21 as part of the monitoring regime. Once the new long-term energy supply contracts are in place, recommendations for changes to charges will be brought forward as part of the 2021/22 budget process.

## APPENDIX X5: Garage Rent Increase Report 2020/21

<b>RESOURCES AND REGENERATION</b>			
<b>Estates Team Report</b>			
<b>Report Title</b>	Rental Increases for Garages		
<b>Key Decision</b>	Yes		<b>Item No.</b>
<b>Contributors</b>	<b>Lewisham Homes, Brockley Residents, Financial and Legal Services</b>		
<b>Class</b>		<b>Date: December 2019</b>	

### **1. Purpose and Summary of the report**

The purpose of this report is to advise the resident panel of the proposed increase in the rent paid by tenants for domestic garages owned by the Council for the next financial year. As is our usual practice, the rents for next year will be increased in line with the Retail Price Index.

### **2. Recommendation**

It is recommended that the Council approves, in principle, an increase in rent for the garage portfolio of 2.4%, to be effective from April 2020. This increase is in line with the increase in the Retail Price Index for the current year.

Blue Badge holders will continue to receive a 50% deduction on the weekly rent.

### **3. Policy Context**

Lewisham's core values as set out in the Corporate Strategy for 2018-2022 are to:

- Put service to the public first;
- Respect all people and all communities;
- Invest in employees;
- Be open, honest and fair in all we do.

Within the context of the Corporate Strategy, the proposal in this report will support the objective of increasing income from the existing estate. The garage portfolio is an opportunity for the Council to closely scrutinize how the resource is managed / utilised, and seek to maximise income where possible, and identify new development opportunities.

It is also an opportunity to monitor and improve the garage letting service delivered to tenants and residents of the borough in accordance with our core value 'Put service to the public first'

### **4. Background**

For the financial year 2019/2020 the garage rentals were increased by 25%. This was following a report by external property consultants Ridge and Partners. Their report advised that the rental levels that were being charged by the Council for its garages were below market rent.

The 25% uplift was therefore imposed in order to correct this and bring rentals back in line with the market.

The larger % increase imposed on tenants in 2018/19 had minimal impact on demand. Whilst a few tenants did vacate their garages at the start of the year, the vast majority stayed on. The current waiting list for garages is approximately 1400 applicants.

For the forthcoming financial year from April 2020 it is intended that the increase imposed is an inflationary one only, in line with the Retail Prices Index, as is our usual practice.

There are approximately 134 Council garage sites in the borough, comprising 182 garage blocks. There are approximately 2,379 individual garages. Approximately 1,801 of the garages are let to Lewisham Homes and Brockley social tenants and 578 are let to non-Lewisham Homes or Brockley social tenants.

A housing tenant with LB Lewisham pays the basic price for a garage (subject to any specific discounts agreed) and a non-housing tenant pays the basic price with the addition of 20% VAT. Blue Badge holders receive a 50% deduction on the weekly rent.

The application of a discount is entirely a discretionary decision on behalf of the Council; garages are not a core social dwelling provision and all could be charged at a higher level, although there is some logic in offering some abatement to housing customers to help mitigate parking issues and neighbourhood management problems.

The highest rent charged is £22.93 per week and the lowest is £11.43 per week. However, some garages are charged at less than the lowest rate per week. These are discounted rates (50% of the full charge) for tenants with blue badges.

## **5. Financial Implications**

The current annual rent roll for the garage portfolio is £1.368M, based on a basic average standard charge of £15.30 per week per garage (i.e. before discounts are applied).

If the rents are increased by RPI as proposed in April 2020, the revised annual rent roll will increase to approximately £1.402M, or £15.68 per week per garage, an uplift of 2.4%, or £0.38 per week on average, and a total increase of approximately £34,000 on the annual rent roll.

## **6. Legal Implications**

The Council's duties in relation to the consultation of tenants on matters of housing management, as set-out in Section 105 of the Housing Act 1985, do not apply to rent levels, nor to charges for services or facilities provided by the authority. There is therefore no requirement to consult with secure tenants regarding the proposed increase in charges. The Council still needs to act reasonably and the decision maker should therefore be satisfied that the increase is reasonable and justified. The general principle is that the Council should be seeking best value.

The Equality Act 2012 (the Act) introduced a new public sector equality duty (the equality duty or the duty). It covers the following nine protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

In summary, the Council must, in the exercise of its functions, have due regard to the need to:



- eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- advance equality of opportunity between people who share a protected characteristic and those who do not.
- foster good relations between people who share a protected characteristic and those who do not.

The duty continues to be a “have regard duty”, and the weight to be attached to it is a matter for the Mayor, bearing in mind the issues of relevance and proportionality. It is not an absolute requirement to eliminate unlawful discrimination, advance equality of opportunity or foster good relations.

The Equality and Human Rights Commission has recently issued Technical Guidance on the Public Sector Equality Duty and statutory guidance entitled Practice”. The Council must have regard to the statutory code in so far as it relates to the duty and attention is drawn to Chapter 11 which deals particularly with the equality duty. The Technical Guidance also covers what public authorities should do to meet the duty. This includes steps that are legally required, as well as recommended actions. The guidance does not have statutory force but nonetheless regard should be had to it, as failure to do so without compelling reason would be of evidential value. The statutory code and the technical guidance can be found at: <http://www.equalityhumanrights.com/legal-and-policy/equality-act/equality-actcodes-of-practice-and-technical-guidance/>

The Equality and Human Rights Commission (EHRC) has previously issued five guides for public authorities in England giving advice on the equality duty:

- The essential guide to the public sector equality duty
- Meeting the equality duty in policy and decision-making
- Engagement and the equality duty
- Equality objectives and the equality duty
- Equality information and the equality duty

The essential guide provides an overview of the equality duty requirements including the general equality duty, the specific duties and who they apply to. It covers what public authorities should do to meet the duty including steps that are legally required, as well as recommended actions. The other four documents provide more detailed guidance on key areas and advice on good practice. Further information and resources are available at <http://www.equalityhumanrights.com/advice-and-guidance/public-sectorequality-duty/guidance-on-the-equality-duty/>

## **7. Crime and Disorder Implications**

There are no specific crime and disorder implications in this report. However, levels of voids could increase in the future if there is a lack of investment. Poorly maintained garages with high vacancy rates can in turn lead to increased levels of crime and anti-social behaviour.

## **8. Equalities Implications**

The proposed 25% increase will be applied across the portfolio to residents and non-residents. Blue badge holders will continue to receive a 50% discount on the weekly rent as existing.

## **9. Environmental Implications**

There are no specific environmental implications in this report.

## **10. Conclusion**

The proposed rental increase is considered to reflect market rent and be sustainable, and will raise additional revenue from the portfolio that can be re-invested.

## **11. Further Information**

If there are any queries on this report, please contact David Lee on extension 49823, [david.lee@lewisham.gov.uk](mailto:david.lee@lewisham.gov.uk)

## Appendix X6: Tenants' rent consultation 2020/21

The Tenants' rent consultation meetings took place on 17<sup>th</sup> December 2019 with Regenter B3 (Brockley) managed tenants and 17<sup>th</sup> December 2019 with Lewisham Homes managed tenants.

Views of representatives on rent and service charge changes & savings proposals.

	Lewisham Homes	Brockley PFI
No of representatives (excl Cllrs)	15+	5
<b>Rent Increase @ 2.7%</b>	See Below	No direct comments
<b>Savings Proposals:-</b>		
No Savings proposed	n/a	n/a
<b>Service Charges inc:</b>		
Heating & Hot Water Charges	See Below	No direct comments
Garage Rents	See Below	No direct comments
Tenants Fund	n/a – no increase proposed	n/a – no increase proposed

Summary of comments made by representatives

Lewisham Homes Panel	<p><b>Rent increase:</b></p> <p>Residents expressed their concerns that a 2.7% increase in rents was unaffordable and unjustified and takes no account of affordability issues.</p> <p>This is especially in the light of continued restrictions in pay increases for low income and public sector employees</p> <p>In addition, residents would like to see an equalities assessment impact undertaken.</p> <p>Officers responded by informing the panel that they would look into this and report back at the next meeting.</p> <p>A show of hands was held on the rise with the following results;</p> <p>In Favour    0 Against       5</p> <p><b>Tenants Service Charges &amp; Heating &amp; Hot water Charge:</b></p> <p>A presentation was given on the proposals.</p> <p>A discussion was held on the issue of service standards and costs.</p> <p>The following information was requested by panel;</p> <ul style="list-style-type: none"> <li>• What 'pests' are covered by the charge for pest control</li> <li>• Requested details of how the water charges are calculated by Thames Water now that direct billing is in place.</li> </ul> <p>Officers informed the panels that these details would be provided for the next meeting.</p> <p>A show of hands was held on the rise with the following results;</p> <p>In Favour    0 Against       5</p> <p><b>Garage Charges:</b></p>
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	<p>There were complaints regarding the condition of the garages and the justification for increases applied last year.</p> <p>In addition, comments regarding letting units to non-resident were made.</p> <p>Officers responded by informing the panel that this only occurs where there is no waiting list and that tenants are given priority for lettings. In addition, non-residents also pay VAT on the lettings.</p> <p>The panel also requested details to be provided on the following;</p> <ul style="list-style-type: none"> <li>• The total level of income;</li> <li>• Void rates</li> <li>• Number of lets to non-residents</li> <li>• Expenditure incurred – staffing, repairs etc.</li> </ul> <p>A show of hands was held on the garage rise with the following results;</p> <p>In Favour    3 Against       2</p> <p><b>Tenants Fund:</b></p> <p>n/a – no increase proposed</p> <p><b>Savings Proposals:</b></p> <p>n/a</p>
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Brockley PFI Area	<p><b>Rent increase:</b></p> <p>There were no comments received on the proposals for the rent increase</p> <p><b>Tenants and Leaseholders Service Charges:</b></p> <p>Residents expressed their dissatisfaction on the lack of information provided by the management team regarding meaningful data provision on actual costs and if there has been any challenges, despite this being asked for.</p> <p>Officers responded by informing the panel that there is an independent audit undertaken annually regarding leasehold service charges which ensure that charges applied are reflective of actual costs.</p> <p>Once the audit is complete, accounts are adjusted, if necessary to reflect actual costs.</p> <p>Residents also commented on a lack of attendance of LBL officers at their regular residents meetings with RB3.</p> <p>Officers responded that if there are particular issues, they would be discussed with the management provider RB3 to resolve.</p> <p><b>Garage Charges:</b></p> <p>There were no comments received on the proposals for the garage rent increase</p> <p><b>Tenants Fund:</b></p> <p>n/a – no increase proposed</p> <p><b>Savings Proposals:</b></p> <p>n/a</p>
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## Appendix X7 - Summary of 5 historic housing debt cases proposed for write off

A summary of the 5 historic debt cases proposed for write off is set out below. In each case any information that might be identifiable to a certain individual or property has been removed.

### 1. Former Tenant Arrears cases over £10k and prepared for write off

Reference	Balance Including Court Costs	Tenancy Start Date	Tenancy End Date	Case Notes
CASE 1	£10,642.86	26-Mar-07	20-Aug-17	Tenant was evicted from the property. They had a stay application which had been dismissed. Debt has been on the account for a number of years. We have not been able to trace this former tenant and have forwarded details to Medina who also have stated that they cannot find the former occupant. No documents. Last search done 03.06.19
CASE 2	£10,305.30	29-Dec-12	28-May-17	Tenant was evicted from the property for rent arrears. Since the eviction has happened the case has been referred to Medina, who have also undertaken a search. Property had been a sub-let - checks undertaken via Council tax and HB systems – former tenant has not been found via any parties
CASE 3	£11,018.26	25-Feb-02	30-Aug-09	Tenant was evicted for non-payment of rent – since the eviction the case has been referred to debt recovery and tracing agency and the former tenant could not be found in any of the databases and searches (this case is over ten years old and is statute barred).
CASE 4	£11,638.37	07-Feb-11	20-Mar-16	Tenant was in the process of being evicted. However, the property was abandoned prior to the eviction date – we obtained an address for the former tenant in 2016 – but there was no response to any of the letters – there had been issues with the tenant due “mental health” and was being assisted by family members – debt agencies had been appointed but were not able to make contact with the former occupant last attempt of contact was made in June 2016
CASE 5	£16,702.43	23-Jan-06	22-Feb-09	Tenant was evicted as unauthorised Occupant. The case is statute barred. The debt includes an amount of £1,139 for court costs.
<b>Total</b>	<b>£60,307.22</b>			

## APPENDIX Y1 2020/21 Budget Cuts – Approved November 2018

Ref	Proposal	2020/21 £'000
<b>CHILDREN &amp; YOUNG PEOPLE DIRECTORATE</b>		
CYP01	More efficient use of residential placements	300
CYP03	More systematic and proactive management of the market for Independent fostering	600
CYP04	Commission semi-independent accommodation for care leavers	250
CYP05	Residential framework for young people - Joint South East London Commissioning Programme	200
CYP06	Cease funding for former CYP funded post in Voluntary Action Lewisham	25
<b>Total for Children &amp; Young People Directorate</b>		<b>1,375</b>
<b>COMMUNITY SERVICES DIRECTORATE</b>		
COM02	Ensuring support plans optimise value for money	250
COM04	Reduce costs for Learning Disability and Transitions	1,000
COM05	Increased focus of personalisation	482
COM06	Reduction in Mental Health Residential care costs	200
COM07	Reduction in Adult Social Care contribution to Mental Health Integrated Community Services	50
COM08	Change in the public engagement responsibilities for air quality and dedicated funding	60
COM10	Crime, Enforcement & Regulation reorganisation	161
COM15	Extended use of Broadway Theatre	50
COM16	Cultural & Community Development Service Staffing	75
<b>Total for Community Services Directorate</b>		<b>2,328</b>
<b>HOUSING, REGENERATION &amp; ENVIRONMENT DIRECTORATE</b>		
CUS02	Income Generation – Increase of Garden Waste Subscription	485
CUS04	Income Generation – Increase in Commercial Waste Charges	300
CUS06	Bereavement Services increase income targets	67
CUS09	Cost reductions in homelessness provision – income generation and net budget reductions	696
RES11	Increase in pre-application fees	100
RES12	Catford complex office rationalisation	250
RES13	Reduction in Business Rates for the Corporate Estate	100
RES14	Corporate Estate Facilities Management Contract Insourcing	100
RES15	Commercial Estate Growth	500
RES17	Beckenham Place Park – income generation	105
RES18	Electric Vehicle charging points	50
<b>Total for Housing, Regeneration &amp; Environment</b>		<b>2,753</b>
<b>CORPORATE SERVICES DIRECTORATE</b>		



CUS10	Invest to save – create revenues protection team	394
CUS11	Process automation in Revenues and Benefits	250
CUS13	Invest to save – improve sundry debt collection	480
RES01	Benefits Realisation of Oracle Cloud	350
RES02	Legal fees increase	32
RES03	Executive Office – Administrative Support Staff Reduction	104
RES04	Policy, Service Design and Intelligence – Reduction on staffing	155
RES06	Increase income supporting the Funding Officer post and review the Economy and Partnerships Function	80
RES07	Reduce corporate apprenticeships salaries budget	55
RES10	Cease graduate programme	78
<b>Total for Corporate Services</b>		<b>1,978</b>
<b>GRAND TOTAL</b>		<b>8,434</b>

## APPENDIX Y2 2020/21 Budget Cuts - Approved October 2019

Ref	Proposal	2020/21 £'000	2021/22 £'000	Total £'000
<b>COMMUNITY SERVICES DIRECTORATE</b>				
COM1a	Managing demand at the point of access to adult social care services	1,000		1,000
COM2a	Ensuring support plans optimise value for money	500		500
COM3a	Increase revenue from charging Adult Social Care clients	500		500
COM18	Funding inflationary increase from within the ASC Grant	2,000		2,000
<b>Total for Community Services Directorate</b>		<b>4,000</b>		<b>4,000</b>
<b>HOUSING, REGENERATION &amp; ENVIRONMENT DIRECTORATE</b>				
CUS15	Cuts to No Recourse to Public Funds service budget	1,000		1,000
CUS16	Operational savings in the Private Sector Housing Agency through service improvements	175		175
<b>Total for Housing, Regeneration &amp; Environment</b>		<b>1,175</b>		<b>3,928</b>
<b>CORPORATE SERVICES DIRECTORATE</b>				
CUS11a	Process automation in Revenues and Benefits		500	500
CUS14a	Parking service budget review	500		500
RES21	Reduced allocation of inflation to contract cost	1,000		1,000
RES22	Reduced allocation of inflation as dividend for improved ICT Provision	1,500		1,500
<b>Total for Corporate Services</b>		<b>3,000</b>	<b>500</b>	<b>3,500</b>
<b>GRAND TOTAL</b>		<b>8,175</b>	<b>500</b>	<b>8,675</b>

## APPENDIX Y3: Ready Reckoner for Council Tax 2020/21

	Budget	Council	Increase /	GLA	Total	Total
	Requirement	Tax	(Decrease)	Precept	Council	Increase /
	Lewisham		Lewisham		Tax	(Decrease)
		(Band D)		(Band D)	(Band D)	
	£'m	£	%	£	£	%
<b>2019/20 Actual</b>	<b>243.012</b>	<b>1,263.94</b>	<b>4.99%</b>	<b>320.51</b>	<b>1,584.45</b>	<b>5.76%</b>
<b>2020/21 Recommended</b>	<b>248.714</b>	<b>1,314.37</b>	<b>3.99%</b>	<b>326.92</b>	<b>1,641.29</b>	<b>3.59%</b>
	248.156	1,308.18	3.50%	326.92	1,635.10	3.20%
	247.587	1,301.86	3.00%	326.92	1,628.78	2.80%
	247.017	1,295.54	2.50%	326.92	1,622.46	2.40%
	246.448	1,289.22	2.00%	326.92	1,616.14	2.00%
	245.879	1,282.90	1.50%	326.92	1,609.82	1.60%
	245.309	1,276.58	1.00%	326.92	1,603.50	1.20%
	244.740	1,270.26	0.50%	326.92	1,597.18	0.80%
	244.170	1,263.94	0.00%	326.92	1,590.86	0.40%

This will follow in the Budget Update Report

## **APPENDIX Y6: Council Tax and Draft Statutory Calculations**

### **Council Tax Calculation**

As part of the Localism Act 2011, core Council Tax may not be increased by 2% or more (inclusive of levies) without triggering an automatic referendum of all registered electors in the borough. In addition, there is also the opportunity to increase Council Tax by up to a further 2% under the social care precept for 2020/21. This means, for 2020/21, an automatic referendum will be triggered if the Council Tax increase is 4% or above. The recommended social care precept for 2020/21 is 2%, therefore the recommended total increase is 3.99%. The statutory calculation for whether the Council is required to hold a referendum is based upon the 'relevant basic' amount of Council Tax, which under accounting regulations, includes levies. Any final recommendations on Council Tax levels will need to meet statutory requirements.

To date, Lewisham has not received formal notification from its levy bodies for 2020/21. A zero percent increase has therefore been assumed. An updated position will be provided in the Mayor and Cabinet

### **Council Tax and Levies**

<b>'Relevant Basic' Amount of Council Tax</b>	<b>2019/20</b>	<b>2020/21</b>
Council Tax Base	<b>88,405.1</b>	<b>90,099.3</b>
Council Tax Requirement with Levy (£)	<b>111,738,742</b>	<b>118,423,817</b>
Basic Amount of Council Tax (£)	<b>1,263.94</b>	<b>1,314.37</b>
<b>Increase in basic amount of Council Tax (%)</b>	<b>4.99%</b>	<b>3.99%</b>

<b>Levy bodies for Lewisham</b>	<b>2019/20 £</b>	<b>2020/21 £</b>	<b>Change £</b>
LPFA	1,288,308	1,288,308	0
Lee Valley Regional Park	210,078	210,078	0
Environment Agency	201,262	201,262	0
<b>Total Levies</b>	<b>1,699,648</b>	<b>1,699,648</b>	<b>0</b>

*The term "relevant basic amount of council tax" is defined in section 52ZX of the 1992 Act (inserted as above and amended by section 41(1) and (9) to (13) of the **Local Audit and Accountability Act 2014**).*

## **Statutory Calculations**

- 1) It be noted that at its meeting on 22 January 2020, the Council calculated the number of **90,099.3** as its Council Tax base for 2020/21 in accordance with the Local Authorities (Calculation of Tax base) Regulations;
- 2) The following amounts be now calculated by the Council for the year 2020/21 in accordance with the Local Government Finance Act 1992:
- a. **£1,253,975,043** being the aggregate of the amounts which the Council estimates for gross expenditure, calculated in accordance with Section 32(2)A of the Act;
  - b. **£1,005,261,022** being the aggregate of the amounts which the Council estimates for income, calculated in accordance with Section 32(3)A of the Act;
  - c. **£248,714,021** being the amount by which the aggregate of 2(a) above exceeds the aggregate of 2(b) above, calculated by the Council, in accordance with Section 32A(4) of the Act, as its General Fund budget requirement for the year;
  - d. **£121,174,868** being the aggregate of the sums which the Council estimates will be payable for the year into its General Fund in respect of the Settlement Funding Assessment.
  - e. **£7,500,000** being the aggregate of the sums which the Council estimates will be transferred into its general fund from reserves, in relation to part of the 2019/20 London Pilot Pool Growth, and S31 NNDR grant.
  - f. **£118,064,817** being the residual amount required to be collected from Council Tax payers. This includes a deficit on the Council's Collection Fund of £359,000.
  - g. **£1,314.37** being the residual sum at (f) above (adding the deficit on the Collection Fund), divided by the Council Tax base of **90,099.3** which is Lewisham's precept on the Collection Fund for 2020/21 at the level of Band D;

<b>Band</b>	<b>Council Tax (LBL)</b>
	<b>£</b>
A	876.24
B	1,022.28
C	1,168.33
<b>D</b>	<b>1,314.37</b>
E	1,606.45
F	1,898.53
G	2,190.61
H	2,628.74

Being the amounts given by multiplying the amount at (g) above by the number which, in proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation Band D, calculated by the Council in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands;

3) It be noted that for the year 2020/21, the Greater London Authority is currently consulting on the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992 (as amended), for each of the categories of dwellings shown below:-

<b>Band</b>	<b>GLA Precept</b>
	<b>£</b>
A	217.95
B	254.27
C	290.60
<b>D</b>	<b>326.92</b>
E	399.57
F	472.22
G	544.87
H	653.84

4) Having calculated the estimated aggregate amount in each case of the amounts at 2) (g) and 3) above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, assumed the following amounts as the amounts of Council Tax for the year 2020/21 for each of the categories of dwellings shown below:-

<b>Band</b>	<b>Total Council Tax (LBL &amp; GLA)</b>
	<b>£</b>
A	1,094.19
B	1,276.55
C	1,458.93
<b>D</b>	<b>1,641.29</b>
E	2,006.02
F	2,370.75
G	2,735.48
H	3,282.58

## APPENDIX Y6

### Summary of proposed budget pressures to be funded in 2020/21

Description	£'000	£'000
<b>Corporate Strategy priorities</b>		
<i>Open Lewisham</i>		760
Equalities and inclusion	140	
Communications	200	
Promoting Lewisham for Borough of Culture	70	
Theatre	50	
Leadership development	300	
<i>Tackling the Housing Crisis</i>		675
Reducing Housing Benefits subsidy	675	
<i>Giving Children the best start</i>		7,490
Children Social Care	5,900	
School catering contract	690	
Troubled Families	900	
<i>Building an inclusive economy</i>		1,130
Insourced provision for parks, cleaning, facilities mgt..	700	
Apprentice, BAME and disabled recruitment work	150	
Economy and partnerships	80	
Community wealth building through procurement	200	
<i>Defencing health &amp; social care</i>		2,278
Social Care precept from Council Tax	2,278	
<i>Making Lewisham greener</i>		3,230
Home energy and air quality	230	
Healthier neighbourhoods	150	
Beckenham Place Park	200	
Environment Services	750	
Fleet replacement (build capital fund)	800	
Highways & Footways (year 6 of 10)	350	
<i>Building a safer community</i>		460
Violence against women and girls and CCTV	80	
Building control	80	
Enforcement work	300	
<b>Total Corporate Strategy priorities</b>		<b>16,023</b>
<b>Organisational value for money</b>		<b>-2,935</b>



Description	£'000	£'000
Corporate Services	1,070	
Technology and Digital	1,300	
Commercial contracts	565	
<b>Transformation investment</b>		<b>-4,570</b>
<b>Grand Total Funded Pressures</b>		<b>-23,528</b>

## APPENDIX Y7

### 2020/21 PROPOSED FEES & CHARGES

Meeting	Mayor & Cabinet		Item No.	
Report Title	Proposed Fees and Charges for 2020/21			
Report Of	Strategic Procurement & Commercial Services Manager – Katharine Nidd			
Class		Date	5 February 2020	

#### 1. Purpose of the Report

- 1.1 This report sets out the Fees & Charges that are proposed to be applied to services for the year 2020/21. Charges are broadly set within the Charging Policy and in accordance with legislative requirements.

#### 2. Recommendations

- 2.2 Mayor and Cabinet are recommended to endorse and approve the fees and charges to be levied in 2020/21 as set out in this report.

#### 3. Background of the Report

- 3.1 Councils are involved in a wide range of services and the ability to charge for some of these services has always been a key funding source to support the cost of providing the service.
- 3.2 The Council provides both statutory and discretionary chargeable services. Where fees and charges apply to statutory services these are often set nationally, for example some planning and licensing fees. The majority of statutory services, Building Control being a notable exception, are not funded directly from fees and charges but instead from the Council's other main sources of revenue, i.e. government grants and local taxation. Examples of services funded in this way include Highways, Children's Services, Street Cleansing and Domestic Refuse services.
- 3.3 The Council provides both statutory and discretionary chargeable services. Where fees and charges apply to statutory services these are often set nationally, for example some planning and licensing fees. The majority of statutory services, Building Control being a notable exception, are not funded directly from fees and charges but instead from the Council's other main sources of revenue, i.e. government grants and local taxation. Examples of services funded in this way include Highways, Children's Services, Street Cleansing and Domestic Refuse services.
- 3.4 There may be circumstances where the charge is set for reasons such as, for example, where the Council wishes to manage demand, or deter or incentivise certain behaviours such as encouraging re-cycling, discouraging trade use of civic amenity waste sites etc.

- 3.5 The remaining chargeable services where the Council levies fees and charges are of a discretionary nature. These cover a wide range of services such as Libraries, Pest Control, Commercial Waste, Leisure & Recreation facilities, and Parking. Discretionary Services are those that an authority has the power to provide but is not obliged to. This report includes recommendations for the appropriate level of fees and charges for 2020/21 for these types of services.
- 3.6 The Council has an agreed Charging Policy that provides guidance for budget holders in how to set fees. The policy aims to encourage a consistent and cost effective approach to the setting of charges for services provided by the Council.

#### **4. Summary of Proposed Changes 2020/21**

- 4.1 The proposed 2020/21 charges as compared with 2019/20 for the four directorates are shown in Appendix [xx].

##### **Housing, Regeneration and Environment**

###### **Greenscene**

- 4.2 In general discretionary charges have been increased by 4%, with suitable rounding, which is in line with Council policy of inflation (2.5%) plus percentage and a move towards full cost recovery. Given the variety of discretionary services provided by the service and the consequential variety of fees and charges, the service has committed to a review alongside the Income Generation Team in FY 20/21.

###### **Cleansing**

- 4.3 Domestic lumber and fridge collections have not been increased for next year, the forecourt licence is a statutory licence and also remains unchanged.

###### **Building Control**

- 4.4 These are discretionary fees which will be increased between 2.9% and 4.4%. The average increase for the service is in conformance with the policy (2.5% inflation plus).

###### **Planning**

- 4.5 The bulk of the Planning fees are statutory and set by Central Government. These were last increased 17 January 2018. The discretionary fees will be increased between 1.7% and 3.5% in line with the policy.

###### **Highways**

- 4.6 The majority of highways fees and charges had not been increased for a number of years, resulting in increases varying from 8% to 25% at its highest, this reflects inflation of 2.5% for the previous 4 years and the application of the policy which provides for annual increases of inflation plus an additional percentage. The differing levels of increase reflect both the variety of fees and charges and the service review of these to ensure that the increase reflects benchmarking and cost recovery.

- 4.7 A small number of fees and charges have not been increased.
- 4.8 A standard minimum fee has been introduced for the extension of domestic crossovers, which sits alongside the current fees for the application of a crossover and the installation of the same.
- 4.9 The fee for a materials licence has been reduced by 45.8% from £120.00 to £65.00 to reflect a significant amendment to the way in which this licence application is considered and made, to ensure that as a discretionary fee the Council is not over recovering costs.

### **Street Naming and Numbering**

- 4.10 The fees for street naming and numbering have increased in the range 4% to 10%, with suitable rounding, which is in line with Council policy of inflation (2.5%) plus percentage and a move towards full cost recovery.
- 4.11 These fees and charges have not been increased since their introduction in June 2016.

### **Private sector Housing Agency**

- 4.12 The Private Sector Housing Agency intend to charge for the service of notices under Housing Act 2004. These include Improvement Notices and Prohibition Orders. Charges will be waived if the notice is complied with fully and within the timescales set out. The Agency also intend to charge for a number of discretionary services dealing with property inspections and the property licensing process. These are Adequate Accommodation Assessments as required by the Immigration Rules 2016, drawing up floor plans required for HMO licence applications and assisting members of the public to complete the HMO licence application forms. The Agency also intend to issue Civil Penalty Notices under the Smoke and CO Alarm Regulations (England) 2015 where the circumstances require this intervention and issue Civil Penalty Notices for offences relating to the Selective Licensing of properties when the application to introduce a borough wide selective licensing scheme is granted by the secretary of state

## **Community Services**

### **Licensing**

- 4.13 The majority of fees and charges within Licensing are statutory and thus centrally determined and set.
- 4.14 Discretionary Fees for Sex Establishments were reviewed in 2018/19 and were decreased to bring them in line with London standard and EU regulations. New fees were set in 2018/19 for new legislation introduced under Animal Welfare Regulations 2018 which saw an increase from previous fees set under the repealed legislation. While the majority of Licensing fees are statutory, the service have committed to reviewing all discretionary fees and charges supported by the Income Generation team and reverting to M&C with a more ambitious plan for FY 21/22.

### **Culture and Community Development**

- 4.15 These are discretionary fees for the use of Council tennis courts and are not proposed to increase for 2020/21.

### **Community centres**

- 4.16 No increases are planned for 20/21 as some units are due to be transferred to Adult Learning Lewisham (20.1.2020) and others to Lewisham Homes from 1 April 2020. As these services are discretionary the level of fee will need to be set with reference to the cost of delivery and will therefore require review post transfer.

### **Library and Information Services**

- 4.17 These are discretionary fees for the following library services: loans (including reservations, and overdue and lost items); printing; sales; room hire; and various archive services. As the vast majority of fees are small, a 2.5% increase would create significant rounding issues (pens etc.) the only way to meaningfully raise revenues would be to apply significant increases on some of the larger lines such as the British Library reservations. Therefore, no increase is planned for 2020/21 but will be reviewed as part of the new Libraries Strategies.

## **Corporate Services**

### **Register Office**

- 4.18 The majority of fees and charges levied by the service are statutory and thus centrally determined and set.
- 4.19 The discretionary fees for ceremonies have been increased by 10%, with the exception of private citizenship ceremonies and Sunday ceremonies which have not increased and the Sunday service at the Evelyn Suite has been withdrawn.

### **Revenues**

- 4.20 The fees levied under the Revenues service is the collection and enforcement of business rates and council tax collection, all of which are statutory and centrally set and have not increased for next year.

### **Parking**

- 4.21 There has been a significant change in Council policy for the setting of fees and charges for parking within the borough, to the extent that a comparison with previous years is no longer feasible. This change has been agreed by Mayor and Cabinet on the 15 January 2020 and is included within this report for completeness of presentation.

**If you require further information on this report please contact Katharine Nidd on 020 8314 6651 or email [Katharine.nidd@lewisham.gov.uk](mailto:Katharine.nidd@lewisham.gov.uk)**

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# APPENDICES W1 to Z5 2020/21 BUDGET REPORT

## SERVICE: GreenScene

Charges 19/20					Proposed charges 20/21				
	UNIT	Basic (£)	VAT	Total 19/20 (£)	Basic (£)	VAT	Total 20/21 (£)	% change	Basis for charging
			0.2			0.2			
Rats Domestic									
Rats Commercial	From	100.00	20.00	120.00	104.00	20.80	124.80	4.0	Discretionary
Mice Domestic		83.33	16.67	100.00			104.00	4.0	Discretionary
Mice Domestic Concessions		41.67	8.33	50.00			52.00	4.0	Discretionary
Mice Commercial	From	100.00	20.00	120.00	104.00	20.80	124.80	4.0	Discretionary
Cockroaches Domestic		113.33	22.67	136.00			140.00	2.9	Discretionary
Cockroaches Domestic Concessions		56.67	11.33	68.00			70.00	2.9	Discretionary
Cockroaches Commercial	From	136.00	27.20	163.20	140.00	28.00	168.00	2.9	Discretionary
Pharaoh Ants Domestic		113.33	22.67	136.00			140.00	2.9	Discretionary
Pharaoh Ants Domestic Concessions		56.67	11.33	68.00			70.00	2.9	Discretionary
Pharaoh Ants Commercial	From	136.00	27.20	163.20	140.00	28.00	168.00	2.9	Discretionary
Bed Bugs Domestic		93.33	18.67	112.00			116.00	3.6	Discretionary
Bed Bugs Domestic Concessions		46.67	9.33	56.00			58.00	3.6	Discretionary
Bed Bugs Commercial	From	112.00	22.40	134.40	116.00	23.20	139.20	3.6	Discretionary
Fleas Domestic		83.33	16.67	100.00			104.00	4.0	Discretionary
Fleas Domestic Concessions		41.67	8.33	50.00			52.00	4.0	Discretionary
Fleas Commercial	From	100.00	20.00	120.00	104.00	20.80	124.80	4.0	Discretionary
Wasps Domestic		51.67	10.33	62.00			64.00	3.2	Discretionary
Wasps Domestic Concessions		25.83	5.17	31.00			32.00	3.2	Discretionary
Wasps Commercial	From	62.00	12.40	74.4	64.00	12.80	76.80	3.2	Discretionary
Beetles Domestic		83.33	16.67	100.00			104.00	4.0	Discretionary
Beetles Domestic Concessions		41.67	8.33	50.00			52.00	4.0	Discretionary
Beetles Commercial	From	100.00	20.00	120.00	104.00	20.80	124.80	4.0	Discretionary
Garden Ants		83.33	16.67	100.00			104.00	4.0	Discretionary

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Garden Ants Concessions		41.67	8.33	50.00			52.00	4.0	Discretionary
Garden Ants Commercial	From	100.00	20.00	120.00	104.00	20.80	124.80	4.0	Discretionary
Moths Domestic		83.33	16.67	100.00			104.00	4.0	Discretionary
Moths Domestic Concessions		41.67	8.33	50.00			52.00	4.0	Discretionary
Moths Commercial	From	100.00	20.00	120.00	104.00	20.80	124.80	4.0	Discretionary
Squirrels Domestic		145.00	29.00	174.00			180.00	3.4	Discretionary
Squirrels Commercial	From	174.00	33.80	207.80	180.00	36.00	216.00	3.9	Discretionary
Call Out Fee Domestic		51.67	10.33	62.00			64.00	3.2	Discretionary
Call Out Fee Commercial	From	62.00	12.40	74.4	64.00	12.80	76.80	3.2	Discretionary
One Of Sprays Domestic		83.33	16.67	100.0			104.00	4.0	Discretionary
One Of Sprays Commercial	From	100.00	20.00	120.00	104.00	20.80	124.80	4.0	Discretionary
Commercial Collections		48.00	9.60	57.60	50.00	10.00	60.00	4.2	Discretionary
£6 per Unit with minimum Collection fee of £50									
Sites without water	Per Rod		0.00	£7.90	8.10	0.00	8.10	2.5	Discretionary
Sites with water	Per Rod		0.00	£10.20	10.46	0.00	10.46	2.5	Discretionary
Sites with locker and toilet facilities	Per Rod		0.00	£11.30	11.58	0.00	11.58	2.5	Discretionary
Sites with shed only	Per Rod		0.00	£10.60	10.87	0.00	10.87	2.5	Discretionary
Devonshire Road Birthday hire	per session	56.00	0.00	56.00	57.40	0.00	57.40	2.5	Discretionary
Dacres wood Birthday Hire	per session	56.00	0.00	56.00	57.40	0.00	57.40	2.5	Discretionary
Free we grow home education hire Dacres Wood NR	per hour	10.25	0.00	10.25	10.51	0.00	10.51	2.5	Discretionary
Montessori nursery hire	per hour	5.12	0.00	5.12	5.25	0.00	5.25	2.5	Discretionary
Bonhoeffer kindergarten Hire Dacres Wood	per hour	5.12	0.00	5.12	5.25	0.00	5.25	2.5	Discretionary
Little explorers Dacres Wood Hire	per child	1.03	0.00	1.03	1.06	0.00	1.06	2.5	Discretionary
Corporate volunteering	per 10 people	179.40	0.00	179.40	183.89	0.00	183.89	2.5	Discretionary
Additional School sessions	per class	179.40	0.00	179.40	183.89	0.00	183.89	2.5	Discretionary



## APPENDICES W1 to Z5 2020/21 BUDGET REPORT

### SERVICE: Cleansing

	UNIT	Basic (£)	VAT 0.2	Total 19/20 (£)	Basic (£)	VAT 0.2	Total 20/21 (£)	% change	Basis for charging
Domestic Lumber Collection Service	maximum 3 items per collection 18/19 increased to 4 items 19/20	20.00	0.00	20.00	20.00	0.00	20.00	0.0	Discretionary
Fridge Collection Service	Per Fridge	30.00	0.00	30.00	30.00	0.00	30.00	0.0	Discretionary
Forecourt Licences	Per square metre plus £30 admin. fee on application and renewal fee of £30.00 every 3 years.	5.50	0.00	5.50	5.50	0.00	5.50	0.0	Statutory

# APPENDICES W1 to Z5 2020/21 BUDGET REPORT

## SERVICE: Building Control

	UNIT	Charges 19/20			Proposed charges 20/21			% change	Comments	Basis for charging
		Basic (£)	VAT 0.2	Total 19/20 (£)	Basic (£)	VAT 0.2	Total 20/21 (£)			
<b>Domestic Extensions - not more than 2 storeys high</b>										Discretionary
Floor area not exceeding 6m2		350.00	70.00	420.00	360.00	72.00	432.00	2.9		Discretionary
6m2 and under 40m2		575.00	115.00	690.00	595.00	119.00	714.00	3.5		Discretionary
40m2 and under 60m2		675.00	135.00	810.00	700.00	140.00	840.00	3.7		Discretionary
Over 60m2 (Charged based on estimated cost of work)										Discretionary
<b>Domestic single family loft conversion</b>										Discretionary
<b>Floor area not exceeding 6m2</b>		400.00	80.00	480.00	415.00	83.00	498.00	3.8		Discretionary
6m2 and under 40m2		600.00	120.00	720.00	620.00	124.00	744.00	3.3		Discretionary
40m2 and under 60m2		725.00	145.00	870.00	750.00	150.00	900.00	3.4		Discretionary
Over 60m2 (Charged based on estimated cost of work)										Discretionary
<b>Detached garages/outbuildings/carports</b>										Discretionary
Floor area not exceeding 30m2		450.00	90.00	540.00	465.00	93.00	558.00	3.3		Discretionary
<b>Floor area exceeding 30m2 BUT not exceeding 60m2</b>		550.00	110.00	660.00	570.00	114.00	684.00	3.6		Discretionary
Over 60m2 (Charged based on estimated cost of work)										Discretionary
<b>Window replacement (not competent persons)</b>										Discretionary
Estimated cost of work £0-2,000.00		120.00	24.00	144.00	125.00	25.00	150.00	4.2		Discretionary

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Estimated cost of work £2,000 -10,000.00		170.00	34.00	204.00	175.00	35.00	210.00	2.9		Discretionary
Over £10,000.00 (Charged by estimated cost of work)										Discretionary
<b>Schedule 2 - Other Works</b>										
0-1,000		150.00	30.00	180.00	155.00	31.00	186.00	3.3		Discretionary
<b>1,001-2,000</b>		225.00	45.00	270.00	235.00	47.00	282.00	4.4		Discretionary
2,001-10,000		300.00	60.00	360.00	310.00	62.00	372.00	3.3		Discretionary
10,001-11,000		361.00	72.20	433.20	375.00	75.00	450.00	3.9		Discretionary
11,001-12,000		372.00	74.40	446.40	385.00	77.00	462.00	3.5		Discretionary
12,001-13,000		383.00	76.60	459.60	395.00	79.00	474.00	3.1		Discretionary
<b>13,001-14,000</b>		394.00	78.80	472.80	405.00	81.00	486.00	2.8		Discretionary
14,001-15,000		405.00	81.00	486.00	420.00	84.00	504.00	3.7		Discretionary
15,001-16,000		416.00	83.20	499.20	430.00	86.00	516.00	3.4		Discretionary
16,001-17,000		427.00	85.40	512.40	445.00	89.00	534.00	4.2		Discretionary
17,001-18,000		438.00	87.60	525.60	455.00	91.00	546.00	3.9		Discretionary
<b>18,001-19,000</b>		449.00	89.80	538.80	465.00	93.00	558.00	3.6		Discretionary
19,001-20,000		460.00	92.00	552.00	475.00	95.00	570.00	3.3		Discretionary
20,001-21,000		469.25	93.85	563.10	485.00	97.00	582.00	3.4		Discretionary
21,001-22,000		478.50	95.70	574.20	495.00	99.00	594.00	3.4		Discretionary
22,001-23,000		487.75	97.55	585.30	505.00	101.00	606.00	3.5		Discretionary
23,001-24,000		497.00	99.40	596.40	515.00	103.00	618.00	3.6		Discretionary
24,001-25,000		506.25	101.25	607.50	525.00	105.00	630.00	3.7		Discretionary
25,001-26,000		515.50	103.10	618.60	535.00	107.00	642.00	3.8		Discretionary
<b>26,001-27,000</b>		524.75	104.95	629.70	545.00	109.00	654.00	3.9		Discretionary
27,001-28,000		534.00	106.80	640.80	555.00	111.00	666.00	3.9		Discretionary
28,001-29,000		543.25	108.65	651.90	560.00	112.00	672.00	3.1		Discretionary
29,001-30,000		552.50	110.50	663.00	570.00	114.00	684.00	3.2		Discretionary
30,001,31,000		561.75	112.35	674.10	580.00	116.00	696.00	3.2		Discretionary
31,001-32,000		571.00	114.20	685.20	590.00	118.00	708.00	3.3		Discretionary
32,001-33,000		580.25	116.05	696.30	600.00	120.00	720.00	3.4		Discretionary

## APPENDICES W1 to Z5 2020/21 BUDGET REPORT

33,001-34,000		589.50	117.90	707.40	610.00	122.00	732.00	3.5		Discretionary
34,001-35,000		598.75	119.75	718.50	620.00	124.00	744.00	3.5		Discretionary
35,001-36,000		608.00	121.60	729.60	630.00	126.00	756.00	3.6		Discretionary
36,001-37,000		617.25	123.45	740.70	640.00	128.00	768.00	3.7		Discretionary
37,001-38,000		626.50	125.30	751.80	650.00	130.00	780.00	3.8		Discretionary
38,001-39,000		635.75	127.15	762.90	660.00	132.00	792.00	3.8		Discretionary
39,001-40,000		645.00	129.00	774.00	670.00	134.00	804.00	3.9		Discretionary
40,001-41,000		654.25	130.85	785.10	680.00	136.00	816.00	3.9		Discretionary
41,001-42,000		663.50	132.70	796.20	685.00	137.00	822.00	3.2		Discretionary
42,001-43,000		672.75	134.55	807.30	695.00	139.00	834.00	3.3		Discretionary
43,001-44,000		682.00	136.40	818.40	705.00	141.00	846.00	3.4		Discretionary
44,001-45,000		691.25	138.25	829.50	715.00	143.00	858.00	3.4		Discretionary
45,001-46,000		700.50	140.10	840.60	725.00	145.00	870.00	3.5		Discretionary
46,001-47,000		709.75	141.95	851.70	735.00	147.00	882.00	3.6		Discretionary
47,001-48,000		719.00	143.80	862.80	745.00	149.00	894.00	3.6		Discretionary
48,001-49,000		728.25	145.65	873.90	755.00	151.00	906.00	3.7		Discretionary
49-001-50,000		737.50	147.50	885.00	765.00	153.00	918.00	3.7		Discretionary

## APPENDICES W1 to Z5 2020/21 BUDGET REPORT

### SERVICE: Planning

	UNIT	Basic (£)	VAT	Total 19/20 (£)	Basic (£)	VAT	Total 20/21 (£)	% change	Comment	Basis for charging
			0.2			0.2				
<b>Operations:</b>										
<b>1. New Developments</b>										
<b>1.1 Outline Applications (calculated on site area)</b>										
1.1.1 Not more than 2.5 hectares	per 0.1 hectare (or part thereof)	£462.00	0.00	£462.00	£462.00	0.00	£462.00	0.0		Statutory
1.1.2 More than 2.5 hectares	per 0.1 hectare (or part thereof)	£11,432 plus an additional £138 per 0.1 hectare (or part thereof) in excess of 2.5 hectares up to a maximum of £150,000	0.00	£11,432 plus an additional £138 per 0.1 hectare (or part thereof) in excess of 2.5 hectares up to a maximum of £150,000	£11,432 plus an additional £138 per 0.1 hectare (or part thereof) in excess of 2.5 hectares up to a maximum of £150,000	0.00	£11,432 plus an additional £138 per 0.1 hectare (or part thereof) in excess of 2.5 hectares up to a maximum of £150,000	0.0		Statutory
<b>1.2 Full Applications (and First Submissions of Reserved Matters; or Technical Details Consent)</b>										
1.2.1 The erection of new dwelling houses; including the building of new flats; (Total	Per dwelling house	£462.00	0.00	£462.00	£462.00	0.00	£462.00	0.0		Statutory

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number of new units created is 50 or less)										
1.2.2 Erection of new dwelling houses; including the building of new flats; (Total number of new units created is more than 50)	Per dwelling house	£22,859 plus £138 per additional dwelling house / flat in excess of 50 up to a maximum of £300,000	0.00	£22,859 plus £138 per additional dwelling house / flat in excess of 50 up to a maximum of £300,000	£22,859 plus £138 per additional dwelling house / flat in excess of 50 up to a maximum of £300,000	0.00	£22,859 plus £138 per additional dwelling house / flat in excess of 50 up to a maximum of £300,000	0.0		Statutory
1.2.3 Erection of buildings (not dwelling houses, agricultural, glasshouses, plant nor machinery); where there is <b>no gross floor</b> space created by the development		£234.00	0.00	£234.00	£234.00	0.00	£234.00	0.0		Statutory
1.2.4 Erection of buildings (not dwelling houses, agricultural, glasshouses, plant nor machinery); where the gross floor space created by the		£234.00	0.00	£234.00	£234.00	0.00	£234.00	0.0		Statutory

## APPENDICES W1 to Z5 2020/21 BUDGET REPORT

development does not exceed 40 sq. m										
1.2.5 Erection of buildings (not dwelling houses, agricultural, glasshouses, plant nor machinery); where the gross floor space created by the development exceeds 40 sq. m, but does not exceed 75 sq. m		£462.00	0.00	£462.00	£462.00	0.00	£462.00	0.0		Statutory
1.2.6 Erection of buildings (not dwelling houses, agricultural, glasshouses, plant nor machinery); where the gross floor space created by the development exceeds 75 sq. m, but does not exceed 3,750 sq. m	75 sq. m (or part thereof)	£462.00	0.00	£462.00	£462.00	0.00	£462.00	0.0		Statutory

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1.2.7 Erection of buildings (not dwelling houses, agricultural, glasshouses, plant nor machinery); where the gross floor space created by the development exceeds 3,750 sq. m	75 sq. m (or part thereof)	£22,859 plus £138 for each additional 75 sq. m (or part thereof) in excess of 3,750 sq. m up to a maximum on £300,000	0.00	£22,859 plus £138 for each additional 75 sq. m (or part thereof) in excess of 3,750 sq. m up to a maximum on £300,000	£22,859 plus £138 for each additional 75 sq. m (or part thereof) in excess of 3,750 sq. m up to a maximum on £300,000	0.00	£22,859 plus £138 for each additional 75 sq. m (or part thereof) in excess of 3,750 sq. m up to a maximum on £300,000	0.0		Statutory
1.2.8 Erection of agricultural buildings other than glasshouses on land used for agricultural purposes; where the gross floor space to be created by the development does not exceed 465 sq. m		£96.00	0.00	£96.00	£96.00	0.00	£96.00	0.0		Statutory
1.2.9 Erection of agricultural buildings other than glasshouses on land used for agricultural purposes; where the gross floor space to be created by the development exceeds 465 sq. m		£462.00	0.00	£462.00	£462.00	0.00	£462.00	0.0		Statutory



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but does not exceed 540 sq. m										
1.2.10 Erection of agricultural buildings other than glasshouses on land used for agricultural purposes; where the gross floor space to be created by the development exceeds 540 sq. m but does not exceed 4215 sq. m	75 sq. m (or part thereof)	£462 for first 540 sq. m plus £462 for each 75 sq. m (or part thereof) in excess of 540 sq. m	0.00	£462 for first 540 sq. m plus £462 for each 75 sq. m (or part thereof) in excess of 540 sq. m	£462 for first 540 sq. m plus £462 for each 75 sq. m (or part thereof) in excess of 540 sq. m	0.00	£462 for first 540 sq. m plus £462 for each 75 sq. m (or part thereof) in excess of 540 sq. m	0.0		Statutory
1.2.11 Erection of agricultural buildings other than glasshouses on land used for agricultural purposes; where the gross floor space to be created by the development exceeds 4,215 sq. m	75 sq. m (or part thereof)	£22,859 plus £138 for each additional 75 sq. m (or part thereof) in excess of 4,215 sq. m up to a maximum of £300,000	0.00	£22,859 plus £138 for each additional 75 sq. m (or part thereof) in excess of 4,215 sq. m up to a maximum of £300,000	£22,859 plus £138 for each additional 75 sq. m (or part thereof) in excess of 4,215 sq. m up to a maximum of £300,000	0.00	£22,859 plus £138 for each additional 75 sq. m (or part thereof) in excess of 4,215 sq. m up to a maximum of £300,000	0.0		Statutory

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1.2.12 Erection of glasshouses on land used for the purpose of agriculture; where the gross floor space to be created by the development does not exceed 465 sq. m		£96.00	0.00	£96.00	£96.00	0.00	£96.00	0.0		Statutory
1.2.13 Erection of glasshouses on land used for the purpose of agriculture; where the gross floor space to be created by the development exceeds 465 sq. m		£2,580.00	0.00	£2,580.00	£2,580.00	0.00	£2,580.00	0.0		Statutory
1.2.14 Erection / alterations / replacement of plant and machinery where the site area does not exceed 5 hectares	per 0.1 hectare (or part thereof)	£462	0.00	462.00	£462	0.00	462.00	0.0		Statutory
1.2.15 Erection / alterations / replacement of plant and machinery where the site area exceeds 5 hectares	per 0.1 hectare (or part thereof)	£22,859 plus £138 for each additional 0.1 hectare (or part thereof) in excess of 5 hectares up to a maximum	0.00	£22,859 plus £138 for each additional 0.1 hectare (or part thereof) in excess of 5 hectares up to a maximum	£22,859 plus £138 for each additional 0.1 hectare (or part thereof) in excess of 5 hectares up to a maximum	0.00	£22,859 plus £138 for each additional 0.1 hectare (or part thereof) in excess of 5 hectares up to a maximum	0.0		Statutory

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		of £300,000		of £300,000	of £300,000		maximum of £300,000			
1.2.16 Re-submission within 12 months of the decision (or within 12 months of submitting an application that is subsequently withdrawn), where the applicant, the address (or site location) is the same as that for the previous application and the description of the resubmission is similar to that of the previous application.		0.00	0.00	0.00	0	0.00	0.00	0.0		Statutory
<b>2. Reserved Matters</b>										

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2.1 Application for approval of reserved matters following outline approval. If a sum equal to or greater than what would be payable at current rates for approval of all the reserved matters has already been paid		£462.00	0.00	£462.00	£462.00	0.00	£462.00	0.0		Statutory
2.2 Application for approval of reserved matters following outline approval. If a sum equal to or greater than what would be payable at current rates for approval of all the reserved matters has NOT already been paid		Fee will the same as Full fee for that use carried out or operation	0.00	Fee will the same as Full fee for that use carried out or operation	Fee will the same as Full fee for that use carried out or operation	0.00	Fee will the same as Full fee for that use carried out or operation			Statutory
2.3 Resubmission within 12 months of the decision (or within 12 months of submitting an application that is subsequently withdrawn), where the applicant, the address (or site location) is the same as that for the		0.00	0.00	0.00	0	0.00	0.00	0.0		Statutory

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previous application and the description of the resubmission is similar to that of the previous application.										
<b>3. Existing Dwelling houses or Flats</b>										
3.1 Enlargement, improvement or other alteration of an existing single dwelling house or single flat		£206.00	0.00	£206.00	£206.00	0.00	£206.00	0.0		Statutory
3.2 Enlargement, improvement or other alteration of existing dwelling houses or flats (two or more)		£407.00	0.00	£407.00	£407.00	0.00	£407.00	0.0		Statutory
3.3 The carrying out of operations within the curtilage of an existing dwelling house, for purposes ancillary to the enjoyment of the dwelling house										
Erection of a building, outhouse, workshop, large shed etc.		£206.00	0.00	£206.00	£206.00	0.00	£206.00	0.0		Statutory
Erection or construction of gates, fences, walls or other means of enclosure along a boundary of the curtilage of an existing dwelling house		£206.00	0.00	£206.00	£206.00	0.00	£206.00	0.0		Statutory

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Enlargement, improvement or other alteration of an existing single dwelling house or single flat specifically for the benefit of a registered disable person		£0.00	0.00	£0.00	£0.00	0.00	£0.00	0.0		Statutory
3.4 Resubmission within 12 months of the decision (or within 12 months of submitting an application that is subsequently withdrawn), where the applicant, the address (or site location) is the same as that for the previous application and the description of the resubmission is similar to that of the previous application.		0.00	0.00	0.00	0	0.00	0.00	0.0		Statutory
<b>4. Applications other than Building Works</b>										
4.1.The construction of car parks, service roads or other accesses, including cross overs / drop		£234.00	0.00	£234.00	£234.00	0.00	£234.00	0.0		Statutory

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curbs for existing uses										
4.2 Waste (Use of land for disposal of refuse or waste materials or deposit of material remaining after extraction of storage of minerals); where the site area does not exceed 15 hectares	per 0.1 hectare (or part thereof)	£234.00	0.00	£234.00	£234.00	0.00	£234.00	0.0		Statutory
4.3 Waste (Use of land for disposal of refuse or waste materials or deposit of material remaining after extraction of storage of minerals); where the site area exceeds 15 hectares	per 0.1 hectare (or part thereof)	£34,934 plus £138 for each additional 0.1 hectare (or part thereof) in excess of 15 hectares up to a maximum of £78,000	0.00	£34,934 plus £138 for each additional 0.1 hectare (or part thereof) in excess of 15 hectares up to a maximum of £78,000	£34,934 plus £138 for each additional 0.1 hectare (or part thereof) in excess of 15 hectares up to a maximum of £78,000	0.00	£34,934 plus £138 for each additional 0.1 hectare (or part thereof) in excess of 15 hectares up to a maximum of £78,000	0.0		Statutory
<b>5. Drilling / Mining Operations</b>										
5.1 Operations connected with exploratory drilling for oil or natural gas; where the site area	per 0.1 hectare (or part thereof)	£508.00	0.00	£508.00	£508.00	0.00	£508.00	0.0		Statutory

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does not exceed 7.5 hectares										
5.2 Operations connected with exploratory drilling for oil or natural gas; where the site area exceeds 7.5 hectares	per 0.1 hectare (or part thereof)	£38,070 plus £151 for each additional 0.1 hectare (or part thereof) in excess of 7.5 hectares up to a maximum of £300,000	0.00	£38,070 plus £151 for each additional 0.1 hectare (or part thereof) in excess of 7.5 hectares up to a maximum of £300,000	£38,070 plus £151 for each additional 0.1 hectare (or part thereof) in excess of 7.5 hectares up to a maximum of £300,000	0.00	£38,070 plus £151 for each additional 0.1 hectare (or part thereof) in excess of 7.5 hectares up to a maximum of £300,000	0.0		Statutory
5.3 Operations (other than exploratory drilling) for the winning and working of oil or natural gas; where the site area does not exceed 15 hectares	per 0.1 hectare (or part thereof)	£257.00	0.00	£257.00	£257.00	0.00	£257.00	0.0		Statutory



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5.4 Operations (other than exploratory drilling) for the winning and working of oil or natural gas; where the site area exceeds 15 hectares	per 0.1 hectare (or part thereof)	£38,520 plus £151 for each additional 0.1 hectare (or part thereof) in excess of 15 hectares up to a maximum of £78,000	0.00	£38,520 plus £151 for each additional 0.1 hectare (or part thereof) in excess of 15 hectares up to a maximum of £78,000	£38,520 plus £151 for each additional 0.1 hectare (or part thereof) in excess of 15 hectares up to a maximum of £78,000	0.00	£38,520 plus £151 for each additional 0.1 hectare (or part thereof) in excess of 15 hectares up to a maximum of £78,000	0.0		Statutory
5.5 Other operations (winning and working of minerals) excluding oil and natural gas; where the site area does not exceed 15 hectares	per 0.1 hectare (or part thereof)	£234.00	0.00	£234.00	£234.00	0.00	£234.00	0.0		Statutory
5.6 Other operations (winning and working of minerals) excluding oil and natural gas; where the site area exceeds 15 hectares	per 0.1 hectare (or part thereof)	£34,934 plus £138 for each additional 0.1 hectare (or part thereof) in excess of 15 hectares up to a maximum of £78,000	0.00	£34,934 plus £138 for each additional 0.1 hectare (or part thereof) in excess of 15 hectares up to a maximum of £78,000	£34,934 plus £138 for each additional 0.1 hectare (or part thereof) in excess of 15 hectares up to a maximum of £78,000	0.00	£34,934 plus £138 for each additional 0.1 hectare (or part thereof) in excess of 15 hectares up to a	0.0		Statutory

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							maximum of £78,000			
5.7 Other operations (not coming within any of the above categories) (calculated on site area)	per 0.1 hectare (or part thereof)	0.00	0.00	£234 per 0.1 hectare (or part thereof) up to a maximum of £2,028	£234 per 0.1 hectare (or part thereof) up to a maximum of £2,028	0.00	£234 per 0.1 hectare (or part thereof) up to a maximum of £2,028	0.0		Statutory
<b>6. Lawful Development Certificate</b>										
6.1 Lawful Development Certificate Existing (Section 191 (1) (a) or (b) application for a certificate to establish the lawfulness of an existing land-use, or of development already carried out		Fee will the same as Full fee for that use carried out or operation	0.00	Fee will the same as Full fee for that use carried out or operation	Fee will the same as Full fee for that use carried out or operation	0.00	Fee will the same as Full fee for that use carried out or operation			Statutory

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6.2 Lawful Development Certificate Existing (Section 191 (1) (a) or (b) application for a certificate to establish the lawfulness of an existing land-use, or of development already carried out. Application for planning permission for the same development would be exempt from the need to pay a planning fee under any other planning fee regulation.		0.00	0.00	0.00	0.00	0.00	0.00	0.0		Statutory
6.3 Lawful Development Certificate - Lawful not to comply with a particular planning condition. (Section 191 (1) (c) application for a certificate to establish that it was lawful not to comply with a particular condition or other limitation imposed on		£234.00	0.00	£234.00	£234.00	0.00	£234.00	0.0		Statutory

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a planning permission.										
6.4 Lawful Development Certificate - Proposed (Section 192 application for a certificate to state that a proposed use would be lawful.		Fee will be half the normal planning fee if submitting a new application for that use or operation	0.00	Fee will be half the normal planning fee if submitting a new application for that use or operation	Fee will be half the normal planning fee if submitting a new application for that use or operation	0.00	Fee will be half the normal planning fee if submitting a new application for that use or operation	0.0		Statutory
6.5 Certificate of Lawfulness of Proposed Works to a listed building		0.00	0.00	0.00	0.00	0.00	0.00	0.0		Statutory
<b>7. Prior Approval</b>										
7.1 Prior approval for permitted development rights for a larger single story home extension (From 19 August 2019)		£96.00	0.00	£96.00	£96.00	0.00	£96.00	0.0		Statutory
7.2 Agricultural and Forestry buildings and operations		£96.00	0.00	£96.00	£96.00	0.00	£96.00	0.0		Statutory
7.3 Demolition of buildings		£96.00	0.00	96.00	£96.00	0.00	£96.00	0.0		Statutory

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7.4 Communications (previously referred to as "Telecommunications Code Systems Operators")		£462.00	0.00	£462.00	£462.00	0.00	£462.00	0.0		Statutory
7.5 Change of Use from Shops (Class A1), Professional and Financial Services (Class A2), Takeaways (Class A5), Betting Offices, Pay Day Loan Shops or Launderettes to Offices (Class B1a)		£96.00	0.00	£96.00	£96.00	0.00	£96.00	0.0		Statutory
7.6 Change of Use of a building and any land within its curtilage from Business (Use Class B1), Hotels (Use Class C1), Residential Institutions (Use Class C2), Secure Residential Institutions (Use Class C2A) or Assembly and Leisure (Use Class D2) to a State Funded School or Registered Nursery		£96.00	0.00	£96.00	£96.00	0.00	£96.00	0.0		Statutory

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7.7 Change of Use of a building and any land within its curtilage from an Agricultural Building to a State-Funded School or Registered Nursery		£96.00	0.00	£96.00	£96.00	0.00	£96.00	0.0		Statutory
7.8 Change of Use of a building and any land within its curtilage from an Agricultural Building to a flexible use within Shops (Use Class A1), Financial and Professional Services (Use Class A2), Restaurants and Cafes (Use Class A3), Business (Use Class B1), Storage or Distribution (Use Class B8), Hotels (Use Class C1), or Assembly or Leisure (Use Class D2)		£96.00	0.00	£96.00	£96.00	0.00	£96.00	0.0		Statutory
7.9 Change of Use of a building and any land within its curtilage from Offices (Use Class B1a) to Dwelling houses (Use Class C3)		£96.00	0.00	£96.00	£96.00	0.00	£96.00	0.0		Statutory

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7.10 Change of Use of a building and any land within its curtilage from an Agricultural Building to Dwelling houses (Use Class C3)		£96.00	0.00	£96.00	£96.00	0.00	£96.00	0.0		Statutory
7.11 Change of Use of a building and any land within its curtilage from an Agricultural Building to Dwelling houses (Use Class C3); where it includes building operations in connection with the change of use		£206.00	0.00	£206.00	£206.00	0.00	£206.00	0.0		Statutory
7.12 Change of Use of a building from Retail (Use Classes A1 and A2), Betting Offices, Pay Day Loan Shops, Launderette; or a mixed use combining one of these uses and use as a dwelling house to Dwelling houses (Use Class C3)		£96.00	0.00	£96.00	£96.00	0.00	£96.00	0.0		Statutory

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7.13 Change of Use of a building from Retail (Use Class A1 and A2), Betting Offices, Pay Day Loan Shops, Launderette; or a mixed use combining one of these uses and use as a dwelling house to Dwelling houses (Use Class C3); where it includes building operations in connection with the change of use		£206.00	0.00	£206.00	£206.00	0.00	£206.00	0.0		Statutory
7.14 Change of use of a building and any land within its curtilage from Storage and Distribution (Use Class B8) and Light Industrial (Use Class B1c) to Dwelling houses (Use Class C3)		£96.00	0.00	£96.00	£96.00	0.00	£96.00	0.0		Statutory
7.15 Change of Use of a building and any land within its curtilage from Amusement Arcades / Centres and Casinos (Sui Generis		£96.00	0.00	£96.00	£96.00	0.00	£96.00	0.0		Statutory



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Uses) to Dwelling houses (Use Class C3)										
7.16 Change of Use of a building and any land within its curtilage from Amusement Arcades / Centres and Casinos (Sui Generis Uses) to Dwelling houses (Use Class C3); where it includes building operations in connection with the change of use		£206.00	0.00	£206.00	£206.00	0.00	£206.00	0.0		Statutory
7.17 Change of Use from Shops (Class A1), Professional and Financial Services (Class A2), Betting Offices, Pay Day Loan Shops (Sui Generis Uses) to Assembly and Leisure Uses (Use Class D2)		£96.00	0.00	£96.00	£96.00	0.00	£96.00	0.0		Statutory
7.18 Change of Use from Retail (Use Classes A1 and A2), Takeaways (Class A5), Betting Offices, Pay Day Loan Shops		£96.00	0.00	£96.00	£96.00	0.00	£96.00	0.0		Statutory

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or Launderettes to Offices (Class B1a)										
7.19 Development consisting of the Erection or Construction of a Collection Facility within the curtilage of a Shop		£96.00	0.00	£96.00	£96.00	0.00	£96.00	0.0		Statutory
7.20 Temporary Use of Buildings or Land for the Purpose of Commercial Film- Making and the Associated Temporary Structures, Works, Plant or Machinery required in Connection with that Use		£96.00	0.00	£96.00	£96.00	0.00	£96.00	0.0		Statutory
7.21 Installation, Alteration or Replacement of other Solar Photovoltaics (PV) equipment on the Roofs of Non- domestic Buildings, up to a Capacity of 1 Megawatt		£96.00	0.00	£96.00	£96.00	0.00	£96.00	0.0		Statutory

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7.22 Prior approval application where a planning application for the same site is submitted at the same time by or on behalf of the same person		£0.00	0.00	£0.00	£0.00	0.00	£0.00	0.0		Statutory
<b>8. Approval / variation / discharge of condition</b>										
8.1 Application for removal or variation of condition following grant of planning permission		£234.00	£0.00	£234.00	£234.00	£0.00	£234.00	0.0		Statutory
8.2 Request to discharge one or more householder planning conditions	Per Request	£34.00	£0.00	£34.00	£34.00	£0.00	£34.00	0.0		Statutory
8.3 Request to discharge one or more non-householder planning conditions	Per Request	£116.00	£0.00	£116.00	£116.00	£0.00	£116.00	0.0		Statutory
8.4 Request to discharge planning conditions on new build developments	Per Request	£116.00	£0.00	£116.00	£116.00	£0.00	£116.00	0.0		Statutory
8.5 Request to discharge planning conditions related to listed building consent		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0.0		Statutory

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8.6 Request to discharge planning conditions attached to applications resulting from a condition removing "permitted development rights"		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0.0		Statutory
<b>9. Change of Use</b>										
9.1 Change of use of a building to use as between 1 and 50 separate dwelling houses	Per dwelling house	£462.00	0.00	£462.00	£462.00	0.00	£462.00	0.0		Statutory
9.2 Change of use of a building to use as more than 50 separate dwelling houses		£22,859 plus £138 per additional dwelling house in excess of 50 up to a maximum of £300,000	0.00	£22,859 + £138 per additional dwelling house in excess of 50 up to a maximum of £300,000	£22,859 plus £138 per additional dwelling house in excess of 50 up to a maximum of £300,000	0.00	£22,859 + £138 per additional dwelling house in excess of 50 up to a maximum of £300,000	0.0		Statutory
9.3 Other change of use of a building or land		£462.00	0.00	£462.00	£462.00	0.00	£462.00	0.0		Statutory
<b>10.Consent to Display Advertisements</b>										

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10.1 Advertising displayed externally on business premises, the forecourt of business premises or other land within the curtilage of business premises relating to the business on the premises		£132.00	0.00	£132.00	£132.00	0.00	£132.00	0.0		Statutory
10.2 Advertisements for the purpose of directing members of the public to, or otherwise drawing attention to the existence of, business premises which are in the same locality as the site on which the advertisement is to be displayed but which are not visible from that site		£132.00	0.00	£132.00	£132.00	0.00	£132.00	0.0		Statutory
10.3 All other advertisements		£462.00	0.00	£462.00	£462.00	0.00	£462.00	0.0		Statutory
10.4 Application for consent to display an advertisement following a withdrawal of an earlier application (before notice of		£0.00	0.00	£0.00	£0.00	0.00	£0.00	0.0		Statutory

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decision was issued) and where the application is made by or on behalf of the same person										
10.5 Application for consent to display an advertisement following refusal of consent for display of an advertisement and where the application is made by or on behalf of the same person		£0.00	0.00	£0.00	£0.00	0.00	£0.00	0.0		Statutory
10.6 Application for consent to display an advertisement which results from a direction under Regulation 7 of the Control of Advertisements Regulations 1992, dis-applying deemed consent under Regulation 6 to the proposed advertisement		£0.00	0.00	£0.00	£0.00	0.00	£0.00	0.0		Statutory
<b>11. Application for a Non-material Amendment following a grant of planning permission</b>										

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11.1 Applications in respect of householder developments		£34.00	0.00	£34.00	£34.00	0.00	£34.00	0.0		Statutory
11.2 Applications in respect of other developments		£234.00	0.00	£234.00	£234.00	0.00	£234.00	0.0		Statutory
<b>12. Permissions in Principle</b>										
12.1 Application for Permission in Principle	per 0.1 hectare (or part thereof)	£402	0.00	£402	£402	0.00	£402	0.0		Statutory
<b>13. Listed Buildings</b>										
13.1 Listed Building Consent		0.00	0.00	0.00	0.00	0.00	0.00	0.0		Statutory
13.2 Certificate of Lawfulness of Proposed Works to a listed building		0.00	0.00	0.00	0.00	0.00	0.00	0.0		Statutory
13.3 Application relates to condition(s) on an application for Listed Building Consent		0.00	0.00	0.00	0.00	0.00	0.00	0.0		Statutory
13.4 Demolition of a Listed Building		0.00	0.00	0.00	0.00	0.00	0.00	0.0		Statutory
<b>14. Demolition</b>										
14.1 Demolition of unlisted buildings within conservation areas		0.00	0.00	0.00	0.00	0.00	0.00	0.0		Statutory

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14.2 Demolition of a Listed Building		0.00	0.00	0.00	0.00	0.00	0.00	0.0		Statutory
<b>15. Trees</b>										
15.1 Works to Trees in Conservation Areas		0.00	0.00	0.00	0.00	0.00	0.00	0.0		Statutory
15.2 Works to Trees covered by Tree Preservation Orders		0.00	0.00	0.00	0.00	0.00	0.00	0.0		Statutory
15.3 Hazardous Trees - 5 day notice		0.00	0.00	0.00	0.00	0.00	0.00	0.0		Statutory
15.4 Tree Preservation Orders		0.00	0.00	0.00	0.00	0.00	0.00	0.0		Statutory
<b>16. Design Review Panel</b>										
16.1 Standard Review (up to and including 50 units) - First Review Meeting		2500.00	0.20	3000.00	2560.00	0.20	3072.00	2.4		Discretionary
16.2 Standard Review (up to and including 50 units) - Subsequent Review Meetings		2000.00	0.20	2400.00	2050.00	0.20	2460.00	2.5		Discretionary
16.3 Standard Review (more than 50 units) - First Review Meeting		4000.00	0.20	4800.00	4100.00	0.20	4920.00	2.5		Discretionary
16.4 Standard Review (more than 50 units) - Subsequent Review Meetings		3500.00	0.20	4200.00	3590.00	0.20	4308.00	2.6		Discretionary



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16.5 Premium Review (2.5 hour review) - First Review Meeting		7000.00	0.20	8400.00	7175.00	0.20	8610.00	2.5		Discretionary
16.6 Premium Review (2.5 hour review) - Subsequent Review Meetings		6000.00	0.20	7200.00	6150.00	0.20	7380.00	2.5		Discretionary
16.7 Cancellation of meeting within 28 working days of meeting		500.00	0.20	600.00	510.00	0.20	612.00	2.0		Discretionary
16.8 Cancellation of meeting within 10 working days of meeting		1000.00	0.20	1200.00	1025.00	0.20	1230.00	2.5		Discretionary
<b>17. Planning Advice Services</b>										
17.1 Planning Information (Informal written feedback on simple planning queries)		50.00	0.20	60.00	51.67	0.20	62.00	3.3		Discretionary
17.1.1 Submitting complete planning applications, including which forms to use and if you have filled them in correctly		50.00	0.20	60.00	51.67	0.20	62.00	3.3		Discretionary
17.1.2 Whether or not you need planning permission		50.00	0.20	60.00	51.67	0.20	62.00	3.3		Discretionary

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to build or use a building differently										
17.1.3 Whether proposed alterations require listed building consent		50.00	0.20	60.00	51.67	0.20	62.00	3.3		Discretionary
17.1.4 Explanation of planning policy, including the evidence needed and how to apply planning policies in general		50.00	0.20	60.00	51.67	0.20	62.00	3.3		Discretionary
17.1.5 Confirmation that a specific planning obligation has been discharged		50.00	0.20	60.00	51.67	0.20	62.00	3.3		Discretionary
17.1.6 Confirmation that an identified planning condition has been met		50.00	0.20	60.00	51.67	0.20	62.00	3.3		Discretionary
17.1.7 Confirmation that an identified planning enforcement notice has been met		50.00	0.20	60.00	51.67	0.20	62.00	3.3		Discretionary
17.2 Duty Planner Standard (20 minute meeting with Planning Officer)		108.33	0.20	130.00	110.00	0.20	132.00	1.5		Discretionary
17.3 Duty Planner Complex (20 minute		188.33	0.20	226.00	195.00	0.20	234.00	3.5		Discretionary

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meeting with Planning Officer)										
<b>18. Listed Building Advice (Assessment of physical works to listed buildings). Fees are chargeable alongside fees required for general planning advice, including duty planner or pre-application advice.</b>										
18.1 Householder Written Advice		380.00	0.20	456.00	390.00	0.20	468.00	2.6		Discretionary
18.2 Householder Written Advice with one-hour meeting on site with conservation officer		545.00	0.20	654.00	560.00	0.20	672.00	2.8		Discretionary
18.3 Householder follow-up advice		165.00	0.20	198.00	170.00	0.20	204.00	3.0		Discretionary
18.4 Non-householder Written Advice		690.00	0.20	828.00	710.00	0.20	852.00	2.9		Discretionary
18.5 Non-householder Written Advice with one-hour meeting on site with conservation officer and a planning officer		1010.00	0.20	1212.00	1035.00	0.20	1242.00	2.5		Discretionary
18.6 Non-householder follow-up advice		500.00	0.20	600.00	510.00	0.20	612.00	2.0		Discretionary
<b>19. Pre-application Advice Services</b>										

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19.1 Concept Meeting (30 minute meeting to discuss principle of development and brief written response) - Single-plot subdivision (conversion of one house into two flats or one plot into two plots or addition of residential annexe)		300.00	0.20	360.00	305.00	0.20	366.00	1.7		Discretionary
19.2 Concept Meeting (30 minute meeting to discuss principle of development and brief written response) - All development except single-plot subdivision		500.00	0.20	600.00	510.00	0.20	612.00	2.0		Discretionary
19.3 Concept Meeting - Major Developments (part of PPA Service)		1000.00	0.20	1200.00	1025.00	0.20	1230.00	2.5		Discretionary
19.4 Pre-application Meeting										
19.4.1 Small minor development (One additional property (including conversion and annexe)) - First Meeting		750.00	0.20	900.00	770.00	0.20	924.00	2.7		Discretionary

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19.4.2 Small minor development (One additional property (including conversion and annexe)) - Follow-up Meeting (Single Issue)		400.00	0.20	480.00	410.00	0.20	492.00	2.5		Discretionary
19.4.3 Small minor development (2-4 new residential dwellings (including conversion and annexe)) - First Meeting		1200.00	0.20	1440.00	1230.00	0.20	1476.00	2.5		Discretionary
19.4.4 Small minor development (2-4 new residential dwellings (including conversion and annexe)) - Follow-up Meeting (Single Issue)		600.00	0.20	720.00	615.00	0.20	738.00	2.5		Discretionary
19.4.5 Small minor development (Change of use from 150 sq. m to 500 sq. m) - First Meeting		1200.00	0.20	1440.00	1230.00	0.20	1476.00	2.5		Discretionary
19.4.6 Small minor development (Change of use from 150 sq. m to 500 sq. m) - Follow-up Meeting (Single Issue)		600.00	0.20	720.00	615.00	0.20	738.00	2.5		Discretionary

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19.4.7 Larger minor development (5-9 new residential dwellings (including conversion)) - First Meeting		1500.00	0.20	1800.00	1540.00	0.20	1848.00	2.7		Discretionary
19.4.8 Larger minor development (5-9 new residential dwellings (including conversion)) - Follow-up Meeting		700.00	0.20	840.00	720.00	0.20	864.00	2.9		Discretionary
19.4.9 Larger minor development (Change of use from 500 sq. m to 999 sq. m non-residential floor space) - First Meeting	Per meeting	1500.00	0.20	1800.00	1540.00	0.20	1848.00	2.7		Discretionary
19.4.10 Larger minor development (Change of use from 500 sq. m to 999 sq. m non-residential floor space) - Follow-up Meeting (Single Issue)		700.00	0.20	840.00	720.00	0.20	864.00	2.9		Discretionary
19.4.11 Small major development (10-30 new residential dwellings (including conversion)) - First Three Meetings	Per meeting	2400.00	0.20	2880.00	2460.00	0.20	2952.00	2.5		Discretionary

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19.4.12 Small major development (10-30 new residential dwellings (including conversion)) - Meeting four onwards	Per meeting	1100.00	0.20	1320.00	1130.00	0.20	1356.00	2.7		Discretionary
19.4.13 Small major development (1,000 - 1,999 sq. m non-residential floor space) - First Three Meetings	Per meeting	2400.00	0.20	2880.00	2460.00	0.20	2952.00	2.5		Discretionary
19.4.14 Small major development (1,000 - 1,999 sq. m non-residential floor space) - Meeting four onwards	Per meeting	1100.00	0.20	1320.00	1130.00	0.20	1356.00	2.7		Discretionary
19.4.15 Medium major development (31-99 new residential dwellings (including conversion)) - First Three Meetings	Per meeting	3000.00	0.20	3600.00	3075.00	0.20	3690.00	2.5		Discretionary
19.4.16 Medium major development (31-99 new residential dwellings (including conversion)) - Meeting four onwards	Per meeting	1400.00	0.20	1680.00	1435.00	0.20	1722.00	2.5		Discretionary

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19.4.17 Medium major development (2,000 - 2,999 sq. m non-residential floor space) - First Three Meetings	Per meeting	3000.00	0.20	3600.00	3075.00	0.20	3690.00	2.5		Discretionary
19.4.18 Medium major development (2,000 - 2,999 sq. m non-residential floor space) - Meeting four onwards	Per meeting	1400.00	0.20	1680.00	1435.00	0.20	1722.00	2.5		Discretionary
19.23 Large major development (100-149 new residential dwellings (including conversion)) - First Three Meetings	Per meeting	4000.00	0.20	4800.00	4100.00	0.20	4920.00	2.5		Discretionary
19.24 Large major development (100-149 new residential dwellings (including conversion)) - Meeting four onwards	Per meeting	1800.00	0.20	2160.00	1845.00	0.20	2214.00	2.5		Discretionary
19.25 Large major development (3,000 plus sq. m non-residential floor space) - First Three Meetings	Per meeting	4000.00	0.20	4800.00	4100.00	0.20	4920.00	2.5		Discretionary
19.26 Large major development (3,000 plus sq. m non-residential floor	Per meeting	1800.00	0.20	2160.00	1845.00	0.20	2214.00	2.5		Discretionary



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space) - Meeting four onwards										
19.27 Very large major development (150 and over new residential dwellings (including conversion)) - First Three Meetings	Per meeting	5000.00	0.20	6000.00	5125.00	0.20	6150.00	2.5		Discretionary
19.28 Very large major development (150 and over new residential dwellings (including conversion)) - Meeting four onwards	Per meeting	2000.00	0.20	2400.00	2050.00	0.20	2460.00	2.5		Discretionary
19.29 Very large major development (EIA Development) - First Three Meetings	Per meeting	5000.00	0.20	6000.00	5125.00	0.20	6150.00	2.5		Discretionary
19.30 Very large major development (EIA Development) - Meeting four onwards	Per meeting	2000.00	0.20	2400.00	2050.00	0.20	2460.00	2.5		Discretionary
19.31 Environmental Health specialist resource	Per hour	100.00	0.20	120.00	102.50	0.20	123.00	2.5		Discretionary
19.32 Highways specialist resource	Per hour	100.00	0.20	120.00	102.50	0.20	123.00	2.5		Discretionary
<b>20. Planning Performance Agreements (PPA)</b>										

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Arrangement Fee		2000.00	0.20	2400.00	2050.00	0.20	2460.00	2.5		Discretionary
PPA Fee is based upon staff time (daily rates) across the project duration. Fee will be agreed as part of PPA negotiation process.	Based on required staff time / expertise	Negotiated	0.20	Negotiated	Negotiated	0.20	Negotiated			Discretionary
Environmental Health specialist resource	per hour	100.00	0.20	120.00	102.50	0.20	123.00	2.5		Discretionary
Highways specialist resource	per hour	100.00	0.20	120.00	102.50	0.20	120.00	0.0		Discretionary
<b>21. Local Land Charges Service</b>										
Local Land Charges Register only		42.00	0.00	42.00	43.00	0.00	43.00	2.4		Discretionary
Optional Questions Only	Per question	10.00	0.20	12.00	10.25	0.20	12.30	2.5		Discretionary
CON 29		90.00	0.20	108.00	92.25	0.20	110.70	2.5		Discretionary
Additional Questions on Con29	Per question	25.00	0.00	25.00	25.50	0.00	25.50	2.0		Discretionary
Additional parcels	per parcel	25.00	0.00	25.00	25.50	0.00	25.50	2.0		Discretionary

# APPENDICES W1 to Z5 2020/21 BUDGET REPORT

## SERVICE: Highways

	UNIT	Charges 19/20			Proposed charges 20/21			% change	Comments	Basis for charging
		Basic (£)	VAT 0.2	Total 19/20 (£)	Basic (£)	VAT 0.2	Total 20/21 (£)			
Domestic Crossover Application	Each	100	0.00	100.00	110.00	0.00	110.00	10.0		Discretionary
Domestic Crossover Installation	Each	900.00	0.00	900.00	1000.00	0.00	1000.00	11.1		Discretionary
Domestic Crossover Extension	Each	0.00	0.00	0.00	300.00	0.00	300.00			Discretionary
CPZ amendments due to crossovers	Each	200.00	0.00	200.00	250.00	0.00	250.00	25.0		Discretionary
Access Bars (road markings)	Each	60.00	0.00	60.00	75.00	0.00	75.00	25.0		Discretionary
Inspection of rechargeable works and other fees	Hr	60.00	0.00	60.00	75.00	0.00	75.00	25.0		Discretionary
Skip Licence	Per Month	60.00	0.00	60.00	65.00	0.00	65.00	8.3		Discretionary
Container Licence	Per Month	100.00	0.00	100.00	110.00	0.00	110.00	10.0		Discretionary
Scaffold Licence	3 months	250.00	0.00	250.00	280.00	0.00	280.00	12.0		Discretionary
Scaffold Licence renewal	3 months	55.00	0.00	55.00	60.00	0.00	60.00	9.1		Discretionary
Hoarding Licence	3 months	175.00	0.00	175.00	195.00	0.00	195.00	11.4		Discretionary
Hoarding Licence renewal	3 months	55.00	0.00	55.00	60.00	0.00	60.00	9.1		Discretionary
Materials licence	3 months	120.00	0.00	120.00	65.00	0.00	65.00	-45.8		Discretionary
Emergency Temporary Traffic Order	Each	350.00	0.00	350.00	400.00	0.00	400.00	14.3		Discretionary
Temporary Traffic Order	Each	2000.00	0.00	2000.00	2000.00	0.00	2000.00	0.0		Discretionary
Highway Searches	Each	60.00	0.00	60.00	75.00	0.00	75.00	25.0		Discretionary
Crane Licence and oversail	3 months	360.00	0.00	360.00	405.00	0.00	405.00	12.5		Discretionary
Crane Licence and oversail extension	1 month	100.00	0.00	100.00	110.00	0.00	110.00	10.0		Discretionary
Section 50 Licence new apparatus	Each	390.00	0.00	390.00	440.00	0.00	440.00	12.8		Discretionary
Section 50 Licence existing apparatus	Each	240.00	0.00	240.00	270.00	0.00	270.00	12.5		Discretionary

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Traffic order for permanent restrictions or changes	Each	5000.00	0.00	5000.00	5000.00	0.00	5000.00	0.0		Discretionary
Car club bay individual order	Each	3500.00	0.00	3500.00	3500.00	0.00	3500.00	0.0		Discretionary
Notices for road humps and controlled crossings	Each	3500.00	0.00	3500.00	3500.00	0.00	3500.00	0.0		Discretionary
Section 38 Road Adoption Agreement	% of estimated construction costs			8%	8%					Discretionary
Section 278 Works on highway by outside body	% of estimated construction costs			8%	8%					Discretionary
Application fee for S38/S278 Agreements where over £100k of works		5000.00	0.00	5000.00	5000.00	0.00	5000.00	0.0		Discretionary
Commutated Sums for non-standard highway works										Discretionary

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### SERVICE: Street naming and numbering

Charges 19/20					Proposed charges 20/21				
	UNIT	Basic	VAT	Total 19/20	Basic	VAT	Total 20/21	% change	Basis for charging
			0.2			0.2			
New developments									
New street name		350.00	0.00	350.00	365.00	0.00	365.00	4.3	Discretionary
New building name		350.00	0.00	350.00	365.00	0.00	365.00	4.3	Discretionary
One new property		50.00	0.00	50.00	52.00	0.00	52.00	4.0	Discretionary
Each additional property		10.00	0.00	10.00	11.00	0.00	11.00	10.0	Discretionary
Existing properties									
Adding a name		50.00	0.00	50.00	52.00	0.00	52.00	4.0	Discretionary
Changing a name or number		50.00	0.00	50.00	52.00	0.00	52.00	4.0	Discretionary
Each additional number or name change		10.00	0.00	10.00	11.00	0.00	11.00	10.0	Discretionary
Address confirmation letter		30.00	0.00	30.00	33.00	0.00	33.00	10.0	Discretionary

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## SERVICE: Private Sector Housing Agency

	UNIT	Charges 19/20			Proposed charges 20/21			% change	Basis for charging
		Basic (£)	VAT 0.2	Total 19/20 (£)	Basic (£)	VAT 0.2	Total 20/21 (£)		
Service first Improvement Notice/Suspended Improvement Notice	per notice	no charges			400.00	80.00	480.00		Discretionary
Service first Prohibition Order/Suspended prohibition Order	per notice	no charges			400.00	80.00	480.00		Discretionary
Service First Hazard Awareness Notice	per notice	no charges			400.00	80.00	480.00		Discretionary
First Emergency Remedial Action	per notice	no charges			400.00	80.00	480.00		Discretionary
Service Emergency Prohibition Order	per notice	no charges			400.00	80.00	480.00		Discretionary
Service second and subsequent Improvement/Suspended Improvement Notice	per notice	no charges			85.00	80.00	480.00		Discretionary
Service second and subsequent Prohibition Order/Suspended Prohibition Order	per notice	no charges			85.00	17.00	102.00		Discretionary
Service second or subsequent Hazard Awareness Notice	per notice	no charges			85.00	17.00	102.00		Discretionary
Second or subsequent Emergency Remedial Action	per notice	no charges			85.00	17.00	102.00		Discretionary
Service second or subsequent Overcrowding Notice	per notice	no charges			85.00	17.00	102.00		Discretionary
Service second or subsequent Emergency Prohibition Order	per notice	no charges			85.00	17.00	102.00		Discretionary
Adequate Accommodation Assessment (Immigration Rules 2016)	per inspection	no charges			190.00	38.00	128.00		Discretionary

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Assistance in completing HMO application form	per application	no charges	50.00	10.00	60.00		Discretionary
Completion of floor plans for HMO licence application	per application	no charges	150.00	30.00	180.00		Discretionary
Civil Penalty Notice First Breach (payment received in 14 days)	per notice	no charges	1250.00	250.00	1500.00		Statutory
Civil Penalty Notice first breach (payment received after 14 days)	per notice	no charges	2500.00	500.00	3000.00		Statutory
Civil Penalty Notice second breach (payment received in 14 days)	per notice	no charges	2500.00	500.00	3000.00		Statutory
Civil Penalty Notice second breach (payment received after 14 days)	per notice	no charges	5000.00	1000.00	6000.00		Statutory
Civil Penalty Notice third and any subsequent breach	per notice	no charges	5000.00	1000.00	6000.00		Statutory
Agency Fee (Disabled Facilities Grant)	by reference to cost of work on property	15% approved cost of works			17.5% approved cost of works		Statutory
Adaption Fee (Disabled Facilities Grant)	by reference to cost of work on property	10% approved cost of works			15% approved cost of works		Statutory
Agency Fee (Housing Regeneration Grant)	by reference to cost of work on property	10% approved cost of works			15% approved cost of works		Statutory

# APPENDICES W1 to Z5 2020/21 BUDGET REPORT

## SERVICE: Licensing

Charges 19/20					Proposed charges 20/21				
	UNIT	Basic (£)	VAT	Total 19/20 (£)	Basic (£)	VAT	Total 20/21 (£)	% change	Basis for charging
			0.20			0.20			
1. Licensing Act 2003									
1.1. Temporary Event Notice		21.00	0.00	21.00	21.0	0.0	21.0	0.0	Statutory
1.2 New Premises Licence Application		Variable	0.00		Variable	0.0		0.0	Statutory
1.3 Premises Licence - Transfer		23.00	0.00	23.00	23.0	0.0	23.0	0.0	Statutory
1.4 Premises Licence - Vary DPS		23.00	0.00	23.00	23.0	0.0	23.0	0.0	Statutory
1.5 Change name/address/copy licence		10.50	0.00	10.50	10.5	0.0	10.5	0.0	Statutory
1.6 Minor Variation		89.00	0.00	89.00	89.0	0.0	89.0	0.0	Statutory
1.7 Full Variation		Variable	0.00		Variable	0.0			Statutory
1.8 New Club Premises Certificate		Variable	0.00		Variable	0.0			Statutory
1.9 Interim Authority Notice		23.00	0.00	23.00	23.0	0.0		0.0	Statutory
1.10 Provisional Statement		315.00	0.00	315.00	315.0	0.0	315.0	0.0	Statutory
1.11 New Personal Licence		37.00	0.00	37.00	37.0	0.0	37.0	0.0	Statutory
1.12 Annual Fees		Variable	0.00		Variable	0.0		0.0	Statutory
2. Gambling Act 2005									
2.1 New Small Society Lottery		40.00	0.00	40.00	40.0	0.0	40.0	0.0	Statutory
2.2 Small Society Lottery Renewal		20.00	0.00	20.00	20.0	0.0	20.0	0.0	Statutory
2.3 Premises Licence Annual Fees		Variable	0.00		Variable	0.0			Statutory
Licensed Premises Gaming Machine Permits									
2.4 Notification of Gaming Machine Permit		50.00	0.00	50.00	50.0	0.0	50.0	0.0	Statutory



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2.5 New GMP Application		Variable	0.00		Variable	0.0			Statutory
2.6 Variation of Permit		100.00	0.00	100.00	100.0	0.0	100.0	0.0	Statutory
2.7 Transfer of Permit		25.00	0.00	25.00	25.0	0.0	25.0	0.0	Statutory
2.8 Copy of Permit		15.00	0.00	15.00	15.0	0.0	15.0	0.0	Statutory
2.9 Annual Fee		50.00	0.00	50.00	50.0	0.0	50.0	0.0	Statutory
<b>Club gaming machines &amp; Club Gaming Permits</b>									
2.10 Grant New Operator		200.00	0.00	200.00	200.0	0.0	200.0	0.0	Statutory
2.11 Variation of Permit		100.00	0.00	100.00	100.0	0.0	100.0	0.0	Statutory
2.12 Annual Fee		50.00	0.00	50.00	50.0	0.0	50.0	0.0	Statutory
2.13 Copy of Permit		15.00	0.00	15.00	15.0	0.0	15.0	0.0	Statutory
2.14 Transfer of Permit		50.00	0.00	50.00	50.0	0.0	50.0	0.0	Statutory
<b>Prize Gaming Permit &amp; Family Entertainment Centres</b>									
2.15 Grant		300.00	0.00	300.00	300.0	0.0	300.0	0.0	Statutory
2.16 Renewal		300.00	0.00	300.00	300.0	0.0	300.0	0.0	Statutory
2.17 Transfer		25.00	0.00	25.00	25.0	0.0	25.0	0.0	Statutory
2.18 Copy of Permit		15.00	0.00	15.00	15.0	0.0	15.0	0.0	Statutory
<b>Gambling Premises Licences</b>									
<b>Adult Gaming Centre</b>									
2.19 Provisional Statement		2000.00	0.00	2000.00	2000.0	0.0	2000.0	0.0	Statutory
2.20 New Application		2000.00	0.00	2000.00	2000.0	0.0	2000.0	0.0	Statutory
2.21 Annual Fee		1000.00	0.00	Variable	1000.0	0.0	Variable		Statutory
2.22 Variation		1000.00	0.00	1000.00	1000.0	0.0	1000.0	0.0	Statutory
2.23 Transfer		1200.00	0.00	1200.00	1200.0	0.0	1200.0	0.0	Statutory
2.24 Re-instatement of Licence		1200.00	0.00	1200.00	1200.0	0.0	1200.0	0.0	Statutory
<b>Betting Premises (Other)</b>									

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2.25 Provisional Statement		3000.00	0.00	3000.00	3000.0	0.0	3000.0	0.0	Statutory
2.26 New Application		3000.00	0.00	3000.00	3000.0	0.0	3000.0	0.0	Statutory
2.27 Annual Fee		600.00	0.00	Variable	600.0	0.0	Variable		Statutory
2.28 Variation		1500.00	0.00	1500.00	1500.0	0.0	1500.0	0.0	Statutory
2.29 Transfer		1200.00	0.00	1200.00	1200.0	0.0	1200.0	0.0	Statutory
2.30 Re-instatement of Licence	UNIT	1200.00	0.00	1200.00	1200.0	0.0	1200.0	0.0	Statutory
<b>Betting Premises (Track)</b>									
2.31 Provisional Statement		2500.00	0.00	2500.00	2500.0	0.0	2500.0	0.0	Statutory
2.32 New Application		2500.00	0.00	2500.00	2500.0	0.0	2500.0	0.0	Statutory
2.33 Annual Fee		1000.00	0.00	1000.00	1000.0	0.0	1000.0	0.0	Statutory
2.34 Variation		1250.00	0.00	1250.00	1250.0	0.0	1250.0	0.0	Statutory
2.35 Transfer		950.00	0.00	950.00	950.0	0.0	950.0	0.0	Statutory
2.36 Re-instatement of Licence		950.00	0.00	950.00	950.0	0.0	950.0	0.0	Statutory
<b>Family Entertainment Centres</b>									
2.37 Provisional Statement		2000.00	0.00	2000.00	2000.0	0.0	2000.0	0.0	Statutory
2.38 New Application		2000.00	0.00	2000.00	2000.0	0.0	2000.0	0.0	Statutory
2.39 Annual Fee		750.00	0.00	750.00	750.0	0.0	750.0	0.0	Statutory
2.40 Variation		1000.00	0.00	1000.00	1000.0	0.0	1000.0	0.0	Statutory
2.41 Transfer		950.00	0.00	950.00	950.0	0.0	950.0	0.0	Statutory
2.42 Re-instatement of Licence		950.00	0.00	950.00	950.0	0.0	950.0	0.0	Statutory
<b>Bingo</b>									
2.43 Provisional Statement		3500.00	0.00	3500.00	3500.0	0.0	3500.0	0.0	Statutory
2.44 New Application		3500.00	0.00	3500.00	3500.0	0.0	3500.0	0.0	Statutory
2.45 Annual Fee		1000.00	0.00	Variable	1000.0	0.0	Variable		Statutory
2.46 Variation		1750.00	0.00	1750.00	1750.0	0.0	1750.0	0.0	Statutory
2.47 Transfer		1200.00	0.00	1200.00	1200.0	0.0	1200.0	0.0	Statutory

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2.48 Re-instatement of Licence		1200.00	0.00	1200.00	1200.0	0.0	1200.0	0.0	Statutory
<b>Regional Casino</b>									
2.49 Provisional Statement		15000.00	0.00	15000.00	15000.0	0.0	15000.0	0.0	Statutory
2.50 New Application		15000.00	0.00	15000.00	15000.0	0.0	15000.0	0.0	Statutory
2.51 Annual Fee		15000.00	0.00	15000.00	15000.0	0.0	15000.0	0.0	Statutory
2.52 Variation		7500.00	0.00	7500.00	7500.0	0.0	7500.0	0.0	Statutory
2.53 Transfer		6500.00	0.00	6500.00	6500.0	0.0	6500.0	0.0	Statutory
2.54 Re-instatement of Licence		6500.00	0.00	6500.00	6500.0	0.0	6500.0	0.0	Statutory
<b>Large Casino</b>									
2.55 Provisional Statement		10000.00	0.00	10000.00	10000.0	0.0	10000.0	0.0	Statutory
2.56 New Application		10000.00	0.00	10000.00	10000.0	0.0	10000.0	0.0	Statutory
2.57 Annual Fee		10000.00	0.00	10000.00	10000.0	0.0	10000.0	0.0	Statutory
2.58 Variation		5000.00	0.00	5000.00	5000.0	0.0	5000.0	0.0	Statutory
2.59 Transfer		2150.00	0.00	2150.00	2150.0	0.0	2150.0	0.0	Statutory
2.60 Re-instatement of Licence		2150.00	0.00	2150.00	2150.0	0.0	2150.0	0.0	Statutory
<b>Small Casino</b>									
2.61 Provisional Statement		8000.00	0.00	8000.00	8000.0	0.0	8000.0	0.0	Statutory
2.62 New Application		8000.00	0.00	8000.00	8000.0	0.0	8000.0	0.0	Statutory
2.63 Annual Fee		5000.00	0.00	5000.00	5000.0	0.0	5000.0	0.0	Statutory
2.64 Variation		4000.00	0.00	4000.00	4000.0	0.0	4000.0	0.0	Statutory
2.65 Transfer		1800.00	0.00	1800.00	1800.0	0.0	1800.0	0.0	Statutory
2.66 Re-instatement of Licence		1800.00	0.00	1800.00	1800.0	0.0	1800.0	0.0	Statutory
<b>3. Animal Activity Licence</b>									
3.1 Part A = Application Fee		229.00	0.00	229.00	229.0	0.0	229.0	0.0	Discretionary
3.2 Part B = Grant Fee		437.00	0.00	437.00	437.0	0.0	437.0	0.0	Discretionary

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<b>4. Dangerous Wild Animals</b>									
4.1 New Application		273.00	0.00	273.00	273.0	0.0	273.0	0.0	Discretionary
4.2 Renewal		273.00	0.00	273.00	273.0	0.0	273.0	0.0	Discretionary
4.3 Copy of licence		10.50	0.00	10.50	10.5	0.0	10.5	0.0	Discretionary
<b>5. Zoo Licence</b>									
5.1 New Application		640.00	0.00	640.00	640.0	0.0	640.0	0.0	Discretionary
5.2 Copy of licence		10.50	0.00	10.50	10.5	0.0	10.5	0.0	Discretionary
5.3 Renewal		640.00	0.00	640.00	640.0	0.0	640.0	0.0	Discretionary
<b>6. Film Classifications</b>									
6.1 New Film Classification	Per Hour	95.00	0.00	95.00	95.0	0.0	95.0	0.0	Discretionary
<b>7. Hypnotism</b>									
7.1 Hypnotism - New		85.00	0.00	85.00	85.0	0.0	85.0	0.0	Discretionary
<b>8. Scrap Metal Licence - Site</b>									
8.1 New Application		680.00	0.00	680.00	680.0	0.0	680.0	0.0	Discretionary
8.2 Variation		280.00	0.00	280.00	280.0	0.0	280.0	0.0	Discretionary
8.3 Copy of Licence		10.50	0.00	10.50	10.5	0.0	10.5	0.0	Discretionary
8.4 Surrender		0.00	0.00	0.00	0.0	0.0	0.0		Discretionary
8.5 Transfer		280.00	0.00	280.00	280.0	0.0	280.0	0.0	Discretionary
<b>Scrap Metal Licence - Collector</b>									
8.6 New Application		340.00	0.00	340.00	340.0	0.0	340.0	0.0	Discretionary
8.7 Variation		280.00	0.00	280.00	280.0	0.0	280.0	0.0	Discretionary
8.8 Copy of Licence		10.50	0.00	10.50	10.5	0.0	10.5	0.0	Discretionary
Surrender		0.00	0.00	0.00	0.0	0.0	0.0		Discretionary
<b>9. Marriages</b>									
9.1 New Marriage Application		290.00	0.00	290.00	290.0	0.0	290.0	0.0	Discretionary
9.2 Marriage Renewal		290.00	0.00	290.00	290.0	0.0	290.0	0.0	Discretionary

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9.3 Surrender		0.00	0.00	0.00	0.0	0.0	0.0		Discretionary
<b>10. Sex Establishments</b>									
10.1 Part A -New Application Fee		2527.00	0.00	2527.00	2527.0	0.0	2527.0	0.0	Discretionary
10.2 Part B - New Application Fee		1223.00	0.00	1223.00	1223.0	0.0	1223.0	0.0	Discretionary
10.3 Surrender		0.00	0.00	0.00	0.0	0.0	0.0		Discretionary
10.4 Part A Variation		758.00	0.00	758.00	758.0	0.0	758.0	0.0	Discretionary
10.5 Part B Variation		122.00	0.00	122.00	122.0	0.0	122.0	0.0	Discretionary
10.6 Transfer		400.00	0.00	400.00	400.0	0.0	400.0	0.0	Discretionary
Duplicate Copy		24.00	0.00	24.00	24.0	0.0	24.0	0.0	Discretionary
<b>11. Fireworks - Health and Safety (Fees) Regulations 2016</b>									
<b>New</b> Explosives Licence where a minimum separation distance of greater than 0 metres is prescribed									
1 Year Licence		185.00	0.00	185.00	185.0	0.0	185.0	0.0	Statutory
2 Year Licence		243.00	0.00	243.00	243.0	0.0	243.0	0.0	Statutory
3 Licence		304.00	0.00	304.00	304.0	0.0	304.0	0.0	Statutory
4 Year Licence		374.00	0.00	374.00	374.0	0.0	374.0	0.0	Statutory
5 Year Licence		423.00	0.00	423.00	423.0	0.0	423.0	0.0	Statutory
<b>New</b> Explosives Licence where no minimum separation distance or a 0 metres minimum separation distance is prescribed									
1 Year Licence		109.00	0.00	109.00	109.0	0.0	109.0	0.0	Statutory
2 Year Licence		141.00	0.00	141.00	141.0	0.0	141.0	0.0	Statutory
3 Licence		173.00	0.00	173.00	173.0	0.0	173.0	0.0	Statutory

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4 Year Licence		206.00	0.00	206.00	206.0	0.0	206.0	0.0	Statutory
5 Year Licence		238.00	0.00	238.00	238.0	0.0	238.0	0.0	Statutory
<b>Renewal</b> Explosives Licence where a minimum separation distance of greater than 0 metres is prescribed									
1 Year Licence		86.00	0.00	86.00	86.0	0.0	86.0	0.0	Statutory
2 Year Licence		147.00	0.00	147.00	147.0	0.0	147.0	0.0	Statutory
3 Licence		203.00	0.00	203.00	203.0	0.0	203.0	0.0	Statutory
4 Year Licence		266.00	0.00	266.00	266.0	0.0	266.0	0.0	Statutory
5 Year Licence		326.00	0.00	326.00	326.0	0.0	326.0	0.0	Statutory
<b>Renewal</b> Explosives Licence where no minimum separation distance or a 0 metres minimum separation distance is prescribed									
1 Year Licence		54.00	0.00	54.00	54.0	0.0	54.0	0.0	Statutory
2 Year Licence		86.00	0.00	86.00	86.0	0.0	86.0	0.0	Statutory
3 Licence		120.00	0.00	120.00	120.0	0.0	120.0	0.0	Statutory
4 Year Licence		152.00	0.00	152.00	152.0	0.0	152.0	0.0	Statutory
5 Year Licence		185.00	0.00	185.00	185.0	0.0	185.0	0.0	Statutory
<b>Explosive Licence</b>									
Change of name of licensee or address of site		36.00	0.00	36.00	36.0	0.0	36.0	0.0	Statutory
Transfer		36.00	0.00	36.00	36.0	0.0	36.0	0.0	Statutory
Duplicate Copy		36.00	0.00	36.00	36.0	0.0	36.0	0.0	Statutory

## APPENDICES W1 to Z5 2020/21 BUDGET REPORT

### SERVICE: Culture & Community Development

#### Charges 19/20

	UNIT	Basic	VAT	Total 19/20 (£)	Basic	VAT	Total 20/21 (£)	% change	Comment	Basis for charging
		(£)	0.2		(£)	0.2				
Hire of tennis courts in parks (annual membership, providing free use of courts)		35.00	0.00	35.00	35.00	0.00	35.00	0.0		Discretionary
Hire of tennis courts in parks (Pay and play per hour)		5.00	0.00	5.00	5.00	0.00	5.00	0.0		Discretionary

# APPENDICES W1 to Z5 2020/21 BUDGET REPORT

## SERVICE: Community Centres

	UNIT	Charges 19/20				Proposed charges 20/21				Basis for charging
		Basic (£)	VAT 0.2	Total 19/20	% change	Basic (£)	VAT 0.2	Total 20/21 (£)	% change	
Main Hall Upstairs VCS weekdays		£25.65	0.00	£25.65	0.00	£25.65	0.00	£25.65	0.00	
Main Hall upstairs VCS evenings & weekends		£28.70	0.00	£28.70	0.00	£28.70	0.00	£28.70	0.00	Discretionary
Main Hall Upstairs Commercial weekdays		£28.70	0.00	£28.70	0.00	£28.70	0.00	£28.70	0.00	Discretionary
Main Hall Upstairs Commercial evenings & weekends		£31.80	0.00	£31.80	0.00	£31.80	0.00	£31.80	0.00	Discretionary
										Discretionary
Activity Room (Small) VCS evenings & weekends		£12.10	0.00	£12.10	0.00	£12.10	0.00	£12.10	0.00	
Activity Room (Small) Commercial evenings & weekends		£13.50	0.00	£13.50	0.00	£13.50	0.00	£13.50	0.00	Discretionary
										Discretionary
Front Studio Downstairs VCS weekdays		£15.00	0.00	£15.00	0.00	£15.00	0.00	£15.00	0.00	Discretionary
Front Studio VCS evenings & weekends		£17.00	0.00	£17.00	0.00	£17.00	0.00	£17.00	0.00	Discretionary
Front Studio Commercial weekdays		£22.00	0.00	£22.00	0.00	£22.00	0.00	£22.00	0.00	Discretionary
Front Studio Commercial evenings & weekends		£24.00	0.00	£24.00	0.00	£24.00	0.00	£24.00	0.00	Discretionary
<b>2. Leemore (Hourly Rate)</b>										
Lower Ground Hall VCS weekdays		£31.00	0.00	£31.00	0.00	£31.00	0.00	£31.00	0.00	Discretionary
Lower Ground Hall VCS evenings & weekends		£34.00	0.00	£34.00	0.00	£34.00	0.00	£34.00	0.00	Discretionary
Lower Ground Hall Commercial weekdays		£34.00	0.00	£34.00	0.00	£34.00	0.00	£34.00	0.00	Discretionary
Lower Ground Hall Commercial evenings & weekends		£37.00	0.00	£37.00	0.00	£37.00	0.00	£37.00	0.00	Discretionary
Hourly rate:		£22	0.00	£22	0.00	£22	0.00	£22	0.00	Discretionary
Sat/Sun before 6pm:		£30.50	0.00	£30.50	0.00	£30.50	0.00	£30.50	0.00	Discretionary
Sat/Sun after 6pm:		£43.50	0.00	£43.50	0.00	£43.50	0.00	£43.50	0.00	Discretionary
Refundable deposit		£150.00	0.00	£150.00	0.00	£150.00	0.00	£150.00	0.00	Discretionary
Hourly rate: £16.50		£16.50	0.00	£16.50	0.00	£16.50	0.00	£16.50	0.00	Discretionary
Sat/Sun before 6pm: £21 p/hr		£21.00	0.00	£21.00	0.00	£21.00	0.00	£21.00	0.00	Discretionary
Sat/Sun after 6pm: £25 p/hr		£25.00	0.00	£25.00	0.00	£25.00	0.00	£25.00	0.00	Discretionary
Hourly rate		£18.50	0.00	£18.50	0.00	£18.50	0.00	£18.50	0.00	Discretionary



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Sat & Sun before 6pm per hour		£24.00	0.00	£24.00	0.00	£24.00	0.00	£24.00	0.00	Discretionary
Sat & Sun after 6pm per hour		£34.00	0.00	£34.00	0.00	£34.00	0.00	£34.00	0.00	Discretionary

## APPENDICES W1 to Z5 2020/21 BUDGET REPORT

### SERVICE: Library & Information Services

		Charges 19/20			Proposed charges 20/21				
	UNIT	Basic (£)	VAT	Total 19/20 (£)	Basic (£)	VAT	Total 20/21 (£)	% change	Basis for charging
1 Charges for specific loan services									
1.1 Hire of CDs		1.25	0.00	1.25	1.25	0.00	1.25	0.0	Discretionary
1.2 Hire of DVDs		3.00	0.00	3.00	3.00	0.00	3.00	0.0	Discretionary
2 Charges for overdue items									
2.1 Members aged 14-59	per day to max of £10	0.20	0.00	0.20	0.20	0.00	0.20	0.0	Discretionary
2.2. Members over 60	per day to max of £5	0.10	0.00	0.10	0.10	0.00	0.10	0.0	Discretionary
2.3 DVDs	Repeat hire fee per loan period to max of £18	3.00	0.00	3.00	3.00	0.00	3.00	0.0	Discretionary
3 Charges for lost items									
3.1 Lost stock	current cost of item								
3.2 Lost tickets		1.00	0.00	1.00	1.00	0.00	1.00	0.0	Discretionary

## APPENDICES W1 to Z5 2020/21 BUDGET REPORT

<b>4 Charges for reserving specific items</b>									
4.1 Standard reservations	per reservation	0.50	0.00	0.50	0.50	0.00	0.50	0.0	Discretionary
4.2 British Library book reservations	per reservation	15.80	0.00	15.80	15.80	0.00	15.80	0.0	Discretionary
4.3 British Library article reservations	per reservation, cost plus 10p per page	15.80	0.00	15.80	15.80	0.00	15.80	0.0	Discretionary
<b>5 Other services</b>									
5.1 Colour printing and copying A4	per sheet	0.50	0.00	0.50	0.50	0.00	0.50	0.0	Discretionary
5.2 Colour printing and copying A3	per sheet	1.00	0.00	1.00	1.00	0.00	1.00	0.0	Discretionary
5.3 Black and white printing and copying A4	per sheet	0.10	0.00	0.10	0.10	0.00	0.10	0.0	Discretionary
5.4 Black and white printing and copying A3	per sheet	0.15	0.00	0.15	0.15	0.00	0.15	0.0	Discretionary
<b>6 Sales</b>									
6.1 Pen		0.15	0.00	0.15	0.15	0.00	0.15	0.0	Discretionary
6.2 Pencil		0.10	0.00	0.10	0.10	0.00	0.10	0.0	Discretionary
6.3 A4 plain paper		0.05	0.00	0.05	0.05	0.00	0.05	0.0	Discretionary
6.4 A3 plain paper		0.10	0.00	0.10	0.10	0.00	0.10	0.0	Discretionary
<b>7 Room hire</b>									
7.1 Lewisham Library commercial hire	per hour	45.00	0.00	45.00	45.00	0.00	45.00	0.0	Discretionary

## APPENDICES W1 to Z5 2020/21 BUDGET REPORT

7.2 Lewisham Library non-commercial hire	per hour	25.00	0.00	25.00	25.00	0.00	25.00	0.0	Discretionary
7.3 Downham Library	per hour	17.00	0.00	17.00	17.00	0.00	17.00	0.0	Discretionary
<b>8 Local History and Archives Commercial reuse of images licensing</b>									
8.1 Commercial publication	Double for worldwide rights	20.00	0.00	20.00	20.00	0.00	20.00	0.0	Discretionary
8.2 Scholarly/non-profit publication		10.00	0.00	10.00	10.00	0.00	10.00	0.0	Discretionary
8.3 Commercial exhibition	Double for worldwide rights	40.00	0.00	40.00	40.00	0.00	40.00	0.0	Discretionary
8.4 Advertising		80.00	0.00	80.00	80.00	0.00	80.00	0.0	Discretionary
8.5 Merchandising	Double for worldwide rights	100.00	0.00	100.00	100.00	0.00	100.00	0.0	Discretionary
8.6 Commercial interior/exterior decoration	for up to 5 images	150.00	0.00	150.00	150.00	0.00	150.00	0.0	Discretionary
8.7 Film and television UK	for 5 years	60.00	0.00	60.00	60.00	0.00	60.00	0.0	Discretionary
8.8 Film and television additional years UK		30.00	0.00	30.00	30.00	0.00	30.00	0.0	Discretionary
8.9 Film and television worldwide rights		100.00	0.00	100.00	100.00	0.00	100.00	0.0	Discretionary
8.10 Film and television additional years worldwide rights		50.00	0.00	50.00	50.00	0.00	50.00	0.0	Discretionary
<b>9 Local History and Archives other charges</b>									
9.1 Microform printing		0.30	0.00	0.30	0.30	0.00	0.30	0.0	Discretionary

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9.2 Copying Archive material A4		1.50	0.00	1.50	1.50	0.00	1.50	0.0	Discretionary
9.3 Copying Archive material A3		2.00	0.00	2.00	2.00	0.00	2.00	0.0	Discretionary
9.4 Scans 300dpi		5.00	0.00	5.00	5.00	0.00	5.00	0.0	Discretionary
9.5 Scans 600dpi		10.00	0.00	10.00	10.00	0.00	10.00	0.0	Discretionary
9.6 Photography permit	per day	5.00	0.00	5.00	5.00	0.00	5.00	0.0	Discretionary

## APPENDICES W1 to Z5 2020/21 BUDGET REPORT

### SERVICE: Register Office

Charges 19/20			Proposed charges 20/21			% change	Basis for charging	
Basic (£)	VAT	Total 19/20 (£)	Basic (£)	VAT	Total 20/21 (£)			
	0.2			0.2				
<b>1.Birth, Death, Marriage or Civil Partnership Certificates</b>								
<i>1.1 Standard Service (Issued at time of registration or if requested later then processed within 15 working days.</i>								
1.1.1 Birth, death and marriage certificates	11.00	0.00	11.00	11.00	0.00	11.00	0.0	Statutory
1.1.2 Civil Partnership certificates	11.00	0.00	11.00	11.00	0.00	11.00	0.0	Statutory
<i>1.2 Priority Service (on or before next working day - orders up to 3pm)</i>								
1.2.1 Birth, death and marriage certificates	35.00 <sup>(*2)</sup>	0.00	35.00 <sup>(*2)</sup>	35.00 <sup>(*2)</sup>	0.00	35.00 <sup>(*2)</sup>	0.0	Statutory (Includes 2 <sup>nd</sup> class post, discretionary fee for 1 <sup>st</sup> class and Next Day Delivery)
1.2.2 Civil Partnership certificates	35.00 <sup>(*2)</sup>	0.00	35.00 <sup>(*2)</sup>	35.00 <sup>(*2)</sup>	0.00	35.00 <sup>(*2)</sup>	0.0	Statutory (Includes 2nd class post, discretionary fee for 1st class and Next Day Delivery)
<b>2. Fees for marriage and divorce</b>								
<i>2.1 Marriage by Superintendent Registrar's certificate</i>								
2.1.1 Entry of each notice of marriage for persons subject to the Home Office Referral and Investigation Scheme	47.00	0.00	47.00	47.00	0.00	47.00	0.0	Statutory
2.1.2 Entry of each notice of marriage for all other persons	35.00	0.00	35.00	35.00	0.00	35.00	0.0	Statutory

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2.1.3 Consideration by Superintendent Registrar of a divorce obtained outside of the British Isles	50.00	0.00	50.00	50.00	0.00	50.00	0.0	Statutory
2.1.4 Consideration by the Registrar General of a divorce obtained outside of the British Isles	75.00	0.00	75.00	75.00	0.00	75.00	0.0	Statutory
<b>2.2 Attendance at the ceremony</b>								
2.2.1 At the register office	46.00	0.00	46.00	46.00	0.00	46.00	0.0	Statutory
2.2.2 At a registered building	86.00	0.00	86.00	86.00	0.00	86.00	0.0	Statutory
<b>3. Fees for Civil Partnership</b>								
3.1 Entry of each notice of civil partnership for persons subject to the Home Office Referral and Investigation Scheme	47.00	0.00	47.00	47.00	0.00	47.00	0.0	Statutory
3.2 Entry of each notice of civil partnerships for all other persons	35.00	0.00	35.00	35.00	0.00	35.00	0.0	Statutory
3.3 Consideration by the registration authority of a civil partnership dissolution obtained outside of the British Isles	50.00	0.00	50.00	50.00	0.00	50.00	0.0	Statutory
3.4 Consideration by the Registrar General of a civil partnership dissolution obtained outside of the British Isles	75.00	0.00	75.00	75.00	0.00	75.00	0.0	Statutory
3.5 Attendance at civil partnership registration at the registrar office	46.00	0.00	46.00	46.00	0.00	46.00	0.0	Statutory
<b>4. Fees for the conversion of a civil partnership into marriage</b>								
4.1 Conversion of a civil partnership into marriage at the Register Office	45.00	0.00	45.00	45.00	0.00	45.00	0.0	Statutory
4.2 Two stage procedure on other premises								Statutory
4.2.2 Completing the declaration	27.00	0.00	27.00	27.00	0.00	27.00	0.0	Statutory

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4.2.3 Signing the declaration in a religious building registered for the marriage of same sex couples	91.00	0.00	91.00	91.00	0.00	91.00	0.0	Statutory
<b>5. Fees for changes to initial registration (payable to Registrar / Superintendent Registrar)</b>								
5.1 Change of forename within 12 months of birth registration	40.00		40.00	40.00	0.00	40.00	0.0	Statutory
5.2 Consideration by the Registrar / Superintendent Registrar of a correction	75.00		75.00	75.00	0.00	75.00	0.0	Statutory
5.3 Consideration by the Registrar General of a correction	90.00		90.00	90.00	0.00	90.00	0.0	Statutory
<b>6. Fees for searches in indexes</b>								
6.1 Search in the indexes by the applicant personally for not more than six successive hours	18.00		18.00	18.00	28.00	46.00	0.0	Statutory
<i>(No fee payable for a search when a particular entry is specified)</i>								

<b>7. Ceremonies</b>								
<b>7.1 The Evelyn Suite, 368 Lewisham High Street. Ceremonies taking place between 0900 and 1700</b>								
7.1.1 Monday to Thursday	200.00	0.00	200.00	220.00	0.00	220.00	10.0	Discretionary (includes £46 statutory fee)
7.1.2 Friday	245.00	0.00	245.00	270.00	0.00	270.00	10.2	Discretionary (includes £46 statutory fee)
7.1.3 Saturday	291.00	0.00	291.00	320.00	0.00	320.00	10.0	Discretionary (includes £46 statutory fee)
7.1.4 Sunday / Bank Holiday	495.00	0.00	495.00	Not available	0.00	Not available		Discretionary (No longer offering Sunday)



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								ceremony's WEF 01/04/2020)
<b>7.2 All external venues. Ceremonies taking place between 0900 and 1700.</b>								
<i>7.1.1 Monday to Thursday</i>	429.00	0.00	429.00	472.00	0.00	472.00	10.0	Discretionary
<i>7.1.2 Friday</i>	478.00	0.00	478.00	526.00	0.00	526.00	10.0	Discretionary
<i>7.1.3 Saturday</i>	599.00	0.00	599.00	659.00	0.00	659.00	10.0	Discretionary
<i>7.1.4 Sunday / Bank Holiday</i>	715.00	0.00	715.00	715.00	0.00	715.00	0.0	Discretionary
<b>8. Private Citizenship Ceremony</b>								
<i>8.1 Monday- Friday</i>	185.00	0.00	185.00	185.00	0	185.00	0	Discretionary
<i>8.2 Saturday</i>	185.00	0.00	185.00	185.00	0	185.00	0	Discretionary

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### SERVICE: Revenues

		Charges 19/20		Proposed charges 20/21						
	UNIT	Basic (£)	VAT 0.2	Total 19/20 (£)	Basic (£)	VAT 0.2	Total 20/21 (£)	% change		Basis for charging
1. Business Rates										
Summons application and liability order costs	per summons	172.50	0.00	172.50	172.50	0.00	172.50	0.0		Statutory
2. Council Tax										
Summons application cost	per summons	72.50	0.00	72.50	72.50	0.00	72.50	0.0		Statutory
Liability order cost	per liability order	50.00	0.00	50.00	50.00	0.00	50.00	0.0		Statutory
3. Lewisham Enforcement Services - Internal Enforcement Agents										
Notice of Enforcement (Compliance)	per case	75.00	0.00	75.00	75.00	0.00	75.00	0.0		Statutory
Enforcement Fee	upon a visit	235.00	0.00	235.00	235.00	0.00	235.00	0.0		Statutory
Sale or disposal Stage	upon goods levied	110.00	0.00	110.00	110.00	0.00	110.00	0.0		Statutory

## APPENDICES W1 to Z5 2020/21 BUDGET REPORT

### SERVICE: Parking

	UNIT	Charges 19/20			Proposed charges 20/21			% change	Comment	Basis for charging
		Basic (£)	VAT 0.20	Total 18/19 (£)	Basic (£)	VAT 0.2	Total 19/20			
<b>Parking Permits</b>										
Resident Permit 3 Months		35.00	0.00	35.00		0.00			See Appendix 6A Section 3	Discretionary
Resident Permit 12 Months		120.00	0.00	120.00		0.00			See Appendix 6A Section 3	Discretionary
Resident Disabled Permit		0.00	0.00	0.00		0.00			See Appendix 6A Section 3	Discretionary
Resident Low Emission		30.00	0.00	30.00		0.00			See Appendix 6A Section 3	Discretionary
Resident Visitor Permit 1 Hour		1.40	0.00	1.40	1.60	0.00	1.60	14.3		Discretionary
Resident Visitor Permit Book of 10		10.00	0.00	10.00	16.00	0.00	16.00	60.0		Discretionary
Resident Visitor Permit 5 Hour		2.80	0.00	2.80	3.20	0.00	3.20	14.3		Discretionary
Resident Visitor Permit 1 Day		5.60	0.00	5.60	6.40	0.00	6.40	14.3		Discretionary
Resident Visitor Permit Weekly		20.00	0.00	20.00	25.60	0.00	25.60	28.0		Discretionary
Business Permit 6 Months		255.00	0.00	255.00		0.00			See Appendix 6A Section 3	Discretionary
Business Permit 12 Months		500.00	0.00	500.00		0.00			See Appendix 6A Section 3	Discretionary
Business Z Permit		750.00	0.00	750.00		0.00			See Appendix 6A Section 3	Discretionary
Car Club		500.00	0.00	500.00	500.00	0.00	500.00	0.0		Discretionary
Business Health Permits		200.00	0.00	200.00		0.00			See Appendix 6A Section 3	Discretionary

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Hospital Staff 6 Months		255.00	0.00	255.00		0.00			See Appendix 6A Section 3	Discretionary
Hospital Staff 12 Months		500.00	0.00	500.00		0.00			See Appendix 6A Section 3	Discretionary
Staff 2 Days a Week		200.00	0.00	200.00		0.00			See Appendix 6A Section 3	Discretionary
Staff 3 Days a Week		300.00	0.00	300.00		0.00			See Appendix 6A Section 3	Discretionary
Staff 5 Days a Week		500.00	0.00	500.00		0.00				Discretionary
Charity Business		120.00	0.00	120.00	120.00	0.00	120.00	0.0		Discretionary
Market Trader Lewisham Market		0.00	0.00	0.00	0.00	0.00	0.00	0.0		Discretionary
Market Trader Deptford Market 6 Months		125.00	0.00	125.00	125.00	0.00	125.00	0.0		Discretionary
Market Trader Deptford Market 12 Months		250.00	0.00	250.00	250.00	0.00	250.00	0.0		Discretionary
Councillor Full		750.00	0.00	750.00	750.00	0.00	750.00	0.0		Discretionary
Councillor Discounted		500.00	0.00	500.00	500.00	0.00	500.00	0.0		Discretionary
Lawn Bowls 6 Months		30.00	0.00	30.00	30.00	0.00	30.00	0.0		Discretionary
<b>Suspensions</b>										
Residential Bay		50.00	0.00	50.00	50.00	0.00	50.00	0.0		Discretionary
Pay & Display (£50 admin fee + £30 per bay per day)		80.00	0.00	80.00	80.00	0.00	80.00	0.0		Discretionary
Public Car Park (£50 admin fee + £30 per bay per day)		80.00	0.00	80.00	80.00	0.00	80.00	0.0		Discretionary
Dispensation (£50 per vehicle per day)		50.00	0.00	50.00	50.00	0.00	50.00	0.0		Discretionary
<b>Pay &amp; Display</b>										

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Cashless 1 Hour (£1.40 + 0.20 Convenience fee)		1.60	0.00	1.60	2.00	0.00	2.00	25.0		Discretionary
Cash 1 Hour		1.40	0.00	1.40	2.00	0.00	2.00	42.9		Discretionary
<b>PCN</b>										
Band A Full		130.00	0.00	130.00	130.00	0.00	130.00	0.0		Discretionary
Band A Discounted		65.00	0.00	65.00	65.00	0.00	65.00	0.0		Discretionary
Band B Full		110.00	0.00	110.00	110.00	0.00	110.00	0.0		Discretionary
Band B Discounted		55.00	0.00	55.00	55.00	0.00	55.00	0.0		Discretionary

## **APPENDICES W1 to Z5 2020/21 BUDGET REPORT**

### **Appendix 6A – Proposed New Parking Charges**

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## APPENDICES W1 to Z5 2020/21 BUDGET REPORT

### Recommended Emissions-Based Bands

The following bands reflect HMRC banding of cars (i.e. the bandings that are used to determine tax rates).

<b>Emissions Based Band</b>	<b>Pre-2001 (engine size, cc)</b>	<b>Post-2001 (emissions, CO2g/km)</b>	<b>Example vehicle in band</b>
1	0-1300	0	<i>Electric Vehicles</i>
2	1301-1400	101-110	<i>VW Golf Hatchback 1.0L</i>
3	1401-1450	111-120	<i>VW Passat 1.4L</i>
4	1451-1500	121-130	<i>Nissan Quashqai 1.2L</i>
5	1501-1575	131-140	<i>Audi A3 1.4L</i>
6	1576-1650	141-150	<i>Ford Focus Titanium 2.0 TDCi</i>
7	1651-1750	151-165	<i>Ford Mondeo 2.0L</i>
8	1751-1850	166-175	<i>Peugeot 308 1.6L</i>
9	1851-1975	176-185	<i>Range Rover Velar 2.0</i>
10	1976-2100	186-200	<i>Alfa Romeo 147 1.6L</i>
11	2101-2500	201-225	<i>Audi A8 3.0L</i>
12	2501-2750	226-255	<i>Mercedes Benz C-Class 350</i>
13	2751+	256+	<i>Range Rover Sport 5.0 V8 Supercharged</i>

- Vehicles made prior to 2001 will be banded based on their engine size as per the details above; the DVLA does not hold information on the emissions of vehicles of this age.

### Introduction of new permit fees

Applicant vehicles will be banded according to HMRC's emissions banding, the cost of all permits will increase or decrease to the full new price from the date the emissions-based permits are introduced and implemented at the next renewal or application.

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### Recommended Permit Pricing

The tables below outline the final cost of each type of permit, along with the percentage and number of vehicles that will be affected.

#### Resident Permits

Emissions Based Band	# of vehicles in each band	% of total vehicles in each band	Petrol Vehicles					Diesel Vehicles				
			Permit Price (3 months)	Permit Price (6 months)	Permit Price (12 months)	# of petrol vehicles in band	% of all petrol vehicles in band	Permit Price (3 months)	Permit Price (6 months)	Permit Price (12 months)	# of diesel vehicles in band	% of all diesel vehicles in band
1	717	6%	£18.00	£35.00	£70.00	534	7%	£30.00	£60.00	£120.00	183	5%
2	800	7%	£22.00	£42.50	£85.00	509	7%	£34.00	£67.00	£135.00	291	8%
3	1005	9%	£25.00	£50.00	£100.00	573	7%	£37.00	£75.00	£150.00	432	11%
4	933	8%	£29.00	£57.50	£115.00	634	8%	£41.00	£82.00	£165.00	299	8%
5	1320	11%	£33.00	£65.00	£130.00	809	10%	£45.00	£90.00	£180.00	511	13%
6	1281	11%	£37.00	£72.50	£145.00	947	12%	£49.00	£97.00	£195.00	334	9%
7	1495	13%	£40.00	£80.00	£160.00	1047	14%	£52.00	£105.00	£210.00	448	12%
8	742	6%	£44.00	£87.50	£175.00	573	7%	£56.00	£112.00	£225.00	169	4%
9	635	6%	£48.00	£95.00	£190.00	408	5%	£60.00	£120.00	£240.00	227	6%
10	847	7%	£52.00	£102.50	£205.00	606	8%	£64.00	£127.00	£255.00	241	6%
11	724	6%	£55.00	£110.00	£220.00	411	5%	£67.00	£135.00	£270.00	313	8%
12	557	5%	£59.00	£117.50	£235.00	364	5%	£71.00	£142.00	£285.00	193	5%
13	485	4%	£63.00	£125.00	£250.00	332	4%	£75.00	£150.00	£300.00	153	4%
	<b>11541</b>					<b>7747</b>					<b>3794</b>	

The current price of a 12-month Resident Permit is £120.

- There is no additional charge for 3-month and 6-month resident permits, which will be charged on a pro rata basis.
- The price scale has been based on a 20 percent increase of Band 6 over the current permit price, with a £15 adjustment +/- of the bands on a linear basis.
- Diesel vehicles will also be subject to a £50 diesel surcharge across the bands, this is pro rata adjusted for 3 and 6 month permits.
- Disabled permits will remain free.
- There will be an administration charge of £15 for all refunds.



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### Business Permits

Emissions Based Band	# of vehicles in each band	% of total vehicles in each band	Petrol Vehicles				Diesel Vehicles			
			Permit Price (6 months)	Permit Price (12 months)	# of petrol vehicles in band	% of all petrol vehicles in band	Permit Price (6 months)	Permit Price (12 months)	# of diesel vehicles in band	% of all diesel vehicles in band
1	52	8%	£210.00	£350.00	32	8%	£235.00	£400.00	20	8%
2	60	9%	£240.00	£400.00	32	8%	£265.00	£450.00	28	11%
3	80	12%	£270.00	£450.00	47	12%	£295.00	£500.00	33	13%
4	73	11%	£300.00	£500.00	58	14%	£325.00	£550.00	15	6%
5	83	13%	£330.00	£550.00	44	11%	£355.00	£600.00	39	16%
6	68	10%	£360.00	£600.00	46	11%	£385.00	£650.00	22	9%
7	86	13%	£390.00	£650.00	54	13%	£415.00	£700.00	32	13%
8	39	6%	£420.00	£700.00	29	7%	£445.00	£750.00	10	4%
9	33	5%	£450.00	£750.00	19	5%	£475.00	£800.00	14	6%
10	25	4%	£480.00	£800.00	13	3%	£505.00	£850.00	12	5%
11	32	5%	£510.00	£850.00	15	4%	£535.00	£900.00	17	7%
12	15	2%	£540.00	£900.00	9	2%	£565.00	£950.00	6	2%
13	11	2%	£570.00	£950.00	8	2%	£595.00	£1,000.00	3	1%
	657				406				251	

The current price of a Business permit is £500.

- Revised pricing scale is based on a 20 percent increase on the current Business permit price at Band 6, then adjusted by £50 +/- linearly.
- The £50 diesel surcharge is applied on top of the revised permit price, this is pro rata adjusted for 6 month permits.
- Business permits will be sold for Lewisham Council car parks only on a monthly pro-rata rate as per the costs above.

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### Business All Zones Permits

Emissions Based Band	# of vehicles in each band	% of total vehicles in each band	Petrol Vehicles			Diesel Vehicles		
			Permit Price (12 months)	# of petrol vehicles in band	% of all petrol vehicles in band	Permit Price (12 months)	# of diesel vehicles in band	% of all diesel vehicles in band
1	46	11%	£650.00	27	23%	£700.00	19	7%
2	22	5%	£700.00	17	15%	£750.00	5	2%
3	31	8%	£750.00	10	9%	£800.00	21	7%
4	51	13%	£800.00	11	9%	£850.00	40	14%
5	27	7%	£850.00	13	11%	£900.00	14	5%
6	16	4%	£900.00	9	8%	£950.00	7	2%
7	52	13%	£950.00	12	10%	£1,000.00	40	14%
8	18	4%	£1,000.00	3	3%	£1,050.00	15	5%
9	47	12%	£1,050.00	5	4%	£1,100.00	42	15%
10	41	10%	£1,100.00	5	4%	£1,150.00	36	13%
11	45	11%	£1,150.00	1	1%	£1,200.00	44	15%
12	3	1%	£1,200.00	0	0%	£1,250.00	3	1%
13	4	1%	£1,250.00	3	3%	£1,300.00	1	0%
	<b>403</b>			<b>116</b>			<b>287</b>	

The current price of a Business All Zone permit is £750.

- Revised pricing scale is based on a 20 percent increase on the current Business Z permit price at Band 6, then adjusted by £50 +/- linearly.
- The £50 diesel surcharge is applied.

### Business Hospital Permits

The current policy is that Lewisham Hospital can purchase a limited number of permits for staff at the current business rate of £500 p.a.

### Recommended changes:

- The permit will continue to replicate business permits at the new rate.

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### Health Permits

Emissions Based Band			<i>Petrol Vehicles</i>			<i>Diesel Vehicles</i>		
	# of vehicles in each band	% of total vehicles in each band	Permit Price (12 months)	# of petrol vehicles in band	% of all petrol vehicles in band	Permit Price (12 months)	# of diesel vehicles in band	% of all diesel vehicles in band
1	28	9%	£70.00	23	9%	£120.00	5	9%
2	36	12%	£85.00	31	12%	£135.00	5	9%
3	38	12%	£100.00	32	13%	£150.00	6	10%
4	47	15%	£115.00	39	16%	£165.00	8	14%
5	57	18%	£130.00	43	17%	£180.00	14	24%
6	29	9%	£145.00	23	9%	£195.00	6	10%
7	35	11%	£160.00	30	12%	£210.00	5	9%
8	7	2%	£175.00	7	3%	£225.00	0	0%
9	10	3%	£190.00	7	3%	£240.00	3	5%
10	12	4%	£205.00	10	4%	£255.00	2	3%
11	2	1%	£220.00	2	1%	£270.00	0	0%
12	3	1%	£235.00	2	1%	£285.00	1	2%
13	5	2%	£250.00	2	1%	£300.00	3	5%
	<b>309</b>			<b>251</b>			<b>58</b>	

The current price of a Health permit is £200.

- The revised pricing scale is based on a 27.5 percent reduction on the current Health permit price, then adjusted by £15 +/- linearly.
- The £50 diesel surcharge is applied.

Current policy: staff have to display the clock in the windscreen highlighting start time with maximum stay of 2 hours.

Recommended change: staff will have to activate their parking duration on each visit via the app, maximum stay per location is 2 hours.

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### Business Staff Permits

Emissions Based Band				<i>Petrol Vehicles</i>		<i>Diesel Vehicles</i>		
	# of vehicles in each band	% of total vehicles in each band	Permit Price (12 months)	# of petrol vehicles in band	% of all petrol vehicles in band	Permit Price (12 months)	# of diesel vehicles in band	% of all diesel vehicles in band
1	28	9%	£350.00	20	9%	£400.00	8	8%
2	32	10%	£400.00	24	10%	£450.00	8	8%
3	39	12%	£450.00	22	9%	£500.00	17	18%
4	40	12%	£500.00	26	11%	£550.00	14	15%
5	37	11%	£550.00	27	12%	£600.00	10	10%
6	30	9%	£600.00	23	10%	£650.00	7	7%
7	36	11%	£650.00	26	11%	£700.00	10	10%
8	21	6%	£700.00	17	7%	£750.00	4	4%
9	20	6%	£750.00	15	6%	£800.00	5	5%
10	20	6%	£800.00	15	6%	£850.00	5	5%
11	8	2%	£850.00	4	2%	£900.00	4	4%
12	5	2%	£900.00	3	1%	£950.00	2	2%
13	12	4%	£950.00	10	4%	£1,000.00	2	2%
# of vehicles	328			232			96	

The current price of the permit is £500.

- Revised pricing scale is based on a 20 percent increase on the current Business permit price at Band 6, then adjusted by £50 +/- linearly.
- The £50 diesel surcharge is applied.

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### Hospital Health Permits

<u>Hospital Health</u>			Current price			£500		
						<i>Petrol Vehicles</i>		
						<i>Diesel Vehicles</i>		
Emissions Based Band	# of vehicles in each band	% of total vehicles in each band	Permit Price (12 months)	# of petrol vehicles in band	% of all petrol vehicles in band	Permit Price (12 months)	# of diesel vehicles in band	% of all diesel vehicles in band
1	18	5%	£350.00	13	6%	£400.00	5	5%
2	8	2%	£400.00	5	2%	£450.00	3	3%
3	16	5%	£450.00	8	3%	£500.00	8	8%
4	24	7%	£500.00	16	7%	£550.00	8	8%
5	16	5%	£550.00	13	6%	£600.00	3	3%
6	10	3%	£600.00	8	3%	£650.00	2	2%
7	14	4%	£650.00	9	4%	£700.00	5	5%
8	7	2%	£700.00	4	2%	£750.00	3	3%
9	2	1%	£750.00	2	1%	£800.00	0	0%
10	5	2%	£800.00	2	1%	£850.00	3	3%
11	5	2%	£850.00	3	1%	£900.00	2	2%
12	1	0%	£900.00	0	0%	£950.00	1	1%
13	0	0%	£950.00	0	0%	£1,000.00	0	0%
# of vehicles	126			83			43	

The current price of Hospital Health permits is £500. Revised pricing scale is based on a 20 percent increase on the current Business permit price at Band 6, then adjusted by £50 +/- linearly.

The £50 diesel surcharge is applied

### Visitor Permits

Current Visitor Permit pricing:

- 1hr = £1.40 on line or a book of 10 = £10.00

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Permits can be obtained via the library or by post sent recorded delivery at a cost of £1.67, with the rates as following:

- 5hr = £2.80
- Daily = £5.60
- Weekly = £20.00

Our current policy is that upon application, a book of 10 one hour visitor parking permits will be provided free of charge to all households that currently have at least one paid annual resident parking permit. Also, upon application, a book of ten (1 hour) visitor parking permits will be provided free of charge to any residents in CPZs who are over 60, and in receipt of Council Tax support, and do not have another parking permit per annum.

### **Recommended changes:**

The recommendation is to provide ten hours of visitor parking credit free of charge to all households that currently have at least one paid annual resident parking permit. This will be credited to their on-line account and can be used via their app (which will be provided as part of the new IT system) at their convenience. For visitors who have limited or no internet access, a book of vouchers can be sent on application.

- Visitor permits will rise to £1.60 per hour
- Book of 10 vouchers will be £16.00
- 5hr will be £3.20
- Daily will be £6.40
- Weekly will be £25.60

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Visitor Permit Pricing Change													
		Current Price		Current Income		# sold	Updated Price	% increase in price	Projected annual income on updated price		Var. current income & projected		
Book of 10 x 1hr	Hourly	£	1.40	£	6,170.64	4,408	£	1.60	14.3%	£	7,052.16	£	881.52
		£	10.00	£	12,612.00	1,261	£	16.00	60.0%	£	20,179.20	£	7,567.20
	5-hours	£	2.80	£	16,371.36	5,847	£	3.20	14.3%	£	18,710.13	£	2,338.77
	Daily	£	5.60	£	23,170.56	4,138	£	6.40	14.3%	£	26,480.64	£	3,310.08
	Weekly	£	20.00	£	10,816.80	541	£	25.60	28.0%	£	13,845.50	£	3,028.70
				£	69,141.36	16,194			£		86,267.63	£	17,126.27

There will be no change to the issuing of a book of ten (1 hour) visitor parking permits will be provided free of charge to any residents in CPZs who are over 60, and in receipt of Council Tax support, and do not have another parking permit per annum.

**Appendix 8**

**Making Fair Financial Decisions**



**Making fair financial decisions  
Guidance for decision-makers**

3<sup>rd</sup> edition, January 2015



## **APPENDICES W1 to Z5 2020/21 BUDGET REPORT**

### **Introduction**

With major reductions in public spending, public authorities in Britain are being required to make difficult financial decisions. This guide sets out what is expected of you as a decision-maker or leader of a public authority responsible for delivering key services at a national, regional and/or local level, in order to make such decisions as fair as possible.

The public sector equality duty (the equality duty) does not prevent you from making difficult decisions such as reorganisations and relocations, redundancies, and service reductions, nor does it stop you from making decisions which may affect one group more than another group. The equality duty enables you to demonstrate that you are making financial decisions in a fair, transparent and accountable way, considering the needs and the rights of different members of your community. This is achieved through assessing the impact that changes to policies, procedures and practices could have on people with different protected characteristics.

Assessing the impact on equality of proposed changes to policies, procedures and practices is not just something that the law requires, it is a positive opportunity for you as a public authority leader to ensure you make better decisions based on robust evidence.

### **What the law requires**

Under the equality duty (set out in the Equality Act 2010), public authorities must have 'due regard' to the need to eliminate unlawful discrimination, harassment and victimisation as well as to advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not.

The protected characteristics covered by the equality duty are: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation. The duty also covers marriage and civil partnerships, but only in respect of eliminating unlawful discrimination.

The law requires that public authorities demonstrate that they have had 'due regard' to the aims of the equality duty in their decision-making. Assessing the potential impact on equality of proposed changes to policies, procedures and practices is one of the key ways in which public authorities can demonstrate that they have had 'due regard'.

It is also important to note that public authorities subject to the equality duty are also likely to be subject to the Human Rights Act 1998. We would therefore recommend that public authorities consider the potential impact their decisions could have on human rights.

## APPENDICES W1 to Z5 2020/21 BUDGET REPORT

### Aim of this guide

This guide aims to assist decision-makers in ensuring that:

- The process they follow to assess the impact on equality of financial proposals is robust, and
- The impact that financial proposals could have on people with protected characteristics is thoroughly considered before any decisions are arrived at.

We have also produced detailed guidance for those responsible for assessing the impact on equality of their policies, which is available on our website at [www.equalityhumanrights.com](http://www.equalityhumanrights.com)

### The benefits of assessing the impact on equality

By law, your assessments of impact on equality must:

- Contain enough information to enable a public authority to demonstrate it has had 'due regard' to the aims of the equality duty in its decision-making
- Consider ways of mitigating or avoiding any adverse impacts.

Such assessments do not have to take the form of a document called an equality impact assessment. If you choose not to develop a document of this type, then some alternative approach which systematically assesses any adverse impacts of a change in policy, procedure or practice will be required.

Assessing impact on equality is not an end in itself and it should be tailored to, and be proportionate to, the decision that is being made.

Whether it is proportionate for an authority to conduct an assessment of the impact on equality of a financial decision or not depends on its relevance to the authority's particular function and its likely impact on people with protected characteristics.

We recommend that you document your assessment of the impact on equality when developing financial proposals. This will help you to:

- **Ensure you have a written record of the equality considerations** you have taken into account.
- **Ensure that your decision includes a consideration of the actions that would help to avoid or mitigate any impacts on particular protected characteristics.** Individual decisions should also be informed by the wider context of decisions in your own and other relevant public authorities, so that people with particular protected characteristics are not unduly affected by the cumulative effects of different decisions.
- **Make your decisions based on evidence:** a decision which is informed by relevant local and national information about equality is a better quality decision.

## APPENDICES W1 to Z5 2020/21 BUDGET REPORT

Assessments of impact on equality provide a clear and systematic way to collect, assess and put forward relevant evidence.

- **Make the decision-making process more transparent:** a process which involves those likely to be affected by the policy, and which is based on evidence, is much more open and transparent. This should also help you secure better public understanding of the difficult decisions you will be making in the coming months.
- **Comply with the law:** a written record can be used to demonstrate that due regard has been had. Failure to meet the equality duty may result in authorities being exposed to costly, time-consuming and reputation-damaging legal challenges.

### When should your assessments be carried out?

Assessments of the impact on equality must be carried out at a **formative stage** so that the assessment is an integral part of the development of a proposed policy, not a later justification of a policy that has already been adopted. Financial proposals which are relevant to equality, such as those likely to impact on equality in your workforce and/or for your community, should always be subject to a thorough assessment. This includes proposals to outsource or procure any of the functions of your organisation. The assessment should form part of the proposal, and you should consider it carefully **before** making your decision.

If you are presented with a proposal that has not been assessed for its impact on equality, you should question whether this enables you to consider fully the proposed changes and its likely impact. Decisions not to assess the impact on equality should be fully documented, along with the reasons and the evidence used to come to this conclusion. This is important as authorities may need to rely on this documentation if the decision is challenged.

It is also important to remember that the potential impact is not just about numbers. Evidence of a serious impact on a small number of individuals is just as important as something that will impact on many people.

### What should I be looking for in my assessments?

Assessments of impact on equality need to be based on relevant information and enable the decision-maker to understand the equality implications of a decision and any alternative options or proposals.

As with everything, proportionality is a key principle. Assessing the impact on equality of a major financial proposal is likely to need significantly more effort and resources dedicated to ensuring effective engagement, than a simple assessment of a proposal to save money by changing staff travel arrangements.

There is no prescribed format for assessing the impact on equality, but the following questions and answers provide guidance to assist you in determining whether you consider that an assessment is robust enough to rely on:

- **Is the purpose of the financial proposal clearly set out?**

## APPENDICES W1 to Z5 2020/21 BUDGET REPORT

A robust assessment will set out the reasons for the change; how this change can impact on protected groups, as well as whom it is intended to benefit; and the intended outcome. You should also think about how individual financial proposals might relate to one another. This is because a series of changes to different policies or services could have a severe impact on particular protected characteristics.

Joint working with your public authority partners will also help you to consider thoroughly the impact of your joint decisions on the people you collectively serve.

**Example:** A local authority takes separate decisions to limit the eligibility criteria for community care services; increase charges for respite services; scale back its accessible housing programme; and cut concessionary travel. Each separate decision may have a significant effect on the lives of disabled residents, and the cumulative impact of these decisions may be considerable. This combined impact would not be apparent if the decisions were considered in isolation.

- **Has the assessment considered available evidence?**

Public authorities should consider the information and research already available locally and nationally. The assessment of impact on equality should be underpinned by up-to-date and reliable information about the different protected groups that the proposal is likely to have an impact on. A lack of information is not a sufficient reason to conclude that there is no impact.

- **Have those likely to be affected by the proposal been engaged?**

Engagement is crucial to assessing the impact on equality. There is no explicit requirement to engage people under the equality duty, but it will help you to improve the equality information that you use to understand the possible impact on your policy on different protected characteristics. No-one can give you a better insight into how proposed changes will have an impact on, for example, disabled people, than disabled people themselves.

- **Have potential positive and negative impacts been identified?**

It is not enough to state simply that a policy will impact on everyone equally; there should be a more in-depth consideration of available evidence to see if particular protected characteristics are more likely to be affected than others. Equal treatment does not always produce equal outcomes; sometimes authorities will have to take particular steps for certain groups to address an existing disadvantage or to meet differing needs.

- **What course of action does the assessment suggest that I take? Is it justifiable?**

The assessment should clearly identify the option(s) chosen, and their potential impacts, and document the reasons for this decision. There are four possible outcomes of an assessment of the impact on equality, and more than one may apply to a single proposal:

**Outcome 1: No major change required** when the assessment has not identified any potential for discrimination or adverse impact and all opportunities to advance equality have been taken.

## APPENDICES W1 to Z5 2020/21 BUDGET REPORT

**Outcome 2: Adjustments to remove barriers identified by the assessment or to better advance equality.** Are you satisfied that the proposed adjustments will remove the barriers identified?

**Outcome 3: Continue despite having identified some potential for adverse impacts or missed opportunities to advance equality.** In this case, the justification should be included in the assessment and should be in line with the duty to have 'due regard'. For the most important relevant policies, compelling reasons will be needed. You should consider whether there are sufficient plans to reduce the negative impact and/or plans to monitor the actual impact, as discussed below.

**Outcome 4: Stop and rethink** when an assessment shows actual or potential unlawful discrimination.

- **Are there plans to alleviate any negative impacts?**

Where the assessment indicates a potential negative impact, consideration should be given to means of reducing or mitigating this impact. This will in practice be supported by the development of an action plan to reduce impacts. This should identify the responsibility for delivering each action and the associated timescales for implementation. Considering what action you could take to avoid any negative impact is crucial, to reduce the likelihood that the difficult decisions you will have to take in the near future do not create or perpetuate inequality.

**Example:** A University decides to close down its childcare facility to save money, particularly given that it is currently being under-used. It identifies that doing so will have a negative impact on women and individuals from different racial groups, both staff and students.

In order to mitigate such impacts, the University designs an action plan to ensure relevant information on childcare facilities in the area is disseminated to staff and students in a timely manner. This will help to improve partnership working with the local authority and to ensure that sufficient and affordable childcare remains accessible to its students and staff.

- **Are there plans to monitor the actual impact of the proposal?**

Although assessments of impact on equality will help to anticipate a proposal's likely effect on different communities and groups, in reality the full impact of a decision will only be known once it is introduced. It is therefore important to set out arrangements for reviewing the actual impact of the proposals once they have been implemented.

### **What happens if you don't properly assess the impact on equality of relevant decisions?**

If you have not carried out an assessment of impact on equality of the proposal, or have not done so thoroughly, you risk leaving yourself open to legal challenges, which are both costly and time-consuming. Legal cases have shown what can happen when authorities do not consider their equality duties when making decisions.

## APPENDICES W1 to Z5 2020/21 BUDGET REPORT

**Example:** A court overturned a decision by Haringey Council to consent to a large-scale building redevelopment in Wards Corner in Tottenham, on the basis that the council had not considered the impact of the proposal on different racial groups before granting planning permission.

However, the result can often be far more fundamental than a legal challenge. If people feel that an authority is acting high-handedly or without properly involving its service users or employees, or listening to their concerns, they are likely to be become disillusioned with you.

Above all, authorities which fail to carry out robust assessments of the impact on equality risk making poor and unfair decisions that could discriminate against people with particular protected characteristics and perpetuate or worsen inequality.

As part of its regulatory role to ensure compliance with the equality duty, the Commission monitors financial decisions with a view to ensuring that these are taken in compliance with the equality duty and have taken into account the need to mitigate negative impacts, where possible.

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### APPENDIX Z1: Interest Rate Forecasts 2020 - 2023

The Council has appointed Link Asset Services as its Treasury advisor and part of their service is to assist the Council to formulate a view on interest rates. The following table gives Link's central view.

Period	Bank Rate	PWLB Borrowing Rates % (including certainty rate adjustment of 20 basis points)			
		5 year	10 year	25 year	50 year
Mar 2020	0.75	2.40	2.70	3.30	3.20
Jun 2020	0.75	2.40	2.70	3.40	3.30
Sep 2020	0.75	2.50	2.70	3.40	3.30
Dec 2020	0.75	2.50	2.80	3.50	3.40
Mar 2021	1.00	2.60	2.90	3.60	3.50
Jun 2021	1.00	2.70	3.00	3.70	3.60
Sep 2021	1.00	2.80	3.10	3.70	3.60
Dec 2021	1.00	2.90	3.20	3.80	3.70
Mar 2022	1.00	2.90	3.20	3.90	3.80
Jun 2022	1.25	3.00	3.30	4.00	3.90
Sep 2022	1.25	3.10	3.30	4.00	3.90
Dec 2022	1.25	3.20	3.40	4.10	4.00
Jan 2023	1.25	3.20	3.50	4.10	4.00

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### APPENDIX Z2: Credit Worthiness Policy (Linked to Treasury Management Practice (TMP1) – Credit and Counterparty Risk Management)

#### Annual Investment Strategy:

The key requirements of both the Code and the investment Guidance are to set an annual Investment Strategy, as part of its annual Treasury Management Strategy for the following year, covering the identification and approval of following:

- The Strategy guidelines for choosing and placing investments, particularly non-specified investments.
- The principles to be used to determine the maximum periods for which funds can be committed.
- Specified investments that the Council will use. These are high security (i.e. high credit rating, although this is defined by the Council, and no guidelines are given), and high liquidity investments in sterling and with a maturity of no more than a year.
- Non-specified investments, clarifying the greater risk implications, identifying the general types of investment that may be used and a limit to the overall amount of various categories that can be held at any time.

**Specified investments:** These investments are sterling investments of not more than one-year maturity, or those which could be for a longer period but where the Council has the right to be repaid within 12 months if it wishes. These are considered low risk assets where the possibility of loss of principal or investment income is small. These would include sterling investments which would not be defined as capital expenditure with:

1. The UK Government, such as the Debt Management Account Deposit Facility (DMADF), UK Treasury bills or a gilt with less than one year to maturity.
2. Supranational bonds of less than one year's duration.
3. A local authority, parish council or community council.
4. Pooled investment vehicles (such as money market funds) that have been awarded a high credit rating (AAA) by a credit rating agency.
5. A body that is considered of a high credit quality (such as a bank or building society).

Within these bodies, and in accordance with the Code, the Council has set additional criteria to define the time and amount of monies which will be invested in these bodies. This criteria is as described below.

**Non-Specified Investments:** These are any investments which do not meet the specified investment criteria, and include certificates of deposit issued by banks or



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building societies, corporate bonds, and property funds. Provision has been made in the Strategy to invest in certificates of deposit as well as pooled asset funds (should the relevant opportunity arise). The Council will seek guidance on the status of any pooled fund or collective investment scheme it may consider using, and appropriate due diligence will also be undertaken before investment of this type is undertaken.

The Council applies the creditworthiness service provided by Link Asset Services. This service employs a sophisticated modelling approach utilising credit ratings from the three main credit rating agencies - Fitch, Moody's and Standard and Poor's. The credit ratings of counterparties are supplemented with the following overlays:

- credit watches and credit outlooks from credit rating agencies;
- CDS spreads to give early warning of likely changes in credit ratings;
- sovereign ratings to select counterparties from only the most creditworthy countries.

These factors are weighted and combined with an overlay of Credit Default Swap CDS spreads. The end product is a series of ratings (colour coded) to indicate the relative creditworthiness of counterparties. These ratings are used by the Council to determine the suggested duration for investments.

The Link Asset Services' creditworthiness service uses a wider array of information other than just primary ratings. Furthermore, by using a risk weighted scoring system, it does not give undue precedence to just one agency's ratings.

The criteria, time limits and monetary limits applying to institutions or investment vehicles are:

	<b>Minimum credit criteria / colour band</b>	<b>Max % of total investments/ £ limit per institution</b>	<b>Max. maturity period</b>
DMADF – UK Government	N/A	100%	6 months
UK Government gilts	UK sovereign rating	£20m	1 year
UK Government Treasury bills	UK sovereign rating	£60m	6 months
Money Market Funds - CNAV	AAA	£30m	Liquid
Money Market Funds - LVNAV	AAA	£30m	Liquid
Money Market Funds - VNAV	AAA	£30m	Liquid
Local authorities	N/A	£10m	1 year

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Term deposits with banks and building societies	Yellow* Purple Blue Orange Red Green No Colour	£30m £25m £40m £25m £20m £15m Not for use	Up to 5 years Up to 2 years Up to 1 year Up to 1 year Up to 6 Months Up to 100 days Not for use
CDs or corporate bonds with banks and building societies	Blue Orange Red Green No Colour	£40m £25m £20m £15m Not for use	Up to 1 year Up to 1 year Up to 6 Months Up to 100 days Not for use
Call accounts and notice accounts	Yellow* Purple Blue Orange Red Green No Colour	£30m £25m £40m £25m £20m £15m Not for use	Liquid
Pooled asset funds		£50m	At least 5 years

\*for UK Government debt, or its equivalent, Constant Net Asset Value (CNAV) money market funds and collateralised deposits where the collateral is UK Government debt.

**The monitoring of investment counterparties:** The credit rating of counterparties will be monitored regularly, on at least a weekly basis. The Council receives credit rating information (changes, rating watches and rating outlooks) from Link Asset Services as and when ratings change, and counterparties are checked promptly. On occasion ratings may be downgraded when an investment has already been made. The criteria used are such that a minor downgrading should not affect the full receipt of the principal and interest. Any counterparty failing to meet the criteria will be removed from the lending list immediately, and if required new counterparties which meet the criteria will be added to the list. Any fixed term investment held at the time of the downgrade will be left to mature as such investments cannot be broken mid-term.

**Accounting treatment of investments:** The accounting treatment may differ from the underlying cash transactions arising from investment decisions made by this Council. To ensure that the Council is protected from any adverse revenue impact which may arise from these differences, we will review the accounting implications of new transactions before they are undertaken.

**UK Banks – Ring Fencing:** The largest UK banks (those with more than £25bn of retail/Small and Medium-sized Enterprise (SME) deposits) are required, by UK law, to separate core retail banking services from their investment and international banking activities by 1st January 2019. This is known as “ring-fencing”. Whilst smaller banks with less than £25bn in deposits are exempt, they can choose to opt

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up. Several banks are very close to the threshold already and so may come into scope in the future regardless.

Ring-fencing is a regulatory initiative created in response to the global financial crisis. It mandates the separation of retail and SME deposits from investment banking, in order to improve the resilience and resolvability of banks by changing their structure. In general, simpler activities offered from within a ring-fenced bank (RFB) will be focused on lower risk, day-to-day core transactions, whilst more complex and “riskier” activities are required to be housed in a separate entity, a non-ring-fenced bank (NRFB). This is intended to ensure that an entity’s core activities are not adversely affected by the acts or omissions of other members of its group.

While the structure of the banks included within this process may have changed, the fundamentals of credit assessment have not. The Council will continue to assess the newly-formed entities in the same way that it does others and those with sufficiently high ratings (and other metrics) will be considered for investment purposes.

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### **APPENDIX Z3: Approved Countries for Investments**

This list is based on those countries which have sovereign ratings of AA- or higher (we show the lowest rating from Fitch, Moody's and S&P) and also have banks operating in sterling markets which have credit ratings of green or above in the Link Asset Services credit worthiness service.

#### **AAA**

- Australia
- Canada
- Denmark
- Germany
- Luxembourg
- Netherlands
- Norway
- Singapore
- Sweden
- Switzerland
- USA

#### **AA+**

- Finland

#### **AA**

- Abu Dhabi (UAE)
- France
- U.K.

#### **AA-**

- Belgium
- Qatar
- Hong Kong

### APPENDIX Z4: Requirement of the CIPFA Management Code of Practice

#### Treasury Management Scheme of Delegation

##### **(i) Full Council**

- budget consideration and approval;
- approval of annual Treasury Management Strategy;
- approval of/amendments to the organisation's Treasury Management policy statement.

##### **(ii) Public Accounts Committee**

- receiving and reviewing reports on Treasury Management policies, practices and activities.

#### The Treasury Management Role of the Section 151 Officer

##### **The S151 (responsible) officer has responsibility for:**

- recommending Treasury Management policies for approval, reviewing the same regularly, and monitoring compliance;
- submitting regular Treasury Management policy reports;
- submitting budgets and budget variations;
- receiving and reviewing management information reports;
- reviewing the performance of the Treasury Management function;
- ensuring the adequacy of Treasury Management resources and skills, and the effective division of responsibilities within the Treasury Management function;
- ensuring the adequacy of internal audit, and liaising with external audit;
- approval of the division of responsibilities;
- approving the organisation's Treasury Management practices;
- preparation of Capital Strategy to include capital expenditure, capital financing, non-financial investments and treasury management, with a long-term timeframe;
- ensuring that the Capital Strategy is prudent, sustainable, affordable and prudent in the long term and provides value for money;
- ensuring that due diligence has been carried out on all treasury and non-financial investments and is in accordance with the risk appetite of the authority;
- ensure that the authority has appropriate legal powers to undertake expenditure on non-financial assets and their financing;
- ensuring the proportionality of all investments so that the authority does not undertake a level of investing which exposes the authority to an excessive level of risk compared to its financial resources;

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- ensuring that an adequate governance process is in place for the approval, monitoring and ongoing risk management of all non-financial investments and long term liabilities;
- provision to members of a schedule of all non-treasury investments including material investments in subsidiaries, joint ventures, loans and financial guarantees;
- ensuring that members are adequately informed and understand the risk exposures taken on by an authority;

### **Appendix Z5: Capital Strategy**

## **APPENDICES W1 to Z5 2020/21 BUDGET REPORT**

### **Lewisham Council – Capital Strategy 2019/20**

#### **1. Capital Expenditure**

##### **Overview of Governance processes**

- 1.1 The Regeneration and Capital Programme Delivery Board comprises key officers involved in the planning and delivery of the capital programme. This Board has responsibility and accountability for the delivery of all regeneration and capital projects and programmes of the built environment and is also responsible for ensuring that all projects and programmes are adequately and appropriately resourced.
- 1.2 The key objectives of the Board are to ensure that a consistent and corporate approach is taken to the development and authorisation of all project and programme initiation documents and the associated financing and funding of projects and programmes. It meets every two months and ensures that a corporate approach is taken to the monitoring, management and delivery of all projects and programmes. It reports through to the Regeneration and Capital Programme Board which is chaired by the Executive Director for Housing, Regeneration & Environment.
- 1.3 Capital programme budget and spend information is also reported to Mayor & Cabinet and the Public Accounts Select Committee on a quarterly basis as part of the Financial Forecasts reports.
- 1.4 The Council's Capitalisation policies are set out annually in the Council's Statement of Accounts. Expenditure on the acquisition, creation or enhancement of Property, Plant and Equipment is capitalised on an accruals basis, provided it adds value, increases its ability to deliver future economic benefits or service potential, or can be capitalised as a component and exceeds the Council's de-minimis limit of £40,000. Expenditure financed from the government's Devolved Formula Capital Grant is also capitalised on the basis that it increases the school's service potential. Expenditure that only maintains an asset's value (i.e. repairs and maintenance) and does not increase its ability to deliver benefits or services is charged as revenue expenditure when it is incurred.

##### **Capital Expenditure Plans**

- 1.5 The Council's proposed Capital Programme budget for 2020/21 to 2022/23 is £551.2m over three years, of which £194.4m is for 2020/21. This is set out in more detail in table 1 below:

**Table 1: Capital Programme Budget**

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	19/20	20/21	21/22	22/23	3 Year Total
	£m	£m	£m	£m	£m
<b>General Fund</b>					
Schools – Schools Places Programme	7.0	10.5	4.1	1.5	<b>16.1</b>
Schools – Minor Works Capital Programme	3.8	0.1	0.0	0.0	<b>0.1</b>
Schools – Other Capital works	2.1	0.0	0.0	0.0	<b>0.0</b>
Highways and Bridges – TFL	3.4	0.0	0.0	0.0	<b>0.0</b>
Highways and Bridges – LBL	3.5	2.5	2.5	2.5	<b>7.5</b>
Highways - Other	1.4	0.8	0.0	0.0	<b>0.8</b>
Catford Town Centre	2.3	3.7	1.1	0.0	<b>4.8</b>
Asset Management Programme	2.7	1.7	2.0	2.5	<b>6.2</b>
Broadway Theatre- Repairs & Refurbishment	0.0	1.8	1.9	0.0	<b>3.7</b>
Lewisham Library – Repairs & Refurbishment	0.0	1.0	2.0	0.5	<b>3.5</b>
Old Town Hall – Repairs & Refurbishment	0.0	3.0	0.9	0.0	<b>3.9</b>
Lewisham Homes – Property Acquisition	0.0	3.0	0.0	0.0	<b>3.0</b>
Disabled Facilities Grant	1.2	1.6	0.0	0.0	<b>1.6</b>
Private Sector Grants and Loans	0.6	1.7	0.6	0.0	<b>2.3</b>
Fleet Replacement Programme	0.5	8.1	0.8	0.8	<b>9.7</b>
Smart Working Programme	2.7	0.0	0.0	0.0	<b>0.0</b>
Edward St. Development	0.1	9.0	0.0	0.0	<b>9.0</b>
Residential Portfolio Acquisition	45.7	0.0	0.0	0.0	<b>0.0</b>
Achilles St. Development	7.2	0.0	0.0	0.0	<b>0.0</b>
Ladywell Leisure Centre Development site	0.6	1.1	0.7	0.1	<b>1.9</b>
Traveller's Site Relocation	0.0	2.1	1.7	0.0	<b>3.8</b>
Beckenham Place Park	3.0	0.6	0.0	0.0	<b>0.6</b>
Other Schemes	5.3	5.8	0.9	0.8	<b>7.5</b>



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	<b>93.1</b>	<b>58.1</b>	<b>19.2</b>	<b>8.7</b>	<b>86.0</b>
<b>Housing Revenue Account</b>					
Building for Lewisham Programme	22.0	97.5	164.6	89.6	<b>351.7</b>
HRA Capital Programme	52.0	37.2	30.6	42.2	<b>110.0</b>
Other Schemes	2.0	1.6	0.9	1.0	<b>3.5</b>
	<b>76.0</b>	<b>136.3</b>	<b>196.1</b>	<b>132.8</b>	<b>465.2</b>
<b>Total Programme</b>	<b>169.1</b>	<b>194.4</b>	<b>215.3</b>	<b>141.5</b>	<b>551.2</b>

1.6 The resources available to finance the proposed Capital Programme are as set out in table 2 below:

**Table 2: Available Resources**

	<b>19/20</b>	<b>20/21</b>	<b>21/22</b>	<b>22/23</b>	<b>3 Year Total</b>
	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>
<b>General Fund</b>					
Prudential Borrowing	48.6	18.6	0.0	0.0	<b>18.6</b>
Grants and Contributions	25.7	19.1	4.7	0.3	<b>24.1</b>
Capital Receipts	5.5	3.4	1.1	0.0	<b>4.5</b>
Reserves / Revenue	13.3	17.0	13.4	8.4	<b>38.8</b>
	<b>93.1</b>	<b>58.1</b>	<b>19.2</b>	<b>8.7</b>	<b>86.0</b>
<b>Housing Revenue Account</b>					
Prudential Borrowing	0.0	88.6	134.0	79.9	<b>302.5</b>
Grants	0.0	20.8	37.8	28.7	<b>87.3</b>
Specific Capital Receipts	0.0	0.0	0.0	0.0	<b>0.0</b>
Reserves / Revenue	76.0	26.9	24.3	24.2	<b>75.4</b>
	<b>76.0</b>	<b>136.3</b>	<b>196.1</b>	<b>132.8</b>	<b>465.2</b>
<b>Total Resources</b>	<b>169.1</b>	<b>194.4</b>	<b>215.3</b>	<b>141.5</b>	<b>551.2</b>

1.7 The General Fund resources available to finance capital projects decrease over the term of the Programme. This reflects the Council's prudent approach to long-term planning, with grants for later years not taken into account until they have been confirmed, and capital receipts only being taken into account when they have been received or are reasonably certain of being received. The Council

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prudently avoids entering into long-term expenditure commitments until there is more certainty as to how they can be financed.

### **Future capital expenditure**

#### *Children & Young People*

- 1.8 The Council has a statutory responsibility to ensure that there are sufficient school places available for all Lewisham children and young people who need one. Long term projections forecast a growing population for Lewisham, which in turn is expected to drive a demand for more School Places to be delivered through the School Places capital programme, despite a current reduction in demand for mainstream places in the short to medium term – correlating to a subdued birth rate. More widely the Council is continuing to experience an increase in the demand for places for children and young people with Special Educational Needs and Disabilities (SEND), and as such is having to invest in providing additional specialist provision across the borough. The Council will also need to continue to invest in existing School accommodation through the School Minor Works capital programme to ensure the School Estate remains fit for purpose in the years ahead. .

#### *Housing*

- 1.9 London faces one of the most significant housing shortages since the end of the Second World War. The Council's current 30 year financial model for the Housing Revenue Account (HRA) includes provision for the HRA contribution to the delivery of the HRA Social Units from the Building for Lewisham programme. The Council has now set an additional target of a further 1,000 social homes. Half of these will be delivered directly by the Council. A budget of £5.507m to undertake various tasks to bring sites forward to construction or for additional feasibility work was agreed by Mayor and Cabinet in January 2020.
- 1.10 The redevelopment of the former Ladywell Leisure Centre Site continues to progress with planning applications due later in 2020. This mixed-use development will see over 200 new homes come forward and will be the largest residential development that the Council has directly delivered. In 2019, a budget of £2.55m was approved by Mayor and Cabinet to take the scheme forward to planning and to fund the feasibility of the relocation of PLACE/Ladywell.
- 1.11 On Edward Street in Deptford, a new housing scheme that will provide 34 new homes for use as high-quality temporary accommodation (TA) for homeless families, using the next iteration of the precision manufacturing technology used to build PLACE / Ladywell, received planning permission in November 2018. The development will also provide a community run nursery and commercial space on the ground floor. The build will generate rental income for the Council,

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as well as delivering significant savings by not having to house 34 families in expensive private temporary accommodation.

1.12 Further TA sites at Mayow Road (26 homes) and Canonbie Road (6 homes) have also been granted planning permission. The scheme at Mayow Road will also provide six specialist affordable homes for those with autism and/or learning difficulties. This will be delivered with support by the NHS.

1.13 The Council will also deliver high quality private rented sector housing through a joint venture at the Besson Street development in New Cross, due for completion 2023. The scheme will deliver around 230 homes for private rent with 35% at “living rent”.

### *Regeneration*

1.14 The Council has ambitious aspirations for Catford town centre which could deliver major improvements to the pedestrian and transport infrastructure while creating opportunities for new homes, shops and other amenities. Officers are working with a master planner, Studio Egret West, to develop a spatial plan or masterplan for Catford. It is expected that the draft masterplan will be presented to Mayor & Cabinet in early Summer. Subject to this being endorsed, the next step would involve public consultation with a return to Mayor & Cabinet thereafter to seek approval to endorse the final version.

1.15 In addition, discussions are ongoing with our partners (for example the Greater London Authority and London Borough of Southwark) around other potential developments and schemes, in particular those with potential transport related investments such as the possible Bakerloo Line Extension and New Bermondsey development.

### Asset Management Planning

1.16 In March 2015 the Council published a new corporate Strategic Asset Management Plan 2015-2020 that set management of corporate assets within the framework of the following outcomes:

- Compliance with regulation and responsiveness to risk.
- Improving the quality of services that can be delivered through the corporate asset function.
- Reducing expenditure and exposure to costs; and
- Increasing income generated and collected.

1.17 Further detail can be found in the Council's Strategic Asset Management Plan 2015-2020 via the link below:

<https://lewisham.gov.uk/mayorandcouncil/aboutthecouncil/strategies>

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1.18 The Strategic Asset Management Plan will be updated in 2020.

### **Restrictions concerning capital finance**

1.19 Within the prudential framework there are a number of key indicators to ensure that the Council operates its activities within well-defined limits. The Council's Prudential Indicators are approved by Full Council each year as part of the Budget Report. One of these is that the Council needs to ensure that its gross debt does not, except in the short term, exceed the total of the Capital Financing Requirement (CFR) in the preceding year plus the estimates of any additional CFR for the current and following two financial years. This allows some flexibility for limited early borrowing for future years, but ensures that borrowing is not undertaken for revenue or speculative purposes.

1.20 There are two parameters of external debt, the 'operational boundary' and 'authorised limit for external debt', which the Council reports on as part of its Treasury indicators.

1.21 The Operational Boundary for External Debt is the limit beyond which external debt is not normally expected to exceed. In most cases this would be a similar figure to the CFR, but may be lower or higher depending on the levels of actual debt and the ability to fund under-borrowing by other cash resources.

1.22 The Authorised Limit for External Debt is a key prudential indicator which represents a control on the maximum level of borrowing, and provides a limit beyond which external debt is prohibited. It reflects the level of external debt which, while not desired, could be afforded in the short term but is not sustainable in the longer term. This is a statutory limit determined under Section 3(1) of the Local Government Act 2003, and needs to be set and revised by full Council. The Government retains an option to control either the total of all Councils' plans, or those of a specific Council, although this power has not yet been exercised.

1.23 Council borrowing in relation to the Housing Revenue Account capital programme is now assessed under the Prudential Borrowing framework following the abolition of the Housing Revenue Debt Cap in December 2018.

### **2. Debt and borrowing and treasury management**

2.1 The latest Treasury Management Strategy, which is within the 2019/20 Budget Report, shows the Council's projection of external debt as in Table 3:

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**Table 3: Projection of External Debt**

<b>External Debt Projections</b>	<b>2017/18 Actual £m</b>	<b>2018/19 Expected £m</b>	<b>2019/20 Forecast £m</b>	<b>2020/21 Forecast £m</b>	<b>2021/22 Forecast £m</b>
External Debt at 1 April	190.9	219.4	217.2	251.5	279.2
Change in External Debt	28.5	(2.2)	34.3	27.7	39.6
Other Long-Term Liabilities	236.1	232.9	247.4	243.2	239.2
<b>Gross Debt at 31 March</b>	<b>455.5</b>	<b>450.1</b>	<b>498.9</b>	<b>522.4</b>	<b>558.0</b>
<b>Capital Financing Requirement at 31 March</b>	<b>487.9</b>	<b>487.3</b>	<b>525.4</b>	<b>555.8</b>	<b>610.5</b>
<b>Borrowing – over / (under)</b>	<b>(32.4)</b>	<b>(37.2)</b>	<b>(26.5)</b>	<b>(33.4)</b>	<b>(52.5)</b>

2.2 Where the Council is under-borrowed and has the resources to do so, internal borrowing may be used to support capital expenditure in particular circumstances; this is considered a prudent approach in the current economic climate while investment returns are low. As at 30 September 2018 the Council's estimated internal borrowing was estimated at £10.3m.

2.3 The Minimum Revenue Provision (MRP) is a provision for the repayment of debt over the life of the underlying debt. It is a prudent provision as advised by the CIPFA Prudential Code for Capital Finance.

2.4 The Council's current MRP Policy is based on the useful lives of specific asset classes:

- A straight line MRP of 14% equivalent to seven years for plant and equipment (such as IT and vehicles).
- A straight line MRP of 2.5% equivalent to forty years for property (such as land and buildings).

2.5 In 2017/18 a third element was added to the Council's MRP policy, whereby no MRP need be charged on capital expenditure where the Council has assessed that sufficient collateral is held at a current valuation to meet the outstanding CFR liability, and that should it be determined at any point that insufficient collateral is held to match the Council's CFR liability a prudent MRP charge will commence. To date this has been applied as a measure to the loans advanced to the Council's wholly owned limited company subsidiaries – Catford Regeneration Partnerships and Lewisham Homes.

2.6 The Council's Authorised Limit is £554.9m and Operational Boundary is £498.9m for 2019/20 (see also paragraphs 1.19 and 1.20). The Council's Treasury

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Management Strategy (including processes, due diligence and defining the authority's risk appetite) is approved annually by Full Council as part of the Council's Budget Report.

### **3. Commercial Activity**

3.1 The consideration of commercial activity within the context of a capital strategy falls into three main areas: new projects/schemes; existing regeneration vehicles (Catford Regeneration Partnership Ltd and Besson Street joint venture); and existing commercial property portfolios.

- As part of the Regeneration and Capital Programme Delivery Board's process of assessing capital bids for funding new projects, the ability of projects and programmes to self-fund or part fund through commercial activity is reviewed as these schemes are progressed subject to sufficient due diligence to ensure that the risk to the Council is minimised or mitigated appropriately. This due diligence primarily takes the form of the preparation of a Project Initiation Document (PID) to achieve initial feasibility and seed funding, and then the production of a full Business Case before further capital funds are made available. The preparation of the full Business Case generally requires independent input from professional services firms to either prepare or review the technical assumptions and costings, as well as the economic and financial impacts and outputs. The Council's risk appetite is generally reviewed on a case by case basis depending on the scale and nature of the proposed investment and its strategic fit.
- The Council also pursues commercial activity separately through the business of its wholly owned company Catford Regeneration Partnership Limited which was established to provide a regeneration vehicle for Catford town centre. The Council transferred land holdings into the vehicle which was funded through state aid compliant lending from the Council. This vehicle now manages these properties on a commercial basis in anticipation of the wider regeneration of the area being delivered under the capital programme.
- The Council has recently established a joint venture in order to deliver around 230 homes for private rent with 35% at "living rent" levels at the Besson Street development in New Cross. As well as providing high quality private rented sector housing, this scheme is expected to deliver an on-going revenue income to the Council that can be reinvested back into Council services.
- The final area of commercial activity is through the existing commercial property estate. These are commercial properties held in the general fund and run on a commercial basis. The Council's commercial property estate comprises 270 assets with a gross rental income of approximately £4.5m. To give some perspective, this income represents approximately 1.85% of the Council's total General Fund net budget of £243m.

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### **4. Non-Treasury Investments**

4.1 The Council has two wholly owned subsidiary companies, Lewisham Homes Limited and Catford Regeneration Partnership Limited (CRPL). It has invested in these subsidiaries as summarised below.

#### **Lewisham Homes Limited**

4.2 The Council has to date advanced three separate loans to Lewisham Homes, the first on proxy commercial terms financed from internal borrowing and the second on cost-neutral terms financed through the PWLB. Both loans are to allow Lewisham Homes to purchase properties to address temporary accommodation needs in the borough, and will be repaid on set maturity dates:

**Table 4: Lewisham Homes' Loans**

<b>Loan Description</b>	<b>Method of Loan Financing</b>	<b>Loan Balance at 31 March 2020</b>	<b>Interest Rate</b>	<b>Loan Period</b>
£20m commercial loan, available in two tranches of £10m as and when properties are purchased	Internal Borrowing	£17.0m	4.3%	10 years from drawdown date (first maturity in November 2025)
£20m cost-neutral loan, available in blocks of at least £2m when required	PWLB	£20.0m	£10.0m at 2.41% £2.0m at 2.61% £8.0m at 2.43%	40 years from drawdown date (first maturity in June 2057)

4.3 Agreement of the property acquisition programme and relevant loan agreements was obtained from Mayor and Cabinet. State Aid issues and other risks and mitigations were considered in the approval of the loan facilities, including for the second loan the requirement for collateral against the loan in order to obtain MRP exemption.

#### **Catford Regeneration Partnership Limited (CRPL)**

4.4 Three loans totalling £13.5m were advanced to CRPL between 2010/11 and 2016/17 to allow the company to invest in property, and these were consolidated into one loan in February 2017 at an interest rate of 4.3%. An additional loan

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facility of £3.0m was agreed in 2018/19 at the same rate to further support the company's objectives ahead of the master plan for Catford town centre coming forward. A drawdown of £0.25m against this new facility took place in July 2018 and a further drawdown of £0.4m took place in February 2019.

**Table 5: CRPL Loans**

<b>Loan Description</b>	<b>Method of Loan Financing</b>	<b>Forecast Loan Balance at 31 March 2020</b>	<b>Interest Rate</b>	<b>Loan Period</b>
£12.0m advanced in 2010/11;  £0.25m advanced in 2015/16;  £1.0m advanced in 2016/17;  £0.25m advanced in 2018/19  £0.4m advanced in 2018/19	Internal Borrowing	£12.9m	4.3%	28 years remaining (maturing May 2048)

### **Other Non-Treasury Investments**

4.5 In 2017/18 the Council provided a loan of £700,000 to Wide Horizons, an adventure learning charity providing adventure experiences and outreach services across several London boroughs including Lewisham. An equal and corresponding loan was also advanced by the London Borough of Greenwich, providing Wide Horizons with £1.4m to repay an existing social investment business loan ahead of time.

4.6 The appropriate approval was sought from Mayor and Cabinet to proceed with the loan, with authority to finalise the loan terms delegated to the Executive Director for Resources and Regeneration. An appropriate financial review of Wide Horizons was undertaken, highlighting possible risks from insufficient cash flows or income generation to meet loan repayments, although mitigating circumstances were outlined accordingly.



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4.7 July 2018 Wide Horizons ceased trading, unable to obtain additional loan financing to meet its financial obligations. The Council has not received any repayments against the £700,000 advanced to the charity in 2017/18.

4.8 The loss to the Council will be recognised in the 2019/20 financial statements after taking into account plans for the three properties returned to the Council and previously leased to Wide Horizons on peppercorn rent.

4.9 The Council also holds minority stakes in the following:

- 10% in Lewisham Schools for the Future LEP Limited, a Local Education Partnership established under the Council's Building Schools for the Future (BSF) programme to rebuild and refurbish secondary schools within the borough.
- Less than 1% in South-East London Combined Heat and Power Ltd (SELCHP), a joint venture with the London Borough of Greenwich for the provision of waste disposal and waste to energy processes.
- A minority share in Newable Ltd (formerly Greater London Enterprise Ltd) which provides property management and consultancy services.

### **5. Other long-term liabilities**

5.1 Aside from borrowing, there are a number of other significant long-term liabilities recognised on the Council's balance sheet. The bullet points below outline the nature of these liabilities, their value as at 31 March 2019 and the governance processes around their monitoring and ongoing risk management.

- Pension Liability (£752m). This liability matches a debit balance in the Pensions Reserve and reflects the timing differences which arise from the accounting treatment for post-employment benefits and for funding benefits in accordance with statutory provisions. The Council accounts for post-employment benefits in the Comprehensive Income and Expenditure Statement as the benefits are earned by employees accruing years of service, updating the liabilities recognised to reflect inflation, changing assumptions and investment returns on any resources set aside to meet the costs. However, statutory arrangements require benefits earned to be financed as the Council makes employer's contributions to pension funds or eventually pays any pensions for which it is directly responsible. The liability therefore represents a shortfall between the benefits earned by past and current employees and the resources the Council has set aside to meet them. The statutory arrangements regarding the Pension Fund ensure that funding will have been set aside by the Council by the time the benefits are due to be paid.
- Private Finance Schemes (£220m). The Council's contribution towards the cost of PFI schemes is through unitary charge payments which are made

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throughout the life of the scheme concerned. The unitary charge payments have been calculated to include three elements: a service charge; the repayment of debt in relation to capital expenditure in delivering the scheme assets; and the finance cost on the borrowing to deliver to initial investment. The long-term liability represents the amount of debt outstanding in relation to capital expenditure; this will be repaid to the contractors through the unitary charge payments over the life of the PFI schemes. The Council employs robust and proactive contract management procedures to ensure that the PFI schemes continue to deliver value for money.

- Provisions (including insurance) (£6m). Provisions are amounts which are set aside where an event has taken place that gives the Council a legal or constructive obligation that probably requires settlement at a later date and where a reliable estimate can be made of the amount of the obligation. The Council's insurance programme comprises a mix of external insurance, largely for cover at catastrophe level or where required by contract or lease arrangements, and self-insurance. Dedicated insurance provisions and reserves are maintained to provide 'self-insurance' to meet either uninsured losses or losses that fall below the external insurance excess. The appropriate levels are assessed annually by the Council's insurance actuaries.

### 6. **Knowledge & Skills**

- 6.1 The Council uses Link Asset Services as its external Treasury Management advisors. The Council recognises that responsibility for Treasury Management decisions remains with the Council at all times and will ensure that undue reliance is not placed upon our external service providers. It also recognises that there is value in employing external providers of Treasury Management services in order to acquire access to specialist skills and resources. The Council will ensure that the terms of their appointment and the methods by which their value will be assessed are properly agreed and documented, and subjected to regular review.
- 6.2 MiFID II is a piece of European legislation which recently came into force. It affects our relationship with all institutions with whom we have a financial relationship, both council and pension fund. The Council have fulfilled a set of tests to prove we are competent investors and have the requisite skills and knowledge in place. As an example, for treasury management, we have provided information on those staff involved from the Acting Chief Finance Officer downwards, to include their qualifications, years in the role, and any regular training attended.