



CHILTERN
District Council



CDC Resources Overview Committee

Tuesday, 31st January, 2017

At

6.30 pm

**Large & Small Committee Room, King George V House, King George V
Road, Amersham**

LATE REPORT:

Revenue Budget 2017/2018

Appendix A - Chief Financial Officer Report

Appendix B - Budget Sensitivity Analysis 2017/18

Appendix C – Fees & Charges

SUBJECT:	BUDGET & COUNCIL TAX REPORT 2017/18
REPORT OF:	Support Services Portfolio Holder
RESPONSIBLE OFFICER	Director of Resources
REPORT AUTHOR	Jim Burness (JBurness@chiltern.gov.uk)
WARD(s) AFFECTED	All

1. Purpose of Report

- 1.1 This report provides information affecting the Council's revenue budget for 2017/18 in order for the Cabinet to make recommendations to Council on 28th February regarding the Council's budget and council tax for 2017/18.

2. Recommendations

Revenue Budget 2017/18

- 1) **Approve the Revenue budget for 2017/18 as summarised in the table in paragraph 5.15, and recommend this to Council.**
- 2) **Agree that no support is provided to CDC parishes in respect of the impact of Council Tax Support on their tax bases for 2017/18 as the authority no longer receives Revenue Support Grant.**
- 3) **Agree the following use of earmarked reserves for 2017/18:**
 - Local Development Plan £268k
- 4) **Agree, or amend, the following additions to earmarked reserves for 2017/18**
 - Capital – Funding replacement refuse vehicles, £394k
 - Capital – Funding of capital programme, £1,028k
 - HS2, £150k
 - Elections, £20k
 - Planning Digitalisation, £105k.
- 5) **Approve a budget requirement of £10,747k, which will result in a District council tax of £175.62 for a Band D property.**
- 6) **Confirm the level of fees and charges for 2017/18 (Appendix C).**
- 7) **Note the advice of the Director of Resources (Appendix A).**

Setting the Council Tax

- 8) **Agree that this report be made available to all Members of the Council in advance of the Council Tax setting meeting on 28th February, and a final report is produced for the Council**

meeting incorporating the information from preceptors, and the final decisions of the Cabinet on the budget.

Medium Term Financial Strategy

9) To note the comments in the report on the Council's financial position in respect of the years following 2017/18.

3. Executive Summary

3.1 It is the responsibility of the Cabinet to prepare a revenue budget for approval by the Council which will form the basis of setting the council tax. It also outlines the main issues affecting the Council's future financial position, as it is prudent to consider not just a single financial year in isolation.

4. Reason for Recommendations

- 4.1 The Cabinet is required to recommend to Council a budget as the basis of setting the District element of the council tax. The information within the report will be the basis for the whole Council taking the decisions on the council tax, and this is why the report will be made available to all members.
- 4.2 When considering its budget the Council needs to be mindful of the medium term financial position, and this is covered within this report.

5. Information

5.1 This report is divided into a number of sections, that as a whole cover the various elements that need to be considered when setting the Council's budget for the coming year and the council tax for the District. Based on consideration of the information in the report, the Cabinet needs to make recommendations to the Council meeting in February where the total council tax, including the element relating to preceptors, will be decided.

Contents of Report

Section A	Financial Context and Base Budget position
Section B	Investment Income and Grants
Section C	Budget Requirement and Council Tax Issues
Section D	Medium Term Financial Strategy Update
Section E	Advice of Director of Resources

Section A - Financial Context and Base Budget position

- 5.2 In December the Cabinet considered the draft service budgets and information available at that stage on the overall position related to Government funding.
- 5.3 On 15 December the Government announced the provisional Local Government financial settlement for 2017/18.
- 5.4 For Chiltern the following table shows the key figures for 2017/18.

	2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000
Business Rate Baseline	8,062	8,216	8,284	8,352
Business Rate Tariff	-6,732	-6,861	-6,918	-6,958
Baseline Need	1,330	1,355	1,366	1,394
Revenue Support Grant (RSG)	1,506	1,125	407	0
Settlement Funding Assessment	2,836	2,480	1,773	1,394
Year on Year Change (£k)		-356	-707	-379
Year on Year Change (%)		-13%	-29%	-21%

- 5.5 The table illustrates the continuing material reduction in funding to the Council that had been anticipated.
- 5.6 Funding reductions will continue in future years. In particular current indications are that in 2019/20 CDC will be subject to an additional tariff payment "negative RSG" of £848k.
- 5.7 The Business Rate Baseline represents the Government's estimate of the amount of business rates it anticipates the Council will collect. However income from Business Rates can be materially affected by appeals lodged by businesses with the Valuation Office. Successful appeals will reduce the business rates collectable.
- 5.8 Growth in business rates above the Baseline are currently subject to a 50% levy, with the levy being additional payments to the Government. The amount of the levy can be reduced if groups of authorities pool their business rates and payments to the Government. As Chiltern and two other Bucks Districts, South Bucks and Aylesbury Vale, expect to have business rate growth, they have formed a pool for 2017/18 in order to retain more of the growth.

Section B - Investment Income and Grants

- 5.9 The Council's Treasury Management Strategy for 2017/18, which is also being considered at this meeting, sets out the approach aiming to deliver investment income for 2017/18 of £100k.
- 5.10 In 2017/18 the Council also expects to incur borrowing costs, in order to fund the extension of the Amersham Multi Storey Car Park, dependant on Members approving a detailed business case during the course of the year.

- 5.11 An important source of grant funding for the authority is the New Homes Grant that rewards authorities for each new home by providing a grant equivalent to the national average Band D council tax for a number of years following completion of the property. The cumulative funding the Council will receive in 2017/18 from this source is £1,126k, an increase on the current year of £79k.
- 5.12 The Government has made a number of changes to the New Homes Grant system this year as follows:
- The number of years that the reward will be paid for (currently 6 years in 2016/17) will reduce to 5 years in 2017/18 and 4 years from 2018/19.
 - Introducing a minimum baseline for housing growth numbers of 0.4%. Grant is only received for growth above this baseline. For Chiltern this is approximately 198 units.
- 5.13 This year there is no offer of a Council Tax Freeze grant.

Section C - Budget Requirement and Council Tax Issues

- 5.14 Since Cabinet reviewed the draft budget in December there have been six adjustments as follows:
- Extra income from green waste charges £36k.
 - Extra income from car park charges £202k.
 - Extra expenditure to investigate setting up a Community Infrastructure Levy £50k – to be funded from the Planning / Local Development Fund Reserve.
 - Cost increase due to an increase in the employers' pension contribution rate £115k.
 - Cost increase for the waste contract, due to amendments to the indexation and housing number estimates £91k.
 - Extra Local Council Tax Admin Support grant £16k.
- 5.15 The build-up of the budget, based on a 1.9% increase in the District council tax, is summarised in the following table.

Revenue Budget	2016/17 £'000	2017/18 £'000
Leader	624	641
Community, Health & Housing	1,722	1,818
Customer Services	1,067	1,203
Environment	1,368	1,565
Support Services	3,309	3,147
Sustainable Development	1,235	1,132
Trading Undertakings	-221	-223
Net Cost of Services	9,104	9,283

Revenue Budget	2016/17 £'000	2017/18 £'000
Investment Income	-140	-100
Notional Interest on Refuse Vehicles	54	37
Borrowing costs	-	98
Payment to Parishes	29	-
Use of Earmarked Reserves		
- LDD	-163	-268
- Contribution to fund replacement refuse vehicles	394	394
- Contribution to fund capital programme	1,412	1,028
- Contribution to HS2 reserve	-	150
- Contribution to Election reserve	20	20
- Contribution to Planning Digitalisation Reserve	-	105
Budget Requirement	10,710	10,747

- 5.16 The draft budget proposes using earmarked reserves as follows:
- Local Development Document (LDD) reserve, £267,500. This is to fund the estimated costs in 2017/18 of progressing the joint Local Plan (£217,500) and the estimated cost of investigating setting up a Community Infrastructure Levy (£50,000).
- 5.17 In 2017/18 the Council is in the position of having a revenue surplus of £1,283k, and there are proposals in the report to allocate the surplus as follows:
- HS2 earmarked reserve, £150k, as a contingency against HS2 nor reimbursing the full costs of the Council's work required in the implementation of the scheme.
 - To establish an earmarked reserve of £105k, to fund the CDC share of the costs of the project to digitise planning data, that was considered by the Joint Committee in January 2017.
 - To allocate the remaining surplus, £1,028k, to the Capital Programme. The projection of the Capital programme is that capital resources would be exhausted in 2019/20 without this injection. The report on the Capital Programme on this agenda illustrates the position in more detail.
- 5.18 The draft budget has been discussed at the Resources Overview Committee and any comments received will be made known to members at the meeting. The Support Services PAG has also reviewed the level and distribution of the Council's reserves and provided advice to the Portfolio Holder.
- 5.19 The latest budget monitoring information shows that the forecast level of general reserves at the end of the current financial year to be £2,417k. Section E of the report contains the Director of Resources advice on the level of reserves.

Section D - Medium Term Financial Strategy Update

5.20 The following table sets out the current Medium Term Financial projections.

	2017/18 BUDGET	2018/19 BUDGET	2019/20 BUDGET	2020/21 BUDGET	2021/22 BUDGET
	£	£	£	£	£
<u>Income</u>					
Non Domestic Rates (NDR) - Baseline	(1,394)	(1,435)	(1,480)	(1,525)	(1,571)
Non Domestic Rates (NDR) - Growth	(300)	(300)	(300)	0	0
Revenue Support Grant	0	0	0	0	0
New Homes Grant	(1,126)	(641)	(719)	(557)	(419)
General Grants - Transition Grant	(100)	0	0	0	0
General Grants - Other	0	0	0	0	0
Tariff / Top Up Adjustment	0	0	848	848	848
Interest & Investment Income Receivable	(100)	(60)	(40)	(40)	(40)
Collection fund (surplus)/deficit - Council Tax	(114)	(114)	(114)	(114)	(114)
	(3,135)	(2,549)	(1,806)	(1,388)	(1,295)

<u>Service Expenditure</u>					
Leader Portfolio (ID)	641	654	667	680	694
Community, Health & Housing (GH)	1,818	1,855	1,892	1,930	1,968
Customer Services Portfolio (FW)	1,203	1,227	1,252	1,277	1,302
Environment (MSm)	1,565	1,596	1,628	1,660	1,694
Support Services (MSt)	3,147	3,210	3,274	3,339	3,406
Sustainable Development Portfolio (PM)	1,132	1,154	1,177	1,201	1,225
Trading Undertakings (MSm)	(223)	(228)	(232)	(237)	(242)
<u>New Pressures</u>					
Additional Pension Deficit Contribution	0	0	0	0	0
Council Elections - Fund from reserves	0	0	70	0	0
Waste retender - Procurement Costs	0	0	100	100	0
Waste retender - Cost Change	0	0	0	150	150
Infrastructure Mitigation (ie HS2)	0	0	0	0	0
<u>New Savings</u>					
Planning Shared Service	0	(42)	(155)	(189)	(189)
Net additional income from AMSCP expansion	0	8	(37)	(83)	(116)
Increased income from car parks generally	0	0	0	0	0
Phase 3 Stronger in Partnership Savings	0	(100)	(150)	(250)	(250)
Net additional income from new Chilterns Pools	0	0	(200)	(350)	(450)
Chiltern Crematorium Surplus - Current	0	0	(250)	(250)	(250)
Net Cost of Services	9,282	9,334	9,035	8,979	8,943

	2017/18 BUDGET	2018/19 BUDGET	2019/20 BUDGET	2020/21 BUDGET	2021/22 BUDGET
Other Expenditure					
Notional Interest Payable - Refuse vehicles	38	22	7	0	0
Borrowing Costs - Interest	98	391	681	767	747
Borrowing Costs - MRP Repayment (40 yrs)	0	196	586	776	757
	136	609	1,274	1,543	1,504

Contributions to / (from) Reserves					
Contribution to / (from) LDF Fund	(268)	(268)	(268)	(268)	(268)
Contribution to Capital Prog - Refuse Vehicles	394	394	394	394	394
Contribution to Capital Prog - Other	913	0	0	0	0
Contribution to / (from) HS2 Reserve	150	0	0	0	0
Contribution to / (from) Elections Reserve	20	20	(70)	20	20
Contribution to / (from) Other Reserves	105	0	(100)	(100)	0
	1,314	146	(44)	46	146

Precept Required	7,713	7,540	8,460	9,180	9,298
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COUNCIL TAX CALCULATION					
Tax base	43,918	44,118	44,368	44,668	44,968
Tax Rate (Band D)	175.62	180.62	185.62	190.62	195.62
Precept Collectable	7,713	7,969	8,236	8,515	8,797

Savings Required	0	429	(225)	(665)	(502)
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Assumptions

- Government (RSG) funding assumed to reduce in line with the information contained in the provisional Local Government Settlement, including the effect of the additional tariff. From 2020/21 onwards an estimate has been made of £300k for the cost to the Council of the outcomes of the Government's "Fair Funding" review of local authority funding, and the full rebasing of the business rates top up and tariff arrangements.
- The forecast growth in business rates for 2017/17 (£300k after 50% levy) is assumed to be sustained over the period to 2020/21, and that full retention of business rates comes into effect in 2019/20, enabling all the growth to be retained locally.
- Continued growth in housing numbers resulting in continued New Homes Grant.
- Expenditure assumed to increase for planning purposes by broadly 2% per annum approximately as a result of cost pressures.
- Council tax assumed to increase by £5 per annum.

5.21 The forecast table shows the potential future funding gap for the Authority that develops from 2019/20. The forecast deficit position for 2019/20 essentially arises from the introduction as part of the 2016/17 Settlement of the additional tariff ("negative RSG"), potential additional reduction in resources as a result of Government policies, and the borrowing costs associated with the potential leisure centre redevelopment.

5.22 The picture is clearly one that shows of a continuing need to identify means of reducing net costs in the coming years. What the Authority has achieved to date has put it in the position where it can plan towards savings over more than one year. Also as council tax becomes increasing the main source of funding for the Council that it can influence, decisions on the level of the tax become important to the Council's medium term financial strategy.

5.23 In the medium term the key financial risks facing the Authority are:

- Responding to the significant reduction in Government funding, and the Council's ability to adjust its net expenditure base to cope with the reductions.
- The cost of waste services in the context of the waste disposal arrangements for Bucks.
- The cost of public inquiries or responding to major national infrastructure proposals affecting the District

Section E - Advice of the Director of Resources

5.24 The detailed advice of the Director of Resources as the Authority's statutory financial officer is set out in Appendix A. In summary the key points of the advice are as follows.

- The estimates for 2017/18 have been prepared in a thorough and professional manner.
- The key budget risks have been identified.
- The main financial risks to the Council for the coming year have been assessed as follows.
 - Shortfall on income targets.
 - The cost of major planning inquiries, enforcement actions or responding to national infrastructure proposals that impact on the area. Specific earmarked reserves exist to cover these matters.
 - The costs of temporary accommodation, and supporting housing solutions. Specific earmarked reserves exist to cover some of these matters.

5.25 The suggested prudent level of general reserves for 2017/18 is £900k. The Appendix also sets out the estimated level of earmarked reserves at the end of 2016/17.

5.26 In the medium term the Authority will continue to face risks from:

- Managing the gap between cost increases the Council will face year on year, and the continued significant reductions in government funding, and the limitation of council tax increases. Key to managing this risk will be identifying further savings for the years from 2019/20 onwards.
- The costs of reaching and enforcing the Council's planning decisions, or responding to major national infrastructure proposals.
- The costs of the Authority's waste collection and recycling services in the context of Bucks CC's disposal arrangements.

6. Consultation

6.1 The draft budget has been considered by the Resources Overview Committee.

7. Options

7.1 The report sets out the position based on increasing the district element of the council tax to £175.97.

7.2 There is the option of not increasing the Council Tax. This would result in less resource being available to fund the capital programme and the funding gap increasing in future years.

7.3 There is also the option of increasing the Council by more than the referendum threshold of £5. However it is not considered realistic to consider a local referendum due to the cost of organising a referendum, and the risk of voters not supporting any additional increase in Council Tax.

8. Corporate Implications

8.1 The strategic and financial risks facing the Authority are set out in the report.

9. Links to Council Business Plan

9.1 The Council's code of corporate governance highlights the importance of having in place clearly documented processes for policy development, review and implementation, decision making, and monitoring and control. Following from this is the requirement for sound financial management, being able to demonstrate resources are aligned to the corporate priorities of the Council, and that any material risks are assessed. Establishing a sound and sustainable financial base is important for delivering the Council's objectives.

10. Next Steps

10.1 The report and Cabinet's decisions will form the basis of the Council tax decision of the Council on 28 February.

10.2 A report will be produced for the Council meeting bringing together the precepts that have been notified to the Council, from parishes and the major precepting bodies. This will then enable the Council to set the overall council tax for the area.

Background Papers:	None
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CHIEF FINANCIAL OFFICER REPORT

- .1 I am making this report in compliance with the personal responsibilities placed upon me by s25 to s28 of the Local Government Act 2003. The legislation requires me to report to the Authority on two matters.
- The robustness of the estimates it makes when calculating its budget requirement.
 - The adequacy of the Authority's reserves, taking into account the experience of the previous financial year.

Robustness of Estimates

- .2 The process for preparing the budgets started in the autumn of 2016. From the outset the budget development was influenced by a number of key factors.
- The need to keep expenditure and likely resources in balance given the limitations on increases in council tax and the continuing significant reductions in Government funding.
 - The national economic picture that affects many of the Council's main income streams and levels of housing and benefits expenditure.
 - The need to resource the implications of the corporate Business plan to enable the Council to make progress on its corporate aims.
- .3 During 2016 the Authority has continued its working with South Bucks DC and is near to completing a programme of service reviews to develop joint working and the benefits this provides. The savings from the completed service reviews are reflected in the 2017/18 budgets. As in recent years the 2017/18 budget is integrated with the Authority's service planning process, and therefore plans reflect the resources available.
- .4 The budget process has rigorously limited new expenditure to only the unavoidable minimum.
- .5 The medium term financial position of the Council clearly indicated the need to continue to make savings for future years, and work is in progress to identify further savings options for future years, and this is expected to include the benefits from continuing joint work with South Bucks DC. The continued focus on delivering savings or increasing income is important, and part of this will be having in place mechanisms to monitor and report on agreed savings.
- .6 The detailed budget preparation was overseen by an experienced qualified accountant, supported by other finance staff familiar with the requirements of the budget preparation process. The basis of the estimates included the following elements which are in my view crucial to setting realistic budgets.
- Staffing budgets are prepared on a zero base approach, and are built up based on the actual staffing establishment and its current costs. The final budgets also include a

vacancy factor of 2% consistent with that used in past years which has proved to be realistic.

- The budgets reflect as far as can be determined costs of major contracts including known or likely cost increases.
- The budgets are informed by the results of the 2016/17 budget monitoring and recognise those issues that are unavoidable and would carry through into 2017/18.
- The budget identified any recurring costs of Council decisions taken since March 2016.

.7 The detailed budgets have been scrutinised by:

- Officers
- Portfolio Holders
- Resources Overview Committee

.8 In particular the draft budgets were thoroughly examined by Cabinet members in an exercise led by the Portfolio Holder for Support Services. The budget does not contain any unspecified or unrealistic savings proposals or contingencies.

.9 Investment income expectations reflect a realistic view on the level of interest rates and borrowing costs over the next few years and likely cash balances, and this is reflected within the treasury management strategy.

.10 Finally the budgets have been assessed as part of the Authority's approach to risk management and the major financial risks identified. These will be referred to in the following section dealing with the adequacy of reserves.

.11 Taking all these factors into account I am satisfied that the estimates have been prepared on a robust basis.

Adequacy of Reserves

.12 The Council has a policy on its reserves, and this policy accords with the guidance issued by the Chartered Institute of Finance and Accountancy (CIPFA). In essence the Policy states that the minimum level should be based on 7½% of the net cost of services, plus any material financial risks identified for the coming financial year for which specific provision has not been made.

.13 With regard to Business rates, the Council will continue to account for the business rates timing adjustments via a 'NDR Timing Difference' adjustment to the General Fund balance.

.14 The Code of practice on local authority accounting requires the purpose, usage and basis of transactions of earmarked reserves to be identified clearly. The Council has a number of earmarked reserves where it has full control over their deployment. These need to be kept under review taking into account the current financial issues facing the Council. The following table shows the Council's reserves position estimated for 31st March 2017.

Description	31/3/17 £k	Comment
Business Rates Equalisation Reserve	250	To offset any in year loss in retained business rates to the District not covered by the business rates safety net arrangements.
Rent Deposit/Private Leasing and Homelessness/Repossession prevention reserve	115	To provide funding to assist households in accessing affordable housing and reducing temporary accommodation and avoiding homelessness
Neighbourhood Planning Reserve	17	To hold Neighbourhood Planning Grant until expenditure incurred
Housing Benefits Reserve	508	To be used for service transformation to improve capacity and resilience to cope with forthcoming change.
Election Fund	60	To meet the cost of local elections as and when required
Community Support Reserve	66	Funding secured in previous years to be used to support community safety projects.
Waste Initiatives Reserve	294	Reserve established to provide support for delivery of waste and recycling projects across the District
Local Development Framework & Planning Reserve	892	To meet costs of major planning appeals and enforcement actions and the joint Local Development Plan process, including studies and surveys.
HS2 Reserve	246	To cover potential costs involved in seeking to mitigate the impact of HS2 on the area through legal and parliamentary processes.
Transformation & Workforce Strategy Reserve	200	To enable the Council to progress organisational and service delivery change including joint working
Economic Development Reserve	300	To support projects with local business and other partners to benefit the local economy
Car Parking	100	To fund parking capacity assessments when required
Affordable Housing	1,000	To support the provision of affordable housing

Description	31/3/17 £k	Comment
S106 reserve	25	To hold unconditional s106 monies
Pension Fund	1,000	To provide scope for additional pension deficit contributions if considered appropriate.
Leisure Fund	1,000	For development of leisure provision
Refuse Vehicles Fund	1,166	To provide for the replacement of the vehicles over the 7 year period to 2021
Repairs & Renewals Fund	428	For the replacement of vehicles, plant, machinery and equipment as required and as a contingency for major repairs to buildings as part of the capital programme
Capital Projects Reserves	2,637	This reserve is held to provide resources for capital expenditure.
Total Earmarked Reserves	10,304	

- .15 In considering the level of general reserves in addition to the cash flow requirements, the following factors are considered:

Budget assumptions	Financial standing and management	Comment on CDC position
The treatment of inflation and interest rates	The overall financial standing of the Authority (level of borrowing, debt outstanding, council tax collection rates)	The budgets are based on known price increases as far as is possible. External advice has been taken on interest rate forecasts and these have been used with prudent assessments of the level of cash available for investment. This is set out in the Treasury Management Strategy.
Estimates of the level and timing of capital receipts	The Authority's track record in budget and financial management	The forecast of future capital receipts reviewed over the course of the budget process. At present no major receipts are anticipated in the coming years.
The treatment of demand led pressures	The Authority's capacity to manage in-year budget pressures	The Authority has in place regular budget monitoring procedures to identify any in year pressures, and to consider what actions can be taken. Reports are produced monthly for Management Team

Budget assumptions	Financial standing and management	Comment on CDC position
		and Cabinet members. The budget process has also picked up any demand led pressures that need to be built into the 2017/18 budget. There are quarterly budget review meetings with members to review the current year's position and future years' issues.
The treatment of savings/efficiency gains	The strength of financial information and reporting arrangements	The budget preparation and monitoring processes are used to identify and monitor savings. The deployment of savings is determined by the Council's budget process and its medium term financial strategy which directs resources towards priorities and ensures overall matching of expenditure to resources.
The financial risks inherent in any significant new funding partnerships or major capital developments	The Authority's virement and end of year procedures in relation to budget under/overspends at authority and departmental level	The Council undertakes a risk assessment of the budget risks it faces. The major risks for 2017/18 are highlighted below.
The availability of other funds to deal with major contingencies	The adequacy of the Authority's insurance arrangements to cover major unforeseen risks.	The Authority has sufficient reserves to cover insurance liabilities. It has also the resources in general or earmarked reserves to make reasonable contingencies against matters such as housing pressures, national infrastructure projects, major enforcement actions etc.

- .16 From the preceding table it can be seen that the Authority takes action to reduce budget risk and therefore influence the level of reserves it needs to hold. There will always be areas of risk or uncertainty and which need to be assessed as part of the budget process.
- .17 The main financial risks to the Council for the coming year have been assessed as follows.

- Shortfall on income targets (See Appendix B Sensitivity Analysis).
 - The cost of major planning inquiries, enforcement actions or responding to national infrastructure proposals that impact on the area primarily HS2. Specific earmarked reserves exist to cover these matters.
 - The costs of temporary accommodation, and supporting housing solutions. Specific earmarked reserves exist to cover some of these matters.
- .18 In the longer term there will be the risks of:
- Managing the gap between cost increases the Council will face year on year, and the continued significant reductions in government funding, and the limitation of council tax increases. Key to managing this risk will be identifying further savings for the years from 2019/20 onwards.
 - The costs of reaching and enforcing the Council's planning decisions, or responding to major national infrastructure proposals. This would include major issues such as HS2 and airports expansion.
 - The costs of the Authority's waste collection and recycling services in the context of Bucks CC's disposal arrangements.
- .19 As a small authority the Council is always faced with the risk to achieving its objectives from capacity and reliance on a number of key staff. Therefore staffing issues will need to be kept carefully under review going forward and establishing joint teams with South Bucks DC will help improve resilience.
- .20 Taking all these factors into account it would be advisable to plan for a level of general reserves of at least around £900k for the forthcoming financial year, exclusive of any specific contingencies for which earmarked reserves have been established (see table above). This figure is made up as follows.

	£k
7½% Net Cost of Services	700
Potential Income shortfalls	100
Potential temporary accommodation costs	100
	<u>900</u>

Legal Considerations

- .21 The setting of the budget and the council tax by Members involves their consideration of choices and alternatives and Members have considered these in various earlier reports. No genuine and reasonable options should be dismissed out of hand and Members must bear in mind their fiduciary duty to the council taxpayers of Chiltern District Council. Should Members wish to make additions or reductions to the budget, on which no information is given in the report before Members, they should present sufficient information on the justification for and consequences of their proposals to enable the Cabinet (or the Council) to arrive at a reasonable decision on them.

- .22 The report sets out relevant considerations for Members to consider during their deliberations, including the statement above from the Chief Financial Officer. Members are reminded of the need to ignore irrelevant considerations. Members have a duty to seek to ensure that the Council acts lawfully. They are under an obligation to produce a balanced budget and must not knowingly budget for a deficit. Members must not come to a decision that no reasonable authority could come to, balancing the nature; quality and level of services that they consider should be provided, against the costs of providing such services.
- .23 Members are reminded of s106 of the Local Government and Finance Act 1992, which prohibits any Member who has not paid for at least two months his/her Council Tax when it becomes due, from voting on setting the budget and making of the Council Tax and related calculations.

Jim Burness
Director of Resources
February 2017

Budget Sensitivity Analysis 2017/18 (CDC)

This paper looks at a number of the key budget risk areas and analyses the sensitivity of these to changes in circumstances.

Change in Demand	Worsen Budget Position		2017/18 Budget	Improve Budget Position	
	10% Decrease	5% Decrease		5% Increase	10% Increase
	£	£	£	£	£
Car Park Income - Amersham Multi Story	-68,700	-34,350	-687,000	34,350	68,700
Car Park Income - Surface Car Parks	-110,970	-55,485	-1,109,700	55,485	110,970
Car Park Income - Penalty Charges	-9,000	-4,500	-90,000	4,500	9,000
Development Management Income	-71,000	-35,500	-710,000	35,500	71,000
Land Charges Fees	-15,000	-7,500	-150,000	7,500	15,000
Recycling Credits	-42,480	-21,240	-424,800	21,240	42,480
Green Waste	-45,600	-22,800	-456,000	22,800	45,600
Licensing Income - Taxis (CDC Share)	-5,243	-2,622	-52,431	2,622	5,243
Licensing Income - Other (CDC Share)	-5,484	-2,742	-54,838	2,742	5,484
Building Control Income (CDC share)	-52,360	-26,180	-523,600	26,180	52,360
<i>Difference</i>	<i>-425,837</i>	<i>-212,918</i>		<i>212,918</i>	<i>425,837</i>
Change in Interest Earnings	20% Decrease	10% Decrease		5% Increase	10% Increase
Interest earnings	-20,000	-10,000	-100,000	5,000	10,000
<i>Difference</i>	<i>-20,000</i>	<i>-10,000</i>		<i>5,000</i>	<i>10,000</i>
Other Significant Financial Risks	Worst Case	Slightly Worse	2017/18 Budget	Slightly Better	Best Case
	£	£	£	£	£
Planning appeals - legal costs	75,000	40,000	25,000	15,000	0
Planning enforcement - legal costs	75,000	40,000	25,000	15,000	0
	150,000	80,000	50,000	30,000	0
<i>Difference</i>	<i>-100,000</i>	<i>-30,000</i>		<i>20,000</i>	<i>50,000</i>
Grand Total	-545,837	-252,918		237,918	485,837

**ENVIRONMENTAL SERVICES
REVISED CHARGES FROM 1 APRIL 2017**

VAT Codes: (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=non business, (D03)=exempt

ENVIRONMENT		General ledger code	2016/17 £	2017/18 £
Wheeled Bin and Delivery - 140 Litre	D04	W100-9345	40.00	40.00
Wheeled Bin and Delivery - 180 Litre	D04	W100-9345	40.00	40.00
Wheeled Bin and Delivery - 240 Litre	D04	W100-9345	40.00	40.00
Wheeled Bin and Delivery - 360 Litre	D04	W100-9345	40.00	40.00
Wheeled Bin and Delivery - 660 Litre	D04	W100-9345	225.00	225.00
Wheeled Bin and Delivery - 1100 Litre	D04	W100-9345	250.00	250.00
Recycling Box and Lid - Delivered	D04	W100-9345	6.00	6.00
Recycling Box Only - Pick up Only (CDC Offices)	D04	W100-9345	4.50	4.50
Recycling Lid Only - Pick up Only (CDC Offices)	D04	W100-9345	1.75	1.50
Reusable Bag and Delivery	D04	W100-9345	5.50	5.50
Reusable Bag - Pick Up Only (CDC offices)	D04	W100-9345	4.50	4.50
Outdoor Food Caddy and Delivery	D04	W100-9345	5.50	5.50
Outdoor Food Caddy - Pick Up Only (CDC Offices)	D04	W100-9345	4.50	4.50
Indoor Small 5L Food Caddy (if stock available) - CDC reception	D04	W100-9345	3.50	3.50
Corn Starch Liners (various sizes and numbers) - CDC reception	D45	W100-9345	£2 to £10	£2.50 to £10
Litter Pickers	D45	W100-9345	8.00	10.74
Bulky Waste Collection (3 items)	D04	W100-9460	36.00	36.00
Bulky Waste Collection (for those on means tested benefits)	D04	W100-9460	14.00	15.00
Special Empty of Contaminated Bins - 2 Wheeled	D04	W100-9792	£30 per bin	£40 per bin
Special Empty of Contaminated Bins - 4 Wheeled	D04	W100-9792	£75 per bin	£75 per bin
Green Waste Annual Charge - 1st Subscription	D04	W100-9463	35.00	38.00
Green Waste Annual Charge - 2nd Subscription	D04	W100-9463	70.00	70.00
Schools and Other Schedule 2 - Bin Rental 140L-240L	D04	W100-9461	52.00	52.00
Schools and Other Schedule 2 - Bin Rental 360L	D04	W100-9461	67.00	67.00
Schools and Other Schedule 2 - Bin Rental 660L	D04	W100-9461	67.00	67.00
Schools and Other Schedule 2 - Bin Rental 1100L	D04	W100-9461	120.00	120.00
Schools and Other Schedule 2 - Lift 140L-240L	D04	W100-9461	3.25	3.50
Schools and Other Schedule 2 - Lift 360L	D04	W100-9461	3.75	4.00
Schools and Other Schedule 2 - Lift 660L	D04	W100-9461	4.25	4.50
Schools and Other Schedule 2 - Lift 1100L	D04	W100-9461	4.50	4.75
Schools and Other Schedule 2 - One Use Sacks, pre paid sold per roll	D04	W100-9461	£1.25 per bag (Roll of 52)	£1.50 per bag (Roll of 52)
Abandoned Vehicle removal from private property	D04	W100-9792		75.00

**ENVIRONMENTAL SERVICES
REVISED CHARGES FROM 1 APRIL 2017**

VAT Codes: (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=non business, (D03)=exempt

STREET NAMING		General ledger code	2016/17 £	2017/18 £
<u>Existing Properties</u>				
House name change	D40	C850-9353	82.00	90.00
<u>Numbering / Naming of New Properties</u>				
1 property	D04	C850-9353	128.00	180.00
2 to 5 properties	D04	C850-9353	128.00	258.00
6 to 25 properties	D04	C850-9353	230.00	335.00
26 to 75 properties	D04	C850-9353	250.00	392.00
76 to 100 properties	D04	C850-9353	352.00	480.00
100+ properties	D04	C850-9353	TBC with developer	TBC with developer
Additional charge where this includes naming of a street	D04	C850-9353	230.00	406.00
<u>Rename of Street - where requested by residents (Apportioned across number of addresses)</u>				
Note rarely carried out.				
1 to 5 properties	D40	C850-9353	546.00	1,000.00
6 to 25 properties	D40	C850-9353	612.00	1,280.00
26 to 75 properties	D40	C850-9353	689.00	1,600.00
76+ properties	D40	C850-9353	842.00	2,200.00
<u>Renumbering of Street - where requested by residents (Apportioned across number of addresses)</u>				
Note rarely carried out.				
1 to 5 properties	D40	C850-9353	561.00	1,000.00
6 to 25 properties	D40	C850-9353	643.00	1,280.00
26 to 75 properties	D40	C850-9353	765.00	1,600.00
76+ properties	D40	C850-9353	898.00	2,200.00

ENVIRONMENTAL SERVICES
REVISED CHARGES FROM 1 APRIL 2017

VAT Codes: (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=non business, (D03)=exempt

GREAT MISSENDEN CEMETERY	General ledger code	2016/17 £	2017/18 £
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Fees for the Use of the Cemetery for Interments:

- In the graves for which no exclusive right of burial has been granted
 i) A stillborn child, or a person whose age at the time of death did not exceed one month *
 ii) A person whose age at the time of death exceeded one month but did not exceed twelve years *
 iii) A person whose age at the time of death exceeded twelve years *
 iv) for any interment at a depth exceeding six feet for members of the same family in a site and for each foot an additional *

D04	G380-9417	25.00	25.00
D04	G380-9417	102.00	105.00
D04	G380-9417	225.00	230.00
D04	G380-9417	102.00	105.00

- In a grave or vault for which an exclusive right of burial has been granted
 i) A stillborn child, or a person whose age at the time of death did not exceed one month *
 ii) A person whose age at the time of death exceeded one month but did not exceed twelve years *
 iii) A person whose age at the time of death exceeded twelve years *
 iv) for any interment at a depth exceeding six feet for members of the same family in a site and for each foot an additional *

D04	G380-9417	25.00	25.00
D04	G380-9417	102.00	105.00
D04	G380-9417	225.00	230.00
D04	G380-9417	102.00	105.00

Exclusive Rights of Burial in Perpetuity in an Earthen Grave

- i) One Plot *
 ii) Two Plots *
 iii) Three Plots *

D04	G380-9418	387.00	395.00
D04	G380-9418	674.00	687.00
D04	G380-9418	925.00	940.00

Monuments, Gravestones, Tablets and Monumental Inscriptions

- For the right to erect:
 i) A headstone under no circumstances to exceed three feet in height or a foot stone not exceeding one foot in height *
 ii) A tablet on any grave or vault, or in the Lawn Cemetery, a plaque on a grave *
 iii) Any inscription after the first on a gravestone, tablet or memorial *

D04	G380-9427	160.00	163.00
D04	G380-9427	160.00	163.00
D04	G380-9427	84.00	86.00

- Purchase of plot measuring 2ft x 2ft in Old Section of cemetery for burial of cremated remains *
 Burial of Cremated remains *

D04	G380-9427	125.00	130.00
D04	G380-9427	102.00	105.00

- Transfer of ownership of Exclusive Right of Burial

D04	G380-9418	60.00	62.00
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^ The foregoing charges will be doubled where the person in respect of whom the charge is made, is or was not resident within the Chiltern District or in the case of a still born child or person whose ages at the time of death did not exceed one year where neither of the parents is or was at the time of interment, resident within the said area

**ENVIRONMENTAL SERVICES
REVISED CHARGES FROM 1 APRIL 2017**

VAT Codes: (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=non business, (D03)=exempt

CAR PARKS - DAILY CHARGES 7.30 a.m. to 6.00 p.m.

	General ledger code	2016/17 £	2017/18 £		General ledger code	2016/17 £	2017/18 £
Amersham Multi Storey	C755-9571			Civic Centre Car Park	C300-9571		
Up to 1 hour		0.60	0.70	Up to 1/2 hour		Free	Free
Up to 2 hours		1.20	1.40	Up to 1 hour		0.60	0.70
Up to 3 hours		1.80	2.00	Up to 2 hours		1.20	1.40
Up to 4 hours		2.40	2.50	Up to 3 hours		1.80	2.00
24 hours		5.00	6.00	MAXIMUM STAY 3 HOURS			
Sunday/Public Holiday		Free	Free	Sunday/Public Holiday		Free	Free
Amersham - Sycamore Road	C330-9571			Council Offices Car Park			
Up to 1 hour		0.60	0.70	Mon-Fri 5.30-Midnight		Free	Free
Up to 2 hours		1.20	1.40	Sunday/Public Holiday		Free	Free
Up to 3 hours		1.80	2.00				
Up to 4 hours		2.40	2.50	CLOSED TO THE PUBLIC AT ALL OTHER TIMES			
Up to 9 hours		3.50	3.60				
Over 9 hours			6.00				
Amersham Old Town	C270-9571			Chalfont St Giles - Blizzards Yard	C550-9571		
Up to 1 hour		0.60	0.70	Up to 1 hour		0.60	0.70
Up to 2 hours		1.20	1.40	Up to 2 hours		1.20	1.40
Up to 3 hours		1.80	2.00	Up to 3 hours		1.80	2.00
Up to 4 hours		2.40	2.50	Up to 4 hours		2.40	2.50
Over 4 hours		3.50	3.60	Over 4 hours		3.50	3.60
Sunday/Public Holiday		Free	Free	Sunday/Public Holiday		Free	Free
Amersham - Chiltern Avenue	C720-9571			Little Chalfont - Snells Wood	C700-9571		
Up to 1 hour		0.60	0.70	Up to 1 hour		Free	0.70
Up to 2 hours		1.20	1.40	Up to 2 hours		1.20	1.40
Up to 3 hours		1.80	2.00	Up to 3 hours		1.80	2.00
Up to 4 hours		2.40	2.50	Up to 4 hours		2.40	2.50
Up to 5 hours		3.50	3.60	Up to 5 hours		3.50	3.60
Sunday/Public Holiday		Free	Free	MAXIMUM STAY 5 HOURS			
				Sunday/Public Holiday		Free	Free
Amersham - Chiltern Pools	C710-9571			Chalfont St Peter - Church Lane	C580-9571		
Up to 1 hour		0.60	0.70	Up to 1 hour		0.60	0.70
Up to 2 hours		1.20	1.40	Up to 2 hours		1.20	1.40
Up to 3 hours		1.80	2.00	Up to 3 hours		1.80	2.00
MAXIMUM STAY 3 HOURS				Up to 4 hours		2.40	2.50
Sunday/Public Holiday		Free	Free	Over 4 hours		3.50	3.60
				Sunday/Public Holiday		Free	Free

**ENVIRONMENTAL SERVICES
REVISED CHARGES FROM 1 APRIL 2017**

VAT Codes: (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=non business, (D03)=exempt

CAR PARKS - DAILY CHARGES 7.30 a.m. to 6.00 p.m.

	General ledger code	2016/17 £	2017/18 £		General ledger code	2016/17 £	2017/18 £
Chesham - Star Yard	C480-9571			Chesham - Albany	C360-9571		
Up to 1 hour		0.60	0.70	Up to 10 mins		0.10	0.10
Up to 2 hours		1.20	1.40	Up to 20 mins		0.20	0.20
Up to 3 hours		1.80	2.00	Up to 30 mins		0.30	0.30
MAXIMUM STAY 3 HOURS				Up to 40 mins		0.40	0.40
Sunday/Public Holiday		Free	Free	Up to 50 mins		0.50	0.50
				Up to 1 hour		0.60	0.70
				Up to 2 hours		1.20	1.40
				Up to 3 hours		1.80	2.00
				Up to 4 hours		2.40	2.50
				Over 4 hours		3.50	3.60
				Sunday/Public Holiday		Free	Free
Chesham - Catlings Car Park	C490-9571						
Up to 10 mins		0.10	0.10	Great Missenden - Buryfield	C660-9571		
Up to 20 mins		0.20	0.20	Up to 1 hour		0.60	0.70
Up to 30 mins		0.30	0.30	Up to 2 hours		1.20	1.40
Up to 40 mins		0.40	0.40	Up to 3 hours		1.80	2.00
Up to 50 mins		0.50	0.50	Up to 4 hours		2.40	2.50
Up to 1 hour		0.60	0.70	Up to 4 hours		3.50	3.60
Up to 2 hours		1.20	1.40	Over 9 hours		6.00	7.00
Up to 3 hours		1.80	2.00	Over 9 hours		6.00	7.00
Up to 4 hours		2.40	2.50	Sunday/Public Holiday		Free	Free
MAXIMUM STAY 4 HOURS							
Sunday/Public Holiday		Free	Free				
				Great Missenden - Link Road	C640-9571		
Chesham - East Street	C420-9571			Up to 1 hour		0.60	0.70
Up to 1 hour		0.60	0.70	Up to 2 hours		1.20	1.40
Up to 2 hours		1.20	1.40	Up to 3 hours		1.80	2.00
Up to 3 hours		1.80	2.00	Up to 4 hours		2.40	2.50
Up to 4 hours		2.40	2.50	Up to 4 hours		3.50	3.60
Over 4 hours		3.50	3.60	Over 9 hours		6.00	7.00
Sunday/Public Holiday		Free	Free	Over 9 hours		6.00	7.00
				Sunday/Public Holiday		Free	Free
Chesham - Water Meadow	C510-9571						
Up to 1 hour		0.60	0.60	Prestwood - High Street	C670-9571		
Up to 2 hours		1.20	1.20	Up to 1 hour		0.60	0.70
Up to 3 hours		1.80	1.80	Up to 2 hours		1.20	1.40
Up to 4 hours		2.40	2.40	Up to 3 hours		1.80	2.00
Over 4 hours		3.50	3.50	Up to 4 hours		2.40	2.50
Mkt Traders (1 day)		4.00	4.10	Up to 10½ hours		3.50	3.60
Sunday/Public Holiday		Free	Free	Sunday/Public Holiday		Free	Free

**ENVIRONMENTAL SERVICES
REVISED CHARGES FROM 1 APRIL 2017**

VAT Codes: (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=non business, (D03)=exempt

CAR PARKS - SEASON TICKETS							
	General ledger code	2016/17 £	2017/18 £		General ledger code	2016/17 £	2017/18 £
<u>Amersham Multi Storey</u>	C750-9573			<u>Chesham - Water Meadow</u>	C750-9573		
1 monthly		78.00	78.00	1 monthly		68.25	68.25
3 monthly		234.00	234.00	3 monthly		204.75	204.75
6 monthly		416.00	416.00	6 monthly		364.00	364.00
12 monthly		780.00	780.00	12 monthly		682.50	682.50
<u>Amersham - Sycamore Road</u>	C750-9573			<u>Chalfont St Giles - Blizzards Yard</u>	C750-9573		
1 monthly		68.25	68.25	1 monthly		53.08	53.08
3 monthly		204.75	204.75	3 monthly		159.25	159.25
6 monthly		364.00	364.00	6 monthly		295.75	295.75
12 monthly		682.50	682.50	12 monthly		546.00	546.00
<u>Amersham Old Town</u>	C750-9573			<u>Chalfont St Peter - Church Lane</u>	C750-9573		
1 monthly		53.08	53.08	1 monthly		37.92	37.92
3 monthly		159.25	159.25	3 monthly		113.75	113.75
6 monthly		295.75	295.75	6 monthly		227.50	227.50
12 monthly		546.00	546.00	12 monthly		364.00	364.00
<u>Chesham - Star Yard</u>	C750-9573			<u>Great Missenden - Buryfield</u>	C750-9573		
1 monthly		68.25	68.25	1 monthly		68.25	68.25
3 monthly		204.75	204.75	3 monthly		204.75	204.75
6 monthly		364.00	364.00	6 monthly		364.00	364.00
12 monthly		682.50	682.50	12 monthly		682.50	682.50
<u>Chesham - Albany</u>	C750-9573			<u>Great Missenden - Link Road</u>	C750-9573		
1 monthly		68.25	68.25	1 monthly		68.25	68.25
3 monthly		204.75	204.75	3 monthly		204.75	204.75
6 monthly		364.00	364.00	6 monthly		364.00	364.00
12 monthly		682.50	682.50	12 monthly		682.50	682.50
<u>Chesham - East Street</u>	C750-9573			<u>Prestwood - High Street</u>	C750-9573		
1 monthly		68.25	68.25	1 monthly		53.08	53.08
3 monthly		204.75	204.75	3 monthly		159.25	159.25
6 monthly		364.00	364.00	6 monthly		295.75	295.75
12 monthly		682.50	682.50	12 monthly		546.00	546.00

**HEALTHY COMMUNITIES
REVISED CHARGES FROM 1 APRIL 2017**

VAT Codes: (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=non business, (D03)=exempt

LICENCES		General ledger code	2016/17 £	2017/18 £
<u>Hackney Carriages/Private Hire Vehicle Licenses</u>				
Hackney Carriage Vehicle grant.	D04	LI01-9383	399.00	399.00
Hackney Carriage Vehicle renewal.	D04	LI01-9383	300.00	300.00
Hackney Carriage Vehicle issue(CNG or LPG).	D04	LI01-9383	199.50	199.50
Hackney Carriage Vehicle Renewal(CNG or LPG).	D04	LI01-9383	150.00	150.00
Returnable plate deposit.	D04	LI01-9383	20.00	20.00
Private Hire Vehicle grant.	D04	LI01-9383	329.00	329.00
Private Hire Vehicle renewal.	D04	LI01-9383	230.00	230.00
Private Hire Vehicle Issue (CNG or LPG - standardPlate).	D04	LI01-9383	164.50	164.50
Private Hire Vehicle Renewal (CNG or LPG - standardPlate).	D04	LI01-9383	115.00	115.00
Taxi and Private Hire:dispensation	D04	LI01-9383	65.00	65.00
Replacement internal licence.	D04	LI01-9383	15.00	15.00
Replacement new plate.	D04	LI01-9383	25.00	25.00
Transfer of vehicle.	D04	LI01-9383	90.00	90.00
Change of vehicle.	D04	LI01-9383	67.00	67.00
<u>Drivers' Licenses</u>				
Hackney Carriage Driver grant, 1 year.	D04	LI01-9383	161.00	161.00
Hackney Carriage Driver renewal, 1 year.	D04	LI01-9383	95.00	95.00
Hackney Carriage Driver grant, 3 year.	D04	LI01-9383	332.00	332.00
Hackney Carriage Driver renewal, 3 year.	D04	LI01-9383	256.00	256.00
Private Hire Vehicle Driver grant, 1 year.	D04	LI01-9383	161.00	161.00
Private Hire Vehicle Driver renewal, 1 year.	D04	LI01-9383	95.00	95.00
Private Hire Vehicle Driver grant, 3 year.	D04	LI01-9383	332.00	332.00
Private Hire Vehicle Driver renewal, 3 year.	D04	LI01-9383	256.00	256.00
Returnable badge deposit.	D04	LI01-9383	10.00	10.00
Issue of a administration letter.	D04	LI01-9383	25.00	25.00
Knowledge test	D04	LI01-9383	25.00	25.00
Replacement new drivers badge.	D04	LI01-9383	15.00 cost of	15.00 cost of
Bracket and bridge charge.	D04	LI01-9383	replacement cost of	replacement cost of
Bracket without bridge charge.	D04	LI01-9383	replacement cost of	replacement cost of
Internal plate pouches.	D04	LI01-9383	replacement	replacement
<u>Operators Licenses</u>				
Private Hire Vehicle Operator, 1 vehicle, 5 year	D04	LI01-9383	663.00	663.00
Private Hire Vehicle Operator, 1 vehicle	D04	LI01-9383	155.00	155.00
Private Hire Vehicle Operator, 2-4 vehicles, 5 year	D04	LI01-9383	913.00	913.00
Private Hire Vehicle Operator, 2-4 vehicles	D04	LI01-9383	205.00	205.00
Private Hire Vehicle Operator, 5-10 vehicles, 5 year	D04	LI01-9383	1,163.00	1,163.00
Private Hire Vehicle Operator, 5-10 vehicles	D04	LI01-9383	255.00	255.00
Private Hire Vehicle Operator, 11+ vehicles, 5 year	D04	LI01-9383	1,413.00	1,413.00
Private Hire Vehicle Operator, 11+ vehicles	D04	LI01-9383	305.00	305.00
<u>DBS</u>				
DBS standard disclosure	D03	LI01-9788	N/A	N/A
DBS enhanced disclosure	D03	LI01-9788	52.50	52.50
DBS volunteers	D03	LI01-9788	7.00	7.00

**HEALTHY COMMUNITIES
REVISED CHARGES FROM 1 APRIL 2017**

VAT Codes: (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=non business, (D03)=exempt

LICENCES		General ledger code	2016/17 £	2017/18 £
<u>Animal Boarding Establishment</u>				
New Licence	D04	LI01-9378	496.00	500.00
Renewal	D04	LI01-9378	243.00	245.00
<u>Small Animal Boarding Establishment</u>				
New Licence	D04	LI01-9378	369.00	370.00
Renewal	D04	LI01-9378	194.00	195.00
<u>Dog Breeding Establishments</u>				
New Licence (Plus Vet fees)	D04	LI01-9378	525.00	530.00
Renewal (Plus Vet fees)	D04	LI01-9378	329.00	330.00
<u>Dangerous Wild Animals</u>				
New Licence (Plus Vet fees)	D04	LI01-9378	350.00	400.00
Renewal (Plus Vet fees)	D04	LI01-9378	150.00	150.00
<u>Pet Shop</u>				
New Licence	D04	LI01-9378	477.00	480.00
Renewal	D04	LI01-9378	278.00	280.00
<u>Riding Establishments</u>				
New Licence	D04	LI01-9378	192.00	200.00
Renewal	D04	LI01-9378	150.00	150.00
<u>Mobile Homes</u>				
New Licence	D04	LI01-9390	434.00	351.00
Annual Renewal Fee	D04	LI01-9390	351.00	351.00
Deposit/Change of Site Rules	D04	LI01-9390	47.00	47.00
Transfer of Site Licence	D04	LI01-9390	117.00	117.00

**HEALTHY COMMUNITIES
REVISED CHARGES FROM 1 APRIL 2017**

VAT Codes: (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=non business, (D03)=exempt

LICENCES		General ledger code	2016/17 £	2017/18 £
Licensing Act 2003				
Premises Licences				
New/Variation Premises Licence or Club Premises Certificate Application Fee:				
Non-domestic Rateable Value Band A (£0 - £4,300)	D04	LI01-9380	100.00	100.00
Non-domestic Rateable Value Band B (£4,301 - £33,000)	D04	LI01-9380	190.00	190.00
Non-domestic Rateable Value Band C (£33,001 - £87,000)	D04	LI01-9380	315.00	315.00
Non-domestic Rateable Value Band D (£87,001 - £125,000)	D04	LI01-9380	450.00	450.00
Non-domestic Rateable Value Band E (£125,001 and over)	D04	LI01-9380	635.00	635.00
Applications for Minor variations to Premises Licences or Club Premises Certificate	D04	LI01-9380	89.00	89.00
Application to remove apply the alternative licence condition and removal of mandatory condition for premises licences	D04	LI01-9380	23.00	23.00
Premises Licences sought for Community Centres and some schools that permit regulated Entertainment but which do not permit the sale of Alcohol and/or the provision of late night entertainment will not incur a fee.			No charge	No charge
Premises Licence for Exceptionally Large Events or Premises:				
Number of People in Attendance at any one time: 5,000 -9,999	D04	LI01-9380	1,000.00	1,000.00
Number of People in Attendance at any one time: 10,000 -14,999	D04	LI01-9380	2,000.00	2,000.00
Number of People in Attendance at any one time: 15,000 -19,999	D04	LI01-9380	4,000.00	4,000.00
Number of People in Attendance at any one time: 20,000 -29,999	D04	LI01-9380	8,000.00	8,000.00
Number of People in Attendance at any one time: 30,000 -39,999	D04	LI01-9380	16,000.00	16,000.00
Number of People in Attendance at any one time: 40,000 -49,999	D04	LI01-9380	24,000.00	24,000.00
Number of People in Attendance at any one time: 50,000 -59,999	D04	LI01-9380	32,000.00	32,000.00
Number of People in Attendance at any one time: 60,000- 69,999	D04	LI01-9380	40,000.00	40,000.00
Number of People in Attendance at any one time: 70,000 -79,999	D04	LI01-9380	48,000.00	48,000.00
Number of People in Attendance at any one time: 80,000 -89,999	D04	LI01-9380	56,000.00	56,000.00
Number of People in Attendance at any one time: 90,000 and over.	D04	LI01-9380	64,000.00	64,000.00
Premises Licence or Club Premises Certificate Annual Fee:				
Non-domestic Rateable Value Band A (£0 - £4,300)	D04	LI01-9380	70.00	70.00
Non-domestic Rateable Value Band B (£4,301 - £33,000)	D04	LI01-9380	180.00	180.00
Non-domestic Rateable Value Band C (£33,001 - £87,000)	D04	LI01-9380	295.00	295.00
Non-domestic Rateable Value Band D (£87,0001 - £125,000)	D04	LI01-9380	320.00	320.00
Non-domestic Rateable Value Band E (£125,001 and over)	D04	LI01-9380	350.00	350.00
Personal Licence				
Personal Licence Application	D04	LI01-9380	37.00	37.00
Supply of Copies of Information Contained in Register	D04	LI01-9380	50.00	50.00
Application for Copy of Licence	D04	LI01-9380	10.50	10.50
Application for Making a Provisional Statement	D04	LI01-9380	315.00	315.00
Application for summary on theft, loss etc of Premises Licence or Summary	D04	LI01-9380	10.50	10.50
Notification of Change of Address (holder of Premises Licence)	D04	LI01-9380	10.50	10.50
Application to Vary to Specify Individual as Premises Supervisor	D04	LI01-9380	23.00	23.00
Application to Transfer Premises Licence	D04	LI01-9380	23.00	23.00
Interim Authority Notice	D04	LI01-9380	23.00	23.00
Notice of Interest in any Premises	D04	LI01-9380	21.00	21.00
Temporary Event Notices	D04	LI01-9380	21.00	21.00
Application for Copy of Certificate or Summary on theft, loss etc of Certificate Summary	D04	LI01-9380	10.50	10.50
Notification of Change of Name or Alteration of Name or Alteration of Club Rules	D04	LI01-9380	10.50	10.50
Change of Relevant Registered Address of a Club	D04	LI01-9380	10.50	10.50
Application for Notice on theft, loss etc of Temporary Event Notice	D04	LI01-9380	21.00	21.00
Application for Copy of Licence on theft, loss etc. of Personal Licence	D04	LI01-9380	10.50	10.50
Notification of Change of Name or Address (Personal Licence)	D04	LI01-9380	10.50	10.50

**HEALTHY COMMUNITIES
REVISED CHARGES FROM 1 APRIL 2017**

VAT Codes: (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=non business, (D03)=exempt

LICENCES		General ledger code	2016/17 £	2017/18 £
<u>Gambling Act 2005 - Statutory Fees</u>				
Licensed Premises Gaming Machine				
Permits - New Applications	D04	LI01-9377	150.00	150.00
Renewal - Transitional Application Fee	D04	LI01-9377	100.00	100.00
Permits - Annual fee	D04	LI01-9377	50.00	50.00
Licensed Premises Notification	D04	LI01-9377	50.00	50.00
Club Gaming				
Permits - New Applications	D04	LI01-9377	200.00	200.00
Permits - Renewal	D04	LI01-9377	200.00	200.00
Renewal - Fast Track Clubs	D04	LI01-9377	100.00	100.00
Renewal - Transitional Application Fee	D04	LI01-9377	100.00	100.00
Permits - Annual fee	D04	LI01-9377	50.00	50.00
Club Gaming Machines				
Permits - New Applications	D04	LI01-9377	200.00	200.00
Permits - Renewal	D04	LI01-9377	200.00	200.00
Renewal - Fast Track Clubs	D04	LI01-9377	100.00	100.00
Renewal - Transitional Application Fee	D04	LI01-9377	100.00	100.00
Permits - Annual fee	D04	LI01-9377	50.00	50.00
Unlicensed Family Entertainment Centre Gaming Machines				
Permits - New Applications	D04	LI01-9377	300.00	300.00
Permits - Renewal	D04	LI01-9377	300.00	300.00
Renewal - Transitional Application Fee	D04	LI01-9377	100.00	100.00
Prize Gaming				
Permits - New Applications	D04	LI01-9377	300.00	300.00
Permits - Renewal	D04	LI01-9377	300.00	300.00
Renewal - Transitional Application Fee	D04	LI01-9377	100.00	100.00
Small Society Lottery				
Permits - New Applications	D04	LI01-9377	40.00	40.00
Permits - Annual fee	D04	LI01-9377	20.00	20.00

**HEALTHY COMMUNITIES
REVISED CHARGES FROM 1 APRIL 2017**

VAT Codes: (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=non business, (D03)=exempt

LICENCES		General ledger code	2016/17 £	2017/18 £
<u>Gambling Act Premises Licence Fees</u>				
New Applications				
Bingo Club	D04	LI01-9377	3,500.00	3,500.00
Adult Gaming Centre Premises Licence	D04	LI01-9377	2,000.00	2,000.00
Betting Premises (Track) Licence	D04	LI01-9377	2,500.00	2,500.00
Family Entertainment Centre Premises Licence	D04	LI01-9377	2,000.00	2,000.00
Betting Premises (Other) Licence	D04	LI01-9377	3,000.00	3,000.00
Licence application (provisional statement holders)				
Bingo Club	D04	LI01-9377	1,200.00	1,200.00
Adult Gaming Centre Premises Licence	D04	LI01-9377	1,200.00	1,200.00
Betting Premises (Track) Licence	D04	LI01-9377	950.00	950.00
Family Entertainment Centre Premises Licence	D04	LI01-9377	950.00	950.00
Betting Premises (Other) Licence	D04	LI01-9377	1,200.00	1,200.00
Annual fee				
Bingo Club	D04	LI01-9377	1,000.00	1,000.00
Adult Gaming Centre Premises Licence	D04	LI01-9377	1,000.00	1,000.00
Betting Premises (Track) Licence	D04	LI01-9377	1,000.00	1,000.00
Family Entertainment Centre Premises Licence	D04	LI01-9377	750.00	750.00
Betting Premises (Other) Licence	D04	LI01-9377	600.00	600.00
Application to transfer				
Bingo Club	D04	LI01-9377	1,200.00	1,200.00
Adult Gaming Centre Premises Licence	D04	LI01-9377	1,200.00	1,200.00
Betting Premises (Track) Licence	D04	LI01-9377	950.00	950.00
Family Entertainment Centre Premises Licence	D04	LI01-9377	950.00	950.00
Betting Premises (Other) Licence	D04	LI01-9377	1,200.00	1,200.00
Application to vary				
Bingo Club	D04	LI01-9377	1,750.00	1,750.00
Adult Gaming Centre Premises Licence	D04	LI01-9377	1,000.00	1,000.00
Betting Premises (Track) Licence	D04	LI01-9377	1,250.00	1,250.00
Family Entertainment Centre Premises Licence	D04	LI01-9377	1,000.00	1,000.00
Betting Premises (Other) Licence	D04	LI01-9377	1,500.00	1,500.00
Application for provisional statement				
Bingo Club	D04	LI01-9377	3,500.00	3,500.00
Adult Gaming Centre Premises Licence	D04	LI01-9377	2,000.00	2,000.00
Betting Premises (Track) Licence	D04	LI01-9377	2,500.00	2,500.00
Family Entertainment Centre Premises Licence	D04	LI01-9377	2,000.00	2,000.00
Betting Premises (Other) Licence	D04	LI01-9377	3,000.00	3,000.00
Application for re-instatement				
Bingo Club	D04	LI01-9377	1,200.00	1,200.00
Adult Gaming Centre Premises Licence	D04	LI01-9377	1,200.00	1,200.00
Betting Premises (Track) Licence	D04	LI01-9377	950.00	950.00
Family Entertainment Centre Premises Licence	D04	LI01-9377	950.00	950.00
Betting Premises (Other) Licence	D04	LI01-9377	1,200.00	1,200.00
Copy Premises Licence	D04	LI01-9377	25.00	25.00

**HEALTHY COMMUNITIES
REVISED CHARGES FROM 1 APRIL 2017**

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LICENCES		General ledger code	2016/17 £	2017/18 £
<u>Sex Establishments/Sexual Entertainment Venues</u>				
Fee in respect of an application for grant, transfer or renewal of a licence for a sex establishment.	D04		3,277.00	3,500.00
<u>Scrap metal licence</u>				
Inspection & Administration Fee	D04	LI01-9387	500.00	500.00
Mobile Inspection & Administration Fee	D04	LI01-9387	250.00	250.00
Variation Inspection & Administration Fee	D04	LI01-9387	50.00	50.00
<u>Miscellaneous</u>				
Acupuncture/Tattooing/Ear Piercing/ Electrolysis: per person.	D04	LI01-9382	70.00	70.00
: per establishment.	D04	LI01-9382	180.00	180.00
Street Trading Consent: per day or part Monday- Thursday.	D04	LI01-9391	33.00	33.00
: per day or part Friday - Sunday.	D04	LI01-9391	52.00	52.00
Street Trading Consent: Application Fee	D04	LI01-9391	66.00	66.00
<u>Stray Dog Fees</u>				
Statutory fee.	D04	E700-9272	25.00	25.00
Administration fee.	D40	E700-9272	20.00	20.00
Kennelling Costs per day or part thereof (payable direct to kennels).	D40	E700-9272	12.50	12.50
Collection of fees charge (payable direct to kennels).	D40	E700-9272	15.00	15.00
Collection charge.	D40	E700-9272	95.00	98.00
Return charge	D40	E700-9272	70.00	75.00
<u>Pest Control Fees*</u>				
Rats	*			39.50
Mice	*			39.50
Glis Glis and Squirrels	*			84.00
Wasps	*			£39 per nest
Cockroaches, Bed Bugs, Fleas, Ants, Flies	*			68.00
* Charges include VAT and are payable direct to the contractor				
<u>Investigating High Hedges Complaints</u>	D04	EH01-9407	420.00	450.00

**HEALTHY COMMUNITIES
REVISED CHARGES FROM 1 APRIL 2017**

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Miscellaneous		General ledger code	2016/17 £	2017/18 £
Issue of Food Certificates	D04	EH01-9272	106.00	137.00 £13/ plus£47/hour plus disposal/condem nation costs
Voluntary surrender of food (e.g. for insurance purposes)	D04	EH01-9272	106.00	
Food Hygiene Courses: In-house group Hygiene Awareness Courses.	D03	EH01-9272	302.00	308.00
Improving your food hygiene rating (1/2 day) Minimum 7 delegates	D03	EH01-9272	50.00	51.00
1/2 day courses in health and safety (for manual handling techniques) in-house group courses (max 16 delegates)	D03	EH01-9272	30.00	31.00
Introduction to HACCP (Hazard Analysis Critical Control Point) for Food Safety (1/2 Day). Minimum 4 delegates	D03	EH01-9272	110.00	112.00
Level 2 Courses: Online e-learning course Food Hygiene courses per candidate	D03	EH01-9272	25.00	25.00
Level 2 Courses: 1 day Food Hygiene courses per candidate (includes lunch).	D03	EH01-9272	85.00	86.00
BII Level 2 Personal License Holder course	D03	EH01-9272	620.00	620.00
Level 2 Courses: 1 day Food and Health and Safety private in-house group courses (max 16 delegates)	D03	EH01-9272	305.00	311.00
Level 2 Manual Handling per candidate	D03	EH01-9272	80.00	86.00
Level 2 COSHH Course (1/2 day course) per candidate	D03	EH01-9272	45.00	51.00
Level 3 Risk Assessment Course per candidate	D03	EH01-9272	175.00	178.00
Food Hygiene Rating System re-inspection	D03	EH01-9272	-	cost recovery
Pre-inspection advisory visit up to 6 hours consultancy. Additional hours at £47/hour	D03	EH01-9272	300.00	306.00
SFBB packs for existing businesses	D03	EH01-9272	15.00	15.00
Pre application work - associated with S61 Control of Pollution Act (Prior consent for work on construction sites)	D40	EH01-0937	-	£50 per hour
Expedited processing of applications made for prior consent for work on construction sites (noise)	D40	EH01-0937	-	£50 per hour
Other Advisory visits and services	D03	EH01-9272	-	£47/per hour
Public Health Funeral	D04	EH01-9267	cost of recovery of funeral and crematorium charges plus £47/hour officer	cost of recovery of funeral and crematorium charges plus £47/hour officer
<u>Private Water Supplies Regulations 2009:</u>				
Risk assessment of supply.	D40	EH01-9272	500.00	500.00
Routine Sampling - at the owners request per sample + analyst fees.	D40	EH01-9272	100.00	100.00
Check monitoring.	D40	EH01-9272	100.00	100.00
Audit monitoring.	D40	EH01-9272	500.00	500.00
Investigation.	D40	EH01-9272	100.00	100.00
Authorisation	D40	EH01-9272	100.00	100.00
Graffiti removal kits.	D45	EH01-9272	13.00	13.00
Graffiti recharge of contractor removal cost.	D45	EH01-9272	Cost Recovery	Cost Recovery

**HEALTHY COMMUNITIES
REVISED CHARGES FROM 1 APRIL 2017**

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POLLUTION REDUCTION		General ledger code	2016/17 £	2017/18 £
<u>Contaminated Land:</u>				
Professional Opinion - Contaminated land enquiries per hour -	D40	G450-9792	100.00	100.00
Copies of plans and information regarding a contaminated land site.	D40	G450-9792	£50+£47/hr	£50+£47/hr
<u>IPPC</u>				
Permits Subsistence Charge - A2 Licence, LOW Risk Rated	D04	EH01-9374	1,384.00	1,384.00
Permits Subsistence Charge -A2 Licence, MEDIUM Risk Rated	D04	EH01-9374	1,541.00	1,541.00
Permits Subsistence Charge - A2 Licence HIGH Risk Rated	D04	EH01-9374	2,233.00	2,233.00
Permits Subsistence Charge - Part B Licence, LOW Risk Rated	D04	EH01-9374	739.00	739.00
Permits Subsistence Charge - Part B Licence, MEDIUM Risk Rated	D04	EH01-9374	1,111.00	1,111.00
Permits Subsistence Charge - Part B Licence, HIGH Risk Rated	D04	EH01-9374	1,672.00	1,672.00
Subsistence Mobile Crusher LOW	D04	EH01-9374	618.00	618.00
Subsistence Mobile Crusher MEDIUM	D04	EH01-9374	989.00	989.00
Subsistence Mobile Crusher HIGH	D04	EH01-9374	1,484.00	1,484.00
Subsistence Vehicle Refinisher LOW Risk	D04	EH01-9374	218.00	218.00
Subsistence Vehicle Refinisher MEDIUM Risk	D04	EH01-9374	349.00	349.00
Subsistence Vehicle Refinisher HIGH Risk	D04	EH01-9374	524.00	524.00
Subsistence Reduced Fee Activity LOW Risk	D04	EH01-9374	76.00	76.00
Subsistence Reduced Fee Activity MEDIUM Risk	D04	EH01-9374	151.00	151.00
Subsistence Reduced Fee Activity HIGH Risk	D04	EH01-9374	227.00	227.00
Application Fee - Standard Process	D04	EH01-9374	1,579.00	1,579.00
Application Reduced Fee Activity (except Vehicle Refinisher)	D04	EH01-9374	148.00	148.00
Application PVR 1 & 2	D04	EH01-9374	246.00	246.00
Application Vehicle Refinisher	D04	EH01-9374	346.00	346.00
Application - Mobile Crusher	D04	EH01-9374	1,579.00	1,579.00
Part B Standard Process Transfer	D04	EH01-9374	162.00	162.00
Part B Standard Process Partial Transfer	D04	EH01-9374	476.00	476.00
Part B New Operator at low risk Reduced Fee Activity	D04	EH01-9374	75.00	75.00
Surrender all Part B Activites	D04	EH01-9374	-	-
Part B Substantial Change - Standard Process	D04	EH01-9374	1,005.50	1,005.50
Part B Substantial Change- Standard where substantial change results in new PPC activity	D04	EH01-9374	1,579.00	1,579.00
Part B Substantial Change- Reduced Fee Activity	D04	EH01-9374	98.00	98.00
Reduced Fee Activiy - Partial Transfer	D04	EH01-9374	45.00	45.00
QUARTERLY PAYMENT OPTION ALL IPPC - Additional Charge				
Element	D04	EH01-9374	36.00	36.00

**HEALTHY COMMUNITIES
REVISED CHARGES FROM 1 APRIL 2017**

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HOUSING		General ledger code	2016/17 £	2017/18 £
<u>Houses with multiple occupation licensing fees:</u>				
Basic fee.	D04	HO01-9789	405.00	405.00
Disclosure Scotland fee (paid directly by applicant)	D04	HO01-9789	20.00	20.00
Extra assistance or advice on incomplete applications, or where property is larger and more complex (per hour).	D04	HO01-9789	45.00	45.00
<u>Houses with multiple occupation- additions:</u>				
Additions:	D04	HO01-9789	45.00	45.00
<u>Houses with multiple occupation- Deductions:</u>				
Professionally qualified or accredited landlord.	D04	HO01-9789	45.00	45.00
No assistance required (and complete application submitted first time).	D04	HO01-9789	45.00	45.00
Complete application submitted within 3 months of issue of forms.	D04	HO01-9789	45.00	45.00
<u>Housing Enforcement Charges:</u>				
Improvement/prohibition notice/orders (for 1st notice).	D04	HO01-9789	100.00	100.00
Additional notices (maximum of £300/property) notice fee waived if complied with within timescales.	D04	HO01-9789	50.00	50.00
Health and Housing Recharge costs: cost of contractor following service of a Statutory Notice plus officer time.	D04	HO01-9789	50.00	50.00

**SUSTAINABLE DEVELOPMENT
REVISED CHARGES FROM 1 APRIL 2017**

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SUSTAINABLE DEVELOPMENT		General ledger code	2016/17 £	2017/18 £
<u>Photocopying Documents (excluding committee reports)</u>				
A4 - Per Sheet	D45	PP01-9337	B/W 10p. Colour 20p	B/W 10p. Colour 20p
A3 - Per Sheet	D45	PP01-9337	B/W 20p. Colour 40p	B/W 20p. Colour 40p
A2 - Per Sheet	D45	PP01-9337	£4.80 emailed / £5.80 posted	£4.80 emailed / £5.80 posted
A1 - Per Sheet	D45	PP01-9337	£10.60 emailed / £11.60 posted	£10.60 emailed / £11.60 posted
A0 - Per Sheet *1	D45	PP01-9337	£15.90 emailed / £16.90 posted	£15.90 emailed / £16.90 posted
*1 Maximum 10 sheets, thereafter price available on request				
Sale of Council Documents: Decision Notices & Tree Preservation Orders.	D45	PP01-9337	10.40	10.40

**SUSTAINABLE DEVELOPMENT
REVISED CHARGES FROM 1 APRIL 2017**

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SUSTAINABLE DEVELOPMENT			General ledger code	2016/17 £	2017/18 £
Planning: Pre-Application / Post Decision Advice and Extant Enforcement Notices.					
Enlargement, improvement or other, alteration of existing dwelling and other development in the curtilage of a dwelling.					
	Meeting and follow up letter	D45	A350-9409	165.00	165.00
	Letter only	D45	A350-9409	110.00	110.00
New residential dwellings:					
1 dwelling	Meeting and follow up letter	D45	A350-9409	380.00	380.00
	Letter only	D45	A350-9409	255.00	255.00
2 dwellings	Meeting and follow up letter	D45	A350-9409	480.00	480.00
	Letter only	D45	A350-9409	320.00	320.00
3 dwellings	Meeting and follow up letter	D45	A350-9409	675.00	675.00
	Letter only	D45	A350-9409	450.00	450.00
4 dwellings	Meeting and follow up letter	D45	A350-9409	765.00	765.00
	Letter only	D45	A350-9409	510.00	510.00
5 dwellings	Meeting and follow up letter	D45	A350-9409	860.00	860.00
	Letter only	D45	A350-9409	575.00	575.00
6 - 10 dwellings	Meeting and follow up letter	D45	A350-9409	960.00	960.00
	Letter only	D45	A350-9409	640.00	640.00
11 - 50 dwellings	Meeting and follow up letter	D45	A350-9409	1,915.00	1,915.00
	Letter only	D45	A350-9409	1,275.00	1,275.00
51-75 dwellings	Meeting and follow up letter	D45	A350-9409	2,870.00	2,870.00
	Letter only	D45	A350-9409	1,915.00	1,915.00
76-100 dwellings	Meeting and follow up letter	D45	A350-9409	3,820.00	3,820.00
	Letter only	D45	A350-9409	2,550.00	2,550.00
101-150 dwellings	Meeting and follow up letter	D45	A350-9409	5,740.00	5,740.00
	Letter only	D45	A350-9409	3,820.00	3,820.00
151+ dwellings	Meeting and follow up letter	D45	A350-9409	7,645.00	7,645.00
	Letter only	D45	A350-9409	5,095.00	5,095.00

**SUSTAINABLE DEVELOPMENT
REVISED CHARGES FROM 1 APRIL 2017**

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SUSTAINABLE DEVELOPMENT			General ledger code	2016/17 £	2017/18 £
Commercial Development (Use Classes B1, B2, B8 and A1-A5)					
1-100m2 (gross floor area)	Meeting and follow up letter	D45	A350-9409	385.00	385.00
	Letter only	D45	A350-9409	255.00	255.00
101-500m2 (gross floor area)	Meeting and follow up letter	D45	A350-9409	720.00	720.00
	Letter only	D45	A350-9409	480.00	480.00
501-1,000m2 (gross floor area)	Meeting and follow up letter	D45	A350-9409	1,080.00	1,080.00
	Letter only	D45	A350-9409	720.00	720.00
1,001-5,000m2 (gross floor area)	Meeting and follow up letter	D45	A350-9409	1,915.00	1,915.00
	Letter only	D45	A350-9409	1,275.00	1,275.00
5,001-10,000m2 (gross floor area)	Meeting and follow up letter	D45	A350-9409	3,820.00	3,820.00
	Letter only	D45	A350-9409	2,550.00	2,550.00
10,001m2+ (gross floor area)	Meeting and follow up letter	D45	A350-9409	7,645.00	7,645.00
	Letter only	D45	A350-9409	5,095.00	5,095.00
Developments falling within Use Classes C1, C2, D1 and D2					
1-100m2 (gross floor area)	Meeting and follow up letter	D45	A350-9409	385.00	385.00
	Letter only	D45	A350-9409	255.00	255.00
101-500m2 (gross floor area)	Meeting and follow up letter	D45	A350-9409	720.00	720.00
	Letter only	D45	A350-9409	480.00	480.00
501-1,000m2 (gross floor area)	Meeting and follow up letter	D45	A350-9409	1,080.00	1,080.00
	Letter only	D45	A350-9409	720.00	720.00
1,001-5,000m2 (gross floor area)	Meeting and follow up letter	D45	A350-9409	1,915.00	1,915.00
	Letter only	D45	A350-9409	1,275.00	1,275.00
5,001m2+ (gross floor area)	Meeting and follow up letter	D45	A350-9409	3,820.00	3,820.00
	Letter only	D45	A350-9409	2,550.00	2,550.00
Change of use (C.O.U) of existing buildings or land with no increase in floor space *	Meeting and follow up letter	D45	A350-9409	385.00	385.00
	Letter only	D45	A350-9409	255.00	255.00

* (a-excluding change of use to residential - for this, please see Category 2) (b- other than for (a) above, where an increase

**SUSTAINABLE DEVELOPMENT
REVISED CHARGES FROM 1 APRIL 2017**

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SUSTAINABLE DEVELOPMENT	General ledger code	2016/17 £	2017/18 £
Agriculture and Forestry.			
Erection of new buildings, glasshouses or poly-tunnels with a gross floor area up to 465m2			
Meeting and follow up letter	D45 A350-9409	185.00	185.00
Letter only	D45 A350-9409	120.00	120.00
All other agricultural buildings and development.			
Meeting and follow up letter	D45 A350-9409	385.00	385.00
Letter only	D45 A350-9409	255.00	255.00
Erection, alterations or replacement of plant or machinery.			
Meeting and follow up letter	D45 A350-9409	95.00	95.00
Letter only	D45 A350-9409	65.00	65.00
Buildings and structures for equestrian purposes including stables, livery stables and riding schools.			
1-40m2 (gross floor area)			
Meeting and follow up letter	D45 A350-9409	195.00	195.00
Letter only	D45 A350-9409	130.00	130.00
41-75m2 (gross floor area)			
Meeting and follow up letter	D45 A350-9409	290.00	290.00
Letter only	D45 A350-9409	195.00	195.00
76-1,000m2 (gross floor area)			
Meeting and follow up letter	D45 A350-9409	480.00	480.00
Letter only	D45 A350-9409	320.00	320.00
1,001-3,750m2 (gross floor area)			
Meeting and follow up letter	D45 A350-9409	960.00	960.00
Letter only	D45 A350-9409	640.00	640.00
3751m2 + (gross floor area)			
Meeting and follow up letter	D45 A350-9409	1,915.00	1,915.00
Letter only	D45 A350-9409	1,275.00	1,275.00
Erection or construction of gates, walls, fences or other means of enclosure other than within the curtilage of a dwelling; and the construction of car parks, service roads and other means of access to land.			
Meeting and follow up letter	D45 A350-9409	165.00	165.00
Letter only	D45 A350-9409	110.00	110.00
Advertisements.			
Meeting and follow up letter	D45 A350-9409	195.00	195.00
Letter only	D45 A350-9409	130.00	130.00
Telecommunications development.			
Meeting and follow up letter	D45 A350-9409	480.00	480.00
Letter only	D45 A350-9409	320.00	320.00

Outline Proposals:

All Outline Proposals will be charged at the same rate as if the proposal were for a full application.
The request for advice will have to be accompanied by indicative drawings of the proposal.

**SUSTAINABLE DEVELOPMENT
REVISED CHARGES FROM 1 APRIL 2017**

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SUSTAINABLE DEVELOPMENT				General ledger code	2016/17 £	2017/18 £
Non-Material Amendments and Minor Material Amendments						
Householder	Meeting and follow up letter	D45	A350-9409	140.00	140.00	
	Letter only	D45	A350-9409	90.00	90.00	
Other	Meeting and follow up letter	D45	A350-9409	290.00	290.00	
	Letter only	D45	A350-9409	195.00	195.00	
Requests to withdraw extant Enforcement Notices						
	Meeting and follow up letter	D45	A350-9409	335.00	335.00	
	Letter only	D45	A350-9409	225.00	225.00	
Requests to confirm that an extant Enforcement Notice has been complied with.						
	Meeting and follow up letter	D45	A350-9409	385.00	385.00	
	Letter only	D45	A350-9409	255.00	255.00	

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REVISED CHARGES FROM 1 APRIL 2017**

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PLANS, POLICIES AND PUBLISHED INFORMATION (not including P&P)	General ledger code	2016/17 £	2017/18 £
Main Documents			
Adopted Core Strategy for Chiltern District (Nov 2011)* - B/W (Colour cover)	PP01-9338	5.10	5.10
Adopted Chiltern District Local Plan (consolidated Sept 2007 and Nov 2011) - B/W (Colour cover)	PP01-9338	10.20	10.20
Policies Map for Chiltern District (adopted Nov 2011) full colour document	PP01-9338	12.20	12.20
Infrastructure Delivery Schedule (February 2014) - B/W	PP01-9338	0.80	0.80
Delivery Development Plan Document for Chiltern District - Colour	PP01-9338	15.30	15.30
Proposed changes to the Policies Map arising from the submission of the Delivery DPD (February 2014) - B/W	PP01-9338	5.60	5.60
Sustainability Appraisal: Delivery Development Plan Document Submission (February 2014) - Colour	PP01-9338	27.80	27.80
Duty to co-operate report for the Delivery Development Plan Document and Infrastructure Delivery Schedule (August 2014) - B/W	PP01-9338	5.10	5.10
Statement of Consultation (Regulation 22 (1) (c) for the Delivery Development Plan Document (August 2014) - B/W	PP01-9338	2.60	2.60
Council Inspector Recommended Modifications to the Submission Delivery Development Plan Document, Infrastructure Delivery Schedule and Policies Map (August 2014) - B/W	PP01-9338	7.10	7.10
Affordable Housing Supplementary Planning Document Consultation Document (Nov 2011) - Colour	PP01-9338	3.30	3.30
Residential Extensions and Householder Development SPD - Colour	PP01-9338	2.00	2.00
Annual Monitoring Report (2010/11) Main report ^ - Colour	PP01-9338	6.30	6.30
Annual Monitoring Report (2010/11) Appendices - Colour	PP01-9338	15.90	15.90
Supporting Documents			
Final Sustainability Appraisal Report for the Publication Draft of the Core Strategy for Chiltern District (September 2010) - Colour	PP01-9338	30.80	30.80
Core Strategy Pre-submission Consultation Statement v2.0 (October 2010) - Colour	PP01-9338	20.20	20.20
Equality Impacts Assessment of the Core Strategy for Chiltern District Draft Consultation Document v1.0 (September 2010) - Colour	PP01-9338	3.30	3.30
Habitats Regulations Assessment – Main Report v1.0 (September 2010) - Colour	PP01-9338	7.40	7.40
Habitats Regulations Assessment Screening Opinion (October 2009) - Colour	PP01-9338	0.20	0.20
South Bucks District Council and Chiltern District Council – Joint Retail / Town Centre Study Final Report and Appendices (December 2007) by Nathaniel Litchfield & Partners Ltd - Colour	PP01-9338	45.80	45.80
Chiltern District Council Retail and Town Centre Study Update Report (September 2009) by Nathaniel Litchfield & Partners Ltd - Colour	PP01-9338	7.40	7.40
Chiltern District Large Employment Sites Study (2004) by Aitchison Raffety - Colour	PP01-9338	15.90	15.90
Report to Chiltern District Council - Investigation of sites not designated as Higher Performing in the Employment Land Study (2004) by Aitchison Raffety - Colour	PP01-9338	4.30	4.30
Buckinghamshire Employment Land Review – Final Report August 2006 - Colour	PP01-9338	29.80	29.80
Chiltern District Council 2009 Employment Site Vacancy Survey October 2010 v1.0 - B/W	PP01-9338	1.00	1.00
Buckinghamshire Strategic Housing Market Assessment – Final Report (July 2008) by Fordham Research - Colour	PP01-9338	45.80	45.80
Buckinghamshire Strategic Housing Market Assessment – Executive Summary (July 2008) by Fordham Research - Colour	PP01-9338	4.30	4.30
Chiltern District Strategic Housing Land Availability Assessment Final Report (January 2008) by Roger Tym and Partners - Colour	PP01-9338	12.80	12.80

**SUSTAINABLE DEVELOPMENT
REVISED CHARGES FROM 1 APRIL 2017**

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PLANS, POLICIES AND PUBLISHED INFORMATION (not including P&P)	General ledger code	2016/17 £	2017/18 £
Supporting Documents (Continued)			
Chiltern District Strategic Housing Land Availability Assessment – Site Plans and Proformas (January 2008) by Roger Tym and Partners (Sites 1 – 200) - B/W	PP01-9338	3.30	3.30
Chiltern District Strategic Housing Land Availability Assessment – Site Plans and Proformas (January 2008) by Roger Tym and Partners (Sites 201 – 350) - B/W	PP01-9338	3.30	3.30
Chiltern District Strategic Housing Land Availability Assessment – Site Plans and Proformas (January 2008) by Roger Tym and Partners (Sites 351 - 537) - B/W	PP01-9338	3.30	3.30
Chiltern District Strategic Housing Land Availability Assessment – Supporting Site Capacity and Character Testing Report (January 2008) by Tibbalds Planning - Colour	PP01-9338	4.30	4.30
Chiltern District Strategic Housing Land Availability Assessment – Supplementary Report (September 2010) - Colour	PP01-9338	9.60	9.60
Chiltern District Council Affordable Housing Development Economics Study (July 2007) by Adams Integra - Colour	PP01-9338	22.20	22.20
Chiltern District Council Affordable Housing Development Economics Study Update Report 2009/2010 (March 2010) by Adams Integra - Colour	PP01-9338	13.90	13.90
2010 Housing Land Supply Trajectory 2006 to 2026 v1.0 (September 2010) - Colour	PP01-9338	3.30	3.30
Gypsy and Traveller accommodation needs assessment for the Thames Valley region September 2006 by Tribal Consulting - Colour	PP01-9338	25.50	25.50
Gypsy and Traveller accommodation needs assessment for the Thames Valley region Executive Summary (Sept 2006) by Tribal Consulting - Colour	PP01-9338	2.10	2.10
Needs Assessment for Travelling Show people (Buckinghamshire Authorities) July 2007 - Colour	PP01-9338	10.60	10.60
Strategic Housing Sites & Major Developed Sites in the Green Belt Deliverability Information v1.0 October 2010 - B/W	PP01-9338	1.00	1.00
Chiltern District Council - Chiltern Townscape Character Assessment - Interim Findings Paper (Sept. 2010) by Chris Blandford Associates - B/W	PP01-9338	1.00	1.00
Chiltern District Council Major Developed Sites in the Green Belt Topic Paper v1.0 - Colour	PP01-9338	2.20	2.20
Chiltern District Council – Accessibility, Parking Standards and Community Infrastructure Study Main Report (June 2005) by Carter Jonas - B/W	PP01-9338	1.00	1.00
Chiltern District Council – Accessibility, Parking Standards and Community Infrastructure Study Appendices (June 2005) by Carter Jonas	PP01-9338	8.60	8.60
Chiltern District Travel to Work Study (February 2007) by Land Use Consultants - Colour	PP01-9338	6.30	6.30
Chiltern District Council - Core Strategy Evaluation of Transport Impacts (July 2009) Main Report by Atkins Transport Planning - Colour	PP01-9338	11.60	11.60
Chiltern District Council - Core Strategy Evaluation of Transport Impacts (July 2009) Evaluation of Evidence by Atkins Transport Planning - B/W	PP01-9338	2.20	2.20
Chiltern District Council – Draft Infrastructure Delivery Plan v1.0 (September 2010) - Colour	PP01-9338	6.30	6.30
Chiltern District Council Strategic Flood Risk Assessment (SFRA) Level 1 Final Report (February 2008) by Jacobs (including maps) - Colour & B/W	PP01-9338	5.30	5.30
Chiltern District Council Strategic Flood Risk Assessment (SFRA) Level 2 Report (June 2008) & Maps (29 documents) by Jacobs - Colour	PP01-9338	11.60	11.60
Chiltern District Council Open Space, Sport and Recreation Facilities Audit and Needs Assessment Final Report (June 2005) by Torkildsen Barclay - Colour	PP01-9338	25.50	25.50
Buckinghamshire Infrastructure Project - Phase 2 - January 2008 (Chiltern, South Bucks & Wycombe Districts) - B/W	PP01-9338	2.20	2.20

**SUSTAINABLE DEVELOPMENT
REVISED CHARGES FROM 1 APRIL 2017**

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PLANS, POLICIES AND PUBLISHED INFORMATION (not including P&P)	General ledger code	2016/17 £	2017/18 £
Chiltern Development Framework Statement of Community Involvement (Adopted December 2006) - Colour	PP01-9338	5.30	5.30
Chiltern District Sustainability Appraisal Scoping Report - Revised January 2008 - Colour	PP01-9338	11.60	11.60
Chiltern Draft Core Strategy Preliminary Sustainability Appraisal (June 2009) - Colour	PP01-9338	7.40	7.40
Chiltern District Council Local Development Scheme 2010 -2013 (November 2010) - Colour	PP01-9338	4.30	4.30
Schedule of Proposed minor changes to the Core Strategy for Chiltern District Submission Document v1.0 (January 2011) - B/W	PP01-9338	1.00	1.00
Statement of Representations – Document in support of the Core Strategy for Chiltern District, Submission Document v1.0 (January 2011) - B/W	PP01-9338	1.00	1.00
Core Strategy Pre-submission Consultation Statement Supplementary Information: Addition to Appendix 19 v1.0 (January 2011) - Colour	PP01-9338	6.30	6.30
Chiltern District - Summary of Comments to the Pre-Publication Stages of the Core Strategy (2008 - 2010) - January 2011 - B/W	PP01-9338	2.20	2.20
HOUSING TARGET FOR CHILTERN DISTRICT 2006 -2026 (January 2011) - Colour	PP01-9338	4.30	4.30
Assessment of Conformity of the Core Strategy for Chiltern District with the policies of the South East Plan (January 2011) - B/W	PP01-9338	1.00	1.00
Demonstrating the Links between the Core Strategy for Chiltern District & the Supporting Evidence Base - January 2011 - B/W	PP01-9338	1.00	1.00
Chiltern District Council - Summary of Reports to the Council's Housing and Planning Overview Committee, Cabinet and Meeting of Full Council (Sept 2008 to Sept 2010) - B/W	PP01-9338	1.00	1.00
Chiltern District Housing Land Supply Trajectory (2006 – 2026) at March 2011 - Colour	PP01-9338	5.30	5.30
Assessment of Housing Demand in Chiltern District (2006 - 2026) - February 2011 - Colour	PP01-9338	3.30	3.30
Chiltern Strategic Housing Land Availability Assessment: Update Report March 2011 - Final - Colour	PP01-9338	5.30	5.30
Chiltern Strategic Housing Land Availability Assessment: Update Report March 2011 – Supporting Appendix (Site Proformas by Settlement) - Colour	PP01-9338	14.90	14.90
Schedule of Proposed Minor Changes to the Core Strategy for Chiltern District Submission Document - Part 2 (March 2011 - v2.0) - B/W	PP01-9338	1.00	1.00
Chiltern District Council Employment Site Vacancy Survey November 2010 (v1.0 March 2011) - B/W	PP01-9338	1.00	1.00
Chiltern District Core Strategy Preferred Options Paper - May 2006 - Colour	PP01-9338	10.60	10.60
Chiltern District Core Strategy Preferred Options Paper - Sustainability Appraisal Report - May 2006 by Carter Jonas - B/W	PP01-9338	2.20	2.20

SUPPORT SERVICES
REVISED CHARGES FROM 1 APRIL 2017

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LAND CHARGES	General ledger code	2016/17 £	2017/18 £
Form LLC1		20.00	20.00
Con29R – Required Enquiries		61.00	61.00
Total LLC1 & CON29R		81.00	81.00
CON 29O Enquiries – <i>Each</i> Optional Enquiry		15.00	15.00
Additional Enquiries (Solicitors own questions)		30.00	30.00
Additional Parcels of Land:			
	Form LLC1	5.00	5.00
	Form CON29R	10.00	10.00
	Form Con29O	10.00	10.00

Nb: Local authorities are no longer able to charge for personal land charge searches.