

# FINANCE SUB COMMITTEE

**Date:** 15 February 2010

**Venue:** East Northamptonshire House, Cedar Drive, Thrapston

**Time:** 7.30pm

**Present:** Councillors: - **Andy Mercer (Chairman)**

**David Brackenbury**  
**Roger Glithero JP**  
**Steven North**

**John Richardson MBE**  
**Robin Underwood**

## **PART A ITEMS**

### **1. MINUTES**

The minutes of the meeting held on 4 January 2010 were approved and signed by the Chairman.

### **2. APOLOGIES FOR ABSENCE**

Councillor Richard Lewis sent his apologies.

### **3. DECLARATIONS OF INTEREST**

No interests were declared.

### **4. REVENUE BUDGET MONITORING REPORT**

The Sub Committee received the revenue budget monitoring report comparing the actual spend on revenue items from 1 April to 31 December 2009, with the approved budgets for 2009/10.

The Head of Resources reported that on 31 December 2009, the total anticipated under spend for 2009/10 was £319,971 and advised Members of the main variations which were under and over budget.

The Sub Committee noted the:

- anticipated overall under spend on salary budgets of £399,338 would be £50,662 less than budgeted for
- savings totalling £342,920 that had already been made and removed from service budgets and possible further savings of £56,420 for the remainder of the year
- investment income for the year was anticipated to be £480,000, some £14,000 below budget
- target for total savings of £300,000 during 2009/10 had been met

- items approved from Contingency by the Chief Finance Officer, or the Policy and Resources Committee
- increase in the amount transferred from the General Fund Reserve from £1,421,200 to £1,432,229.

The Sub Committee noted that the Audit Commission's fee for undertaking the audit of grant claims had increased to £24,000 for this year, from £8,500 last year. It was agreed that Councillor Andy Mercer be informed of the reasons for this increase.

Officers were thanked for their work in identifying savings under the revenue budget for 2009/10.

Members asked whether the Council would be receiving money back for reaching its LLA targets during 2009/10. It was agreed that Members of the Sub Committee be informed of the likely amount to be received by the Council next year, which was understood to be from £30,000 to £40,000.

Members noted the variations reported and that no further action was required at this stage of the financial year.

## **5. CAPITAL BUDGET MONITORING REPORT**

Members considered the capital budget monitoring report comparing the actual spend on capital items from 1 April to 31 December 2009, with the revised budgets for 2009/10.

The capital budget for 2009/10 had been reviewed at the Sub Committee meeting on 4 January when it had been reduced by £311,450, from £3,498,601 to £3,187,151.

The Head of Resources reported that spend for 2009/10 would be £85,941 less than the revised budget. Members noted the variations between the projected outturn and the revised budget and that the reasons for the variances were:

- Stanwick Lakes – spend was slightly higher this year than originally anticipated. Any additional costs would be reclaimed back from future budgets
- Environmental Improvement Schemes – there would be slippage on these schemes into the 2010/11 financial year
- Car Scheme – spend had been less than budgeted for because drivers had extended their car leases for another year instead of acquiring a new car
- Road Adoption, Kingsmead – these works had been put on hold and therefore spend would be lower than budgeted for
- IT Budgets – various schemes had been deferred for a year until 2010/11.

The East Northamptonshire Greenway Project had been updated to reflect an additional £20,000 of external funding received in 2009/10 and the funding of £750,000 under the 'Links to Schools'. However, agreement on the terms of this funding had not been finalised.

The Sub Committee discussed the capital budget and it was noted that:

- The budget for the provision of recycling boxes was dependent on the outcome of the tender for the new waste management contract
- The Welland Procurement Unit would be contacted to see if savings could be found on the cost of Licences

- Efforts were being made to reduce ICT spending by extending the replacement period for equipment, which was welcomed by Members. It was also noted that future replacements would be based on the need to replace rather than automatically replace equipment under a set schedule.

Members noted the projected outturn in 2009/10 and that there would be no requirement to take any further action.

## **PART B ITEMS**

### **6. TREASURY MANAGEMENT STRATEGY STATEMENT AND INVESTMENT STRATEGY**

The Council's Treasury Management Strategy Statement (TMSS) and Investment Strategy from 2010/11 to 2012/13 was submitted for approval, which included the following issues:

- Institutions the Council would invest money with
- Types of investment instruments that would be used
- Limits placed on either the institution or the instrument used
- Underlying economic environment that would affect the types of investment the Council would use and the duration of these investments.

Members considered the Council's position on the following matters under the TMSS:

- estimated treasury position
- borrowing requirements and strategy
- Annual Minimum Revenue Provision Statement
- investment policy and strategy
- balanced budget requirement
- reporting on the treasury outturn
- Prudential Indicators.

The outlook for the UK economy and interest rates provided by the Council's treasury advisor was also considered.

The Sub Committee discussed the options for the Council's investment strategy taking account of the projected level of interest rates and the expected returns on Government Gilts. The potential financial risk to the Council if the UK lost its AAA credit rating was also discussed. The Chief Finance Officer reassured Members that any agreed borrowing would have to be approved by the Policy and Resources Committee as previously agreed.

### **RESOLVED TO RECOMMEND:**

- (1) That the Treasury Management Strategy Statement and Investment Strategy from 2010/11 to 2012/13 be approved and the: -
  - (i) Council's annual Minimum Revenue Provision Statement in Section 5 of the Treasury Management Strategy Statement be agreed;
  - (ii) types of investment the Council can use be agreed; and

- (iii) criteria for assessing the suitability of investment counterparties be agreed.
- (2) That any requirement to borrow be submitted to the Policy and Resources Committee for approval.
- (3) That the Prudential Indicators in the Treasury Management Strategy Statement be recommended to full Council for approval.

**7. FEES AND CHARGES 2010/11**

The Sub Committee received the Council's proposed fees and charges for consideration. No major changes to fees and charges were proposed for 2010/11. However, during the year the recently approved Charging Policy Framework would be implemented. It was expected that changes arising from this would apply from 2011/12 onwards.

**RESOLVED TO RECOMMEND:**

That the Fees and Charges for 2010/11 (outlined in Appendix 1 attached to these minutes), be approved.

**Chairman**

# Fees and Charges 2010/11

*Charges applicable from 1 April 2010*

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⊛ = statutory fee

## Section 1

## General Research/Written Confirmation Request Services

The Council has a policy of charging for certain categories of enquiry that require specific research, a search of East Northamptonshire Council's records and/or a site visit. Information contained within statutory registers is available for the public to view free of charge, however, where the customer requires an officer to search registers on their behalf then the following charges are levied for this service.

Any written advisory information provided is given as an informal opinion only without prejudice to any view expressed or decision made by this Council's Committee.

Set out below is a schedule of the proposed fees and charges.

Enquiry that requires specific research, a search of East Northamptonshire Council's records and/or a site visit.	Current Charge (excluding VAT)	VAT (if applicable)	Current Charge (including VAT)	Section	Income Code
<b>Building Control</b> ■ ☆ – Any request for information or advice involving a site visit (including a letter etc.)	£75.06 and £15.06 per enquiry	£13.14 and £2.64	<b>£88.20 and £17.70 per enquiry</b>	Building Control	CFE 001 9308
<b>Building Control File</b> ■ – Request to extract file from archive for viewing	£75.06 and £15.06 per enquiry	£13.14 and £2.64	<b>£88.20 and £17.70 per enquiry</b>	Building Control	CFE 001 9308
<b>Building Control records (prior to 1 April 2001)</b> ☆ ■ – Search of East Northamptonshire Council's building control records to identify building regulation approval, completion notice or other building control matter	£75.06 and £15.06 per enquiry	£13.14 and £2.64	<b>£88.20 and £17.70 per enquiry</b>	Building Control	CFE 001 9308
<b>Conditional planning permission</b> ☆ ☆ – Search of East Northamptonshire Council's planning records and/or a site visit to establish if condition has been complied with.	£75.06 and £15.06 per enquiry	£13.14 and £2.64	<b>£88.20 and £17.70 per enquiry</b>	Planning Services - Enforcement	CFA 002 9308

## Section 1

## General Research/Written Confirmation Request Services

Enquiry that requires specific research, a search of East Northamptonshire Council's records and/or a site visit.	Current Charge (excluding VAT)	VAT (if applicable)	Current Charge (including VAT)	Section	Income Code
<b>Contaminated Land*</b> – Search of East Northamptonshire Council's records of historic land use which may have the potential for contamination	£75.06 and £15.06 per enquiry	£13.14 and £2.64	<b>£88.20 and £17.70 per enquiry</b>	Environmental Services	CAV 008 9684
<b>Planning Policy*</b> – Specific research, search of East Northamptonshire Council's records and/or a site visit.	£75.06 and £15.06 per enquiry	£13.14 and £2.64	<b>£88.20 and £17.70 per enquiry</b>	Planning Services	CFA 003 9308
<b>Planning enforcement matter*☆</b> – Search of East Northamptonshire Council's records and/or a site visit.	£75.06 and £15.06 per enquiry	£13.14 and £2.64	<b>£88.20 and £17.70 per enquiry</b>	Planning Services - Enforcement	CFA 002 9308
<b>Planning Fast Track Information*</b> – Search of East Northamptonshire Council's planning records and/or a site visit.	£273.87	£47.93	<b>£321.80</b>	Planning Services	CFA 002 9308
<b>Planning history and/or use*☆</b> – Search of East Northamptonshire Council's records.	£75.06 and £15.06 per enquiry	£13.14 and £2.64	<b>£88.20 and £17.70 per enquiry</b>	Planning Services	CFA 002 9308
<b>Section 106 or Section 52 Agreement*☆</b> – Search of East Northamptonshire Council's records and/or a site visit to establish if a 106 agreement exists/complied with.	£75.06 and £15.06 per enquiry	£13.14 and £2.64	<b>£88.20 and £17.70 per enquiry</b>	Planning Services	CFA 002 9308



## Section 1

## General Research/Written Confirmation Request Services

Enquiry that requires specific research, a search of East Northamptonshire Council's records and/or a site visit.	Current Charge (excluding VAT)	VAT (if applicable)	Current Charge (including VAT)	Section	Income Code
<b>Tree Preservation Order (TPO)</b> *☆◆ – Search of East Northamptonshire Council's records to establish if a TPO is in existence.	£75.06 and £15.06 per enquiry	£13.14 and £2.64	<b>£88.20 and £17.70 per enquiry</b>	Planning Services	CFA 002 9308

- Please note that information which does not form part of a public register will only be released to the owner of the property or another party with the owner's consent.
- \* Subject to copyright.
- ☆ Any written advisory information provided is given as an informal opinion only without prejudice to any view expressed or decision made by this Council's Committee.
- ◆ Exemption from Payment of Fees - The charges for services in these categories will not be made in the case of requests from Parish and Town Councils and Parish Meetings or in the case of approved student enquiries and projects at the discretion of the relevant Head of Service.

## Section 2

## Copy Documents/Chargeable Enquiry Request Services

The Council has a policy of charging for certain copy documents. Certain statutory documents are available free of charge, however we may require 24 hours notice to produce some of them - please enquire at the Customer Contact Centre. Set out below is a schedule of the proposed fees and charges.

<b>Copy Documentation (to copy and forward)</b>	<b>Current Charge (excluding VAT)</b>	<b>VAT (if applicable)</b>	<b>Current Charge</b>	<b>Section</b>	<b>Income Code</b>
<u>A1 sized</u> (either non-legal document/ plan**)	£4.51	£0.79	£5.30 per sheet	All	CFA 002 9308 (Development Control documents)
<u>A2 sized</u> (either non-legal document/ plan**)	£3.19	£0.56	£3.75 per sheet	All	
<u>A3 sized</u> (either non-legal document/ plan**)	£2.13	£0.37	£2.50 per sheet	All	CFE 001 9308 (Building Control documents)
<u>A4 sized</u> (either non-legal document/ plan**)	£1.11 (first sheet of each document)	£0.19 (first sheet of each document)	£1.30 for first sheet of each document and 15p per sheet thereafter (including VAT)	All	
<u>A0 sized</u> (either non-legal document/ plan**)	£5.28	£0.92	£6.20 per sheet	All	Directorate cost centre
Agendas – Planning Committee	£34.98	£6.12	£41.10	Corporate Services	AKC 101 9646
Council Minutes	£34.98	£6.12	£41.10	Corporate Services	AKC 101 9646
Faxed copy of copy document	£1.15	£0.20	£1.35 per faxed page plus relevant copying fee	All	Directorate cost centre
Legal notice (eg, Planning permission/decision notice, enforcement notice, TPO, 106 agreement, etc) where appropriate reference number <u>is</u> provided	£1.36	£0.24	£1.60 per notice/certificate (flat rate)	Planning Services	CFA 002 9308 (Development Control)

## Section 2

## Copy Documents/Chargeable Enquiry Request Services

<b>Copy Documentation</b> (to copy and forward)	<b>Current Charge</b> (excluding VAT)	<b>VAT</b> (if applicable)	<b>Current Charge</b>	<b>Section</b>	<b>Income Code</b>
Legal notice (eg, Planning permission/decision notice, enforcement notice, TPO, 106 agreement, ■building control approval notice etc) where appropriate reference number <u>is not</u> provided	£10.51	£1.84	£12.35 per notice/certificate (flat rate)	Planning Services	CFA 002 9308 (Development Control) CFE 001 9308 (Building Control)
Ordnance Survey plan (6.no, A4 size) (Price for Urban or Rural unless specifically stated)	1:500 £18.77 1:1250 £23.49 1:2500 £46.94 (Urban), £23.49 (Rural)	£3.28 £4.11 £8.21 £4.11	1:500 £22.05 1:1250 £27.60 1:2500 £55.15 (Urban), £27.60 (Rural)	ICT	AKT 002 9650
Ordnance Survey plan (6.no, A3 size) (Price for Urban or Rural unless specifically stated)	1:500 £23.49 1:1250 £37.53 (Urban), £28.17 (Rural) 1:2500 £117.28 (Urban), £37.53 (Rural)	£4.11 £6.57 £4.93 £20.52 £6.57	1:500 £27.60 1:1250 £44.10 (Urban), £33.10 (Rural) 1:2500 £137.80 (Urban), £44.10 (Rural)	ICT	AKT 002 9650
Other Committee Agendas (combined)	£47.83	£8.37	£56.20	Corporate Services	AKC 111 9646
Other Committee Agendas (per Committee)	£12.68	£2.22	£14.90	Corporate Services	AKC 111 9646
Weekly list of planning applications received (annum subscription)	£166.08	£29.06	£195.14	Planning Services	CFA 002 9308

## Section 2

## Copy Documents/Chargeable Enquiry Request Services

<b>Copy Documentation (to copy and forward)</b>	<b>Current Charge (excluding VAT)</b>	<b>VAT (if applicable)</b>	<b>Current Charge</b>	<b>Section</b>	<b>Income Code</b>
Printing for Town and Parish Councils	A4 (black/white) - £16.21 per 1,000 copies  A4 (colour) - £98.51 per 1,000 copies	£2.84  £17.24	A4 (black/white) - £19.05 per 1,000 copies  A4 (colour) - £115.75 per 1,000 copies	Corporate Services	AKC 101 9646

- Please note that information will only be released to the owner of the property or another party with the owner's consent.  
\*\* Subject to copyright.

## Section 3

## Land Charges Services

Local Land Charges – Zero Rated VAT	Current Fee 2008/2009** (non-electronic)	Current Fee 2008/2009** (electronic)	VATable Item (Y/N)	Income Code
<b>Official Search</b>				
In any one part of the register	£2.00	£2.00	N/A	CKN 001 9393
In the whole of the register	£6.00	£4.00	N/A	CKN 001 9393
In addition for each parcel of land above one	£1.00	£1.00	N/A	CKN 001 9393
<b>Supplementary Enquiries</b>				
<b>Part 1 Enquiries</b>				
one parcel of land	£126.00	£100.00	N/A	CKN 001 9393
several parcels of land			N/A	CKN 001 9393
<ul style="list-style-type: none"> <li>• first parcel of land</li> <li>• each additional parcel</li> </ul>	£126.00 £18.50	£100.00 £15.00	N/A	CKN 001 9393
<b>Part II Enquiries</b>				
each printed enquiry	£14.00	£12.00	N/A	CKN 001 9393
each additional enquiry	£24.00	£20.00	N/A	CKN 001 9393
<b>Personal Searches</b>				
in the whole or part of the register ☺	£22.00	N/A	N/A	CKN 001 9393
in addition for each parcel of land above one	£1.00	N/A	N/A	CKN 001 9393
Faxed copy of a search document	£1.00 per faxed page (including VAT) plus relevant copying fee and/or search fee	N/A	Yes	CKN 001 9393

Local Land Charges – Zero Rated VAT	Current Fee 2008/2009** (non-electronic)	Current Fee 2008/2009** (electronic)	VATable Item (Y/N)	Income Code
<b><i>Supplementary Enquiries</i></b>				
<b>Package Enquires</b>				
Building Control	£9.00	£7.00	N/A	CKN 001 9393
Environmental Health	£9.00	£7.00	N/A	CKN 001 9393
Highways	£17.00	£17.00	N/A	CKN 001 9393
Planning	£110.00	£87.00	N/A	CKN 001 9393

⊗ *statutory fee*    \*\* *National Land Information Service (NLIS) may also add an administrative fee for use of their service*

**NB:** VAT is now charged on the electronic transmission of the pricing differential.



National Land Information Service (NLIS) is a joined-up government initiative to automate the processing of local land charge searches (LLC1 and CON29)

## Section 4

## Waste Management Services

### Household Bulky Waste Collection

	Current Charge (excluding VAT)	VAT (if applicable)	Current Charge	Income Code
Up to 7 items	£21.00	N/A	£21.00	CAA 002 9311

### Ancillary Services

Item	Current Charge (excluding VAT)	VAT (if applicable)	Current Charge	Income Code
Septic Tanks (per visit)* (VAT zero rated)				
<ul style="list-style-type: none"> <li>For the first 4,546 litres</li> </ul>	£130.00	N/A	£130.00	N/A
<ul style="list-style-type: none"> <li>For each subsequent 4,546 litres</li> </ul>	£83.00	N/A	£83.00	N/A

\*Service carried out by Cory Environmental Municipal Services – customer makes payment directly to them.

### Clinical Waste Service

Item	Current Charge (excluding VAT)	VAT (if applicable)	Current Charge (including VAT)	Income Code
Domestic Customers	Free of charge	N/A	Free of charge	N/A
Commercial Customers (per collection)	£8.85 per collection	£1.55	£10.40 per collection	CAA 006 9312
Commercial Customers (disposal charges)	Landfill waste £0.98 per Unit	Landfill £0.17	Landfill £1.15	CAA 006 9398
	Incineration waste(sharps) £4.13 per unit	Incineration £0.72	Incineration £4.85	
	Incineration waste(sacks) £1.83 per unit	Incineration £0.32	Incineration £2.15	

## Section 4

## Waste Management Services

### Commercial Waste Service

Item	Current Charge (excluding VAT)	VAT (if applicable)	Current Charge (including VAT)	Income Code
1 roll of 25 Sacks (For Businesses subject to collection and disposal charges)	£30.00	£5.25	£35.25	CAA 009 9313
1 roll of Cardboard tape (For Businesses subject to collection and disposal charges)	£52.17	£9.13	£61.30	CAA 009 9313
1 roll of 25 Sacks (For Businesses subject to collection charges only)	£22.00	£3.85	£25.85	CAA 009 9313
1 roll of Cardboard tape (For Businesses subject to collection charges only)	£38.00	£6.65	£44.65	CAA 009 9313

Note: Businesses subject to collection charges only are defined within The Controlled Waste Regulations 1992

Item	Current Charge (excluding VAT)	VAT (if applicable)	Current Charge (including VAT)	Income Code
Annual fee for businesses to dispose of recyclable materials at Rushden and Oundle Recycling Centres	£17.02	£2.98	£20.00	CAA 008 9111



**Abandoned Vehicles**

Since April 2005, East Northamptonshire Council has been a part of the County based End Of Life Vehicle Impound Scheme (E.L.V.I.S.) which tackles the problem of abandoned and untaxed vehicles. This is a County based scheme which is operated in partnership with Northamptonshire Police, Northamptonshire County Fire Service, Northamptonshire County Council, all District and Borough Councils and the Driver Vehicle Licensing Authority (DVLA). The scheme is administered by Northamptonshire Police so East Northamptonshire Council will not be processing any monies for the retrieval of vehicles. Charges made for the collection of vehicles will be paid directly to the removal contractor.

Item		Current Charge (excluding VAT)	VAT (if applicable)	Current Charge (including VAT)	Income Code
Vehicle on road, upright and not substantially damaged or any two wheeled vehicle whatever it's condition or position on or off the road ⚡	Vehicle equal to or less than 3.5 tonnes MAM	£150.00	N/A	£150.00	N/A
	Vehicle exceeding 3.5 but equal to or less the 7.5 tonnes MAM	£200.00	N/A	£200.00	N/A
	Vehicle exceeding 7.5 but equal to or less than 18 tonnes MAM	£350.00	N/A	£350.00	N/A
	Vehicle exceeding 18 tonnes MAM	£350.00	N/A	£350.00	N/A
Vehicle, excluding a two wheeled vehicle, on road but either not upright or substantially damaged or both ⚡	Vehicle equal to or less than 3.5 tonnes MAM	£250.00	N/A	£250.00	N/A
	Vehicle exceeding 3.5 but equal to or less the 7.5 tonnes MAM	£650.00	N/A	£650.00	N/A
	Vehicle exceeding 7.5 but equal to or less than 18 tonnes MAM	Unladen - £2000 Laden - £3000	N/A	Unladen - £2000 Laden - £3000	N/A
	Vehicle exceeding 18 tonnes MAM	Unladen - £3000 Laden - £4500	N/A	Unladen - £3000 Laden - £4500	N/A

⚡ = statutory fee

Item		Current Charge (excluding VAT)	VAT (if applicable)	Current Charge (including VAT)	Income Code
Vehicle, excluding a two wheeled vehicle, off road, upright and not substantially damaged ☼	Vehicle equal to or less than 3.5 tonnes MAM	£200.00	N/A	£200.00	N/A
	Vehicle exceeding 3.5 but equal to or less the 7.5 tonnes MAM	£400.00	N/A	£400.00	N/A
	Vehicle exceeding 7.5 but equal to or less than 18 tonnes MAM	Unladen - £1000 Laden - £1500	N/A	Unladen - £1000 Laden - £1500	N/A
	Vehicle exceeding 18 tonnes MAM	Unladen - £1500 Laden - £2000	N/A	Unladen - £1500 Laden - £2000	N/A
Vehicle, excluding a two wheeled vehicle, off road but either not upright or substantially damaged or both ☼	Vehicle equal to or less than 3.5 tonnes MAM	£300.00	N/A	£300.00	N/A
	Vehicle exceeding 3.5 but equal to or less the 7.5 tonnes MAM	£850.00	N/A	£850.00	N/A
	Vehicle exceeding 7.5 but equal to or less than 18 tonnes MAM	Unladen - £3000 Laden - £4500	N/A	Unladen - £3000 Laden - £4500	N/A
	Vehicle exceeding 18 tonnes MAM	Unladen - £4500 Laden - £6000	N/A	Unladen - £4500 Laden - £6000	N/A

☼ = statutory fee

Item		Current Charge (excluding VAT)	VAT (if applicable)	Current Charge (including VAT)	Income Code
Storage of vehicles per 24 hours, up to a maximum of 7 days ⚡	Two wheeled vehicle	£10.00	N/A	£10.00	N/A
	Vehicle, not including a two wheeled vehicle equal to or less than 3.5 tonnes MAM	£20.00	N/A	£20.00	N/A
	Vehicle exceeding 3.5 but equal to or less the 7.5 tonnes MAM	£25.00	N/A	£25.00	N/A
	Vehicle exceeding 7.5 but equal to or less than 18 tonnes MAM	£30.00	N/A	£30.00	N/A
	Vehicle exceeding 18 tonnes MAM	£35.00	N/A	£35.00	N/A
Disposal of vehicles ⚡	Two wheeled vehicle	£50.00	N/A	£50.00	N/A
	Vehicle, not including a two wheeled vehicle equal to or less than 3.5 tonnes MAM	£75.00	N/A	£75.00	N/A
	Vehicle exceeding 3.5 but equal to or less the 7.5 tonnes MAM	£100.00	N/A	£100.00	N/A
	Vehicle exceeding 7.5 but equal to or less than 18 tonnes MAM	£125.00	N/A	£125.00	N/A
	Vehicle exceeding 18 tonnes MAM	£150.00	N/A	£150.00	N/A

⚡ = statutory fee

## General Services

Services		Current Charge (excluding VAT)	VAT (if applicable)	Current Charge (including VAT)	Income Code
1	<b>Drainage investigations</b>	£78.48	£13.73	£92.21	CAV 002 9390
2	<b>Stray Dogs:</b> First time detained (plus kennelling costs) Subsequent Occasions (plus kennelling costs)	£38.00 £70.00	N/A N/A	£38.00 £70.00	CAV 001 9647
3	<b>Anti-Barking Collar</b>	£9.23 per week plus £15.00 deposit	£1.62	£10.85 per week, plus £15.00 deposit	CAV 001 9390
4	<b>Removal of Condemned Food</b>	£132.04	£23.11	£155.15	CAR 001 9397
5	<b>Export Food Certificate</b>	£91.79	£16.06	£107.85	CAR 001 9399
6	<b>Health and Safety Accident Investigation Reports</b>	£140.34	£24.56	£164.90	CAR 002 9399
7	<b>Contaminated Land</b> - Search of East Northamptonshire Council's records of historic land use which may have potential for contamination	<b>See Section 1 – General Research/Written Confirmation Request Services</b>			
8	<b>Basic Food Hygiene Training Course</b> (per person)	£52.00	N/A	£52.00	CAS 001 9390
9	<b>Basic Health and Safety Training Course</b> (per person)	£52.00	N/A	£52.00	CAS 002 9382

A concession may be applied to customers requesting the above services if they produce evidence that they are currently in receipt of any of the following income related benefits:

- Income support
- Income based job seekers allowance (not contribution based)
- Working families tax credit
- Housing benefit
- Council tax benefit (not single occupancy discount or second home/vacant property discount)

## Pest Control Services

Services		Current Charge (excluding VAT)	VAT (if applicable)	Current Charge (including VAT)	Income Code
10	<b>Domestic Premises</b> - Rats	Free of charge	N/A	Free of charge	
11	<b>Domestic Premises</b> - Mice Call out and treatment Call out only	£47.66 £12.77	£8.34 £2.23	£56.00 £15.00	CAT 001 9388
12	<b>Domestic Premises</b> - Cockroaches Call out and treatment Call out only	£45.11 £12.77	£7.89 £2.23	£53.00 £15.00	CAT 001 9389
13	<b>Domestic Premises</b> - Fleas Call out and treatment Call out only	£74.89 £12.77	£13.11 £2.23	£88.00 £15.00	CAT 001 9389
14	<b>Domestic Premises</b> - Wasps Call out and treatment Call out only	£45.11 £12.77	£7.89 £2.23	£53.00 £15.00	CAT 001 9395
15	<b>Domestic Premises</b> - Insect Pests including Ants, Carpet Beetles Call out and treatment Call out only	£45.11 £12.77	£7.89 £2.23	£53.00 £15.00	CAT 001 9389

A concession may be applied to customers requesting the above services if they produce evidence that they are currently in receipt of any of the following income related benefits:

- Income support
- Income based job seekers allowance (not contribution based)
- Working families tax credit
- Housing benefit
- Council tax benefit (not single occupancy discount or second home/vacant property discount)

Services		Current Charge (excluding VAT)	VAT (if applicable)	Current Charge (including VAT)	Income Code
16	<b>Commercial Premises</b> - Rats/Mice	£55.32 per hour plus Cost of pesticide	£9.68	£65.00 per hour plus cost of pesticide and VAT	CAT 001 9390
17	<b>Commercial Premises</b> - Wasps	£55.32 per hour plus Cost of pesticide	£9.68	£65.00 per hour plus cost of pesticide and VAT	CAT 001 9390
18	<b>Commercial Premises</b> - Fleas	£85.11 per hour plus Cost of pesticide	£14.89	£100.00 per hour plus cost of pesticide and VAT	CAT 001 9390
19	<b>Commercial Premises</b> - Insect Pests (including cockroaches, ants)	£55.32 per hour plus cost of pesticide	£9.68	£65.00 per hour plus cost of pesticide and VAT	CAT 001 9390
20	<b>Fixed term pest control contracts with Commercial Premises are priced individually.</b>				

**Fixed Penalty Fines**

Item		Current Charge	VAT	Current Charge (including VAT)	Income Code
21	Offences under Dog Control Orders ☼	£75.00	N/A	£75.00	CAV 001 9391
22	Environmental Protection Act 1990 – Littering ☼	£75.00	N/A	£75.00	CAB 001 9392
23	Failure to comply with waste receptacle notice ☼	£100.00	N/A	£100.00	CAA 001 9392

Item		Current Charge	VAT	Current Charge (including VAT)	Income Code
24	Failure to comply with Street Litter control notice ☼	£100.00	N/A	£100.00	CAB 001 9392
25	Failure to comply with litter clearing notice ☼	£100.00	N/A	£100.00	CAB 001 9392
26	Failure to Produce Waste documents ☼	£300.00	N/A	£300.00	CAA 001 9629
27	Failure to produce authority to transport waste ☼	£300.00	N/A	£300.00	CAA 001 9629
28	Unauthorised distribution of free printed matter ☼	£75.00	N/A	£75.00	CAB 001 9392
29	Noise from licensed premises ☼	Alarms - £78.75 Domestic Premises £105 Licensed Premises £525	N/A	Alarms - £78.75 Domestic Premises £105 Licensed Premises £525	CAV 005 9151

## Licensing Services – Zero rated VAT

Services		Current Charge (excluding VAT)	VAT (if applicable)	Current Charge (including VAT)	Income Code
30	Animal Boarding Commercial	£174.00	N/A	£174.00	CKN 002 9624
31	Animal Boarding Domestic Home	£126.00	N/A	£126.00	CKN 002 9624
32	Dangerous Wild Animals**	£169.00	N/A	£169.00	CKN 002 9628
33	Zoo Licence	£475.00	N/A	£475.00	

## Section 5

## Environmental Services

Services		Current Charge (excluding VAT)	VAT (if applicable)	Current Charge (including VAT)	Income Code
34	<b>Dog Breeding Establishment**</b>	£169.00	N/A	£169.00	CKN 002 9625
35 ☉	<b>Ear Piercing, Acupuncture, Electrolysis, Skin colouring and Tattooing – Personal</b>	£47.00	N/A	£47.00	CKN 002 9621
	<b>Premises</b>	£205.00	N/A	£205.00	CKN 002 9621
36	<b>Sex Shops - Application</b>	£1050.00	N/A	£1050.00	
	<b>Renewal</b>	£283.00	N/A	£283.00	
37	<b>Street Trading</b>	£508.00	N/A	£508.00	CKN 002 9690
38	<b>Pet Shops</b>	£174.00	N/A	£174.00	CKN 002 9626
39	<b>Riding Establishments**</b>	£206.00	N/A	£206.00	CKN 002 9627
40 ☉	<b>Small Lottery – Annual Renewal</b>	£20.00	N/A	£20.00	CKN 002 9611
41 ☉	<b>Small Lottery – Registration</b>	£40.00	N/A	£40.00	CKN 002 9611
42	<b>Hackney Carriage: Vehicle Licence</b>	£251.00	N/A	£251.00	CKN 003 9618
	<b>Hackney Carriage: Drivers Licence</b> (usually 2 year licence)	£80.00	N/A	£80.00	CKN 003 9672
	Plus CRB Fee	£36.00	N/A	£36.00	CKN 003 9601



Services		Current Charge (excluding VAT)	VAT (if applicable)	Current Charge (including VAT)	Income Code
43	<b>Private Hire:</b> Vehicle Licence	£251.00	N/A	£251.00	CKN 003 9619
	<b>Private Hire:</b> Driver's Licence (usually a 2 year licence)	£80.00	N/A	£80.00	CKN 003 9672
	Plus CRB Fee	£36.00	N/A	£36.00	CKN 003 9601
	<b>Private Hire:</b> Operator's Licence (usually a 2 year licence)	£152.00	N/A	£152.00	CKN 003 9673
	Plus CRB Fee	£36.00	N/A	£36.00	CKN 003 9601
44	<b>Trailer:</b> for Private Hire for Hackney carriage vehicle	£116.00	N/A	£116.00	CKN 003 9619 CKN 003 9618
45	<b>Replacement Badge and Plate</b>	£20.00	N/A	£20.00	CKN 003 9620
46	<b>Motor Salvage Repair Registration</b>	£148.00	N/A	£148.00	CKN 003 9622
47	<b>Houses in Multiple Occupation:</b> Mandatory Licence Application Fee per property (covers a 5 year period) ♻️	£399.00	N/A	£399.00	CKN 002 9633
	Inspection and Report of Property for Immigration purposes	£93.62	£16.38	£110.00	CDG 006 9684
48	<b>Temporary Plate Private Hire</b>	£100.00	N/A	£100.00	CKN 003 9619
49	<b>Temporary Plate Hackney Carriage</b>	£100.00	N/A	£100.00	CKN 003 9619

\* The first registration fee of £195 includes both a business and person registration. For every person thereafter a further £195 is applicable.

\*\* excludes Veterinary Inspection charge

### **Local Air Pollution Control (LAPC) and Local Authority Pollution Prevention and Control (LAPPC) Services**☼

(Income code CAV 007 9629)

### **Local Air Pollution Control (LAPC) and Local Authority Pollution Prevention and Control (LAPPC) Mobile Plant Charges**☼

(Income code CAV 007 9629)

### **Local Authority Integrated Pollution Prevention and Control (LA-IPPC) Services**☼

(Income code CAV 007 9629)

These are statutory fees set by the Department for Environment, Food and Rural Affairs (Defra) but the 2009/10 fees have not yet been notified to the Council. When they are received they will be posted on the Council's website.

VAT is not applicable to any of these charges.

☼ = statutory fee

## Section 6

## Tourist Information Centre Services

Services		Current Charge (excluding VAT)	VAT (if applicable)	Current Charge (including VAT)	Income Code
1	<b>Fax Transmissions:</b> <ul style="list-style-type: none"> <li>Incoming</li> <li>Outgoing</li> </ul>	£0.68	£0.12	£0.80	CKV 500 9267
		£1.15 for the first sheet £0.68 for each sheet thereafter	£0.20 £0.12	£1.35 for the first sheet, £0.80 for each sheet thereafter	CKV 500 9267
2	<b>Photocopying:</b> (For customer owned and supplied documents only. Council documents will be charged at the standard rate as per Section 2) <ul style="list-style-type: none"> <li>A4 size</li> <li>A3 Size</li> </ul>	£0.13	£0.02	£0.15 per sheet	CKV 500 9267
		£0.30	£0.05	£0.35 per sheet	CKV 500 9267
3	<b>Window Bookings – Local Crafts:</b> <ul style="list-style-type: none"> <li>Local Crafts sold at TIC</li> <li>Sale of Local arts/crafts on sale or return basis (duration by agreement)</li> </ul>	Calculate VAT inclusive Commission Fee	Yes (VAT applicable on TIC commission only)	10% commission	CKV 500 9271
		Calculate VAT inclusive Commission Fee	Yes (VAT applicable on TIC commission only)	10 - 20% commission (dependent on product)	CKV 500 9271

Services	Current Charge	VAT (if applicable)	Current Charge (including VAT)	Income Code
<p>4 <b>Guidelines to Ticket Sale Charges:</b></p> <p>The TIC provides a ticket sale service to non-profit/charitable organisations (within East Northamptonshire only). For tickets received by the TIC for one event <b>which do not exceed £210 in total value:</b></p> <p>Tickets received in one or more batches by the TIC for sale from non-profit/charitable organisations for one event <b>which exceed £210 in value</b> will have a commission charged on the total amount. This charge reflects the additional time/costs involved in managing larger quantities of tickets with significant values of money. The above rule shall not apply to ticket sales for events which raise money for the Chairman of East Northamptonshire Council's annual chosen charities.</p> <p>Tickets received from profit making organisations will be subject to a commission fee, regardless of face value.</p>	<p>No commission fee</p> <p>Calculate VAT inclusive Commission Fee</p> <p>Calculate VAT inclusive Commission Fee</p>	<p>No</p> <p>Yes</p> <p>Yes</p>	<p>No commission fee</p> <p>10% Commission Fee</p> <p>10% Commission Fee</p>	<p>CKV 500 9285</p> <p>CKV 500 9285</p>

Services		Current Charge (excluding VAT)	VAT (if applicable)	Current Charge (including VAT)	Income Code
5	<b>Accommodation Booking Charges:</b> <ul style="list-style-type: none"> <li>Local Accommodation Booking Service</li> </ul>	Calculate VAT inclusive Commission Fee	Yes	10% of 1 <sup>st</sup> night plus £2.00 additional fee for telephone bookings	CKV 500 9265

## Section 7                      Planning Services – Development Control, Enforcement and Conservation

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### Town and Country Planning Fees

#### *Charges for Making Planning Applications*

It is necessary to pay a fee for the majority of applications for planning permission.

The details attached show only the general requirements. Should you wish to refer to the relevant statute you should obtain The Town and Country Planning (Fees for Applications and Deemed Applications) (Amendment) (England) Regulations 2008.

The Government make adjustments periodically to adjust the scale of charges in line with inflation.

**Where the regulations require a fee to be paid, that fee must be paid when the application is made. Until the correct fee has been submitted your application cannot be fully dealt with.**

Cheques in payment of these fees are to be crossed and made payable to East Northamptonshire Council.

All correspondence should be addressed to Head of Planning Services, East Northamptonshire Council, East Northamptonshire House, Cedar Drive, Thrapston, Northamptonshire, NN14 4LZ. DX: 701611 Thrapston Tel: (01832) 742225 Fax: (01832) 734839  
e-mail: [planning@east-northamptonshire.gov.uk](mailto:planning@east-northamptonshire.gov.uk)

## Statutory Charges - Schedule of Planning Fees ✪

(Income Code CFA 002 9300)

Category of Development ✪	Fee Payable ✪
i. Operations	
1. The erection of dwellinghouses (other than development within category 6 below).	<p>(a) Where the application is for outline planning permission and</p> <ul style="list-style-type: none"> <li>(i) the site area does not exceed 2.5 hectares, £335 for each 0.1 hectare of the site area;</li> <li>(ii) the site area exceeds 2.5 hectares, £8,285 and an additional £100 for each 0.1 hectare in excess of 2.5 hectares, subject to a maximum in total of £125,000.</li> </ul> <p>(b) in other cases –</p> <ul style="list-style-type: none"> <li>(i) where the number of dwellinghouses to be created by the development is 50 or fewer, £335 for each dwellinghouse;</li> <li>(ii) where the number of dwellinghouses to be created by the development exceeds 50, £16,565, and an additional £100 for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of £250,000.</li> </ul>

Category of Development ☺	Fee Payable ☺
2. The erection of buildings (other than buildings in categories 1,3,4,5 or 7.)	<p>(a) Where the application is for outline planning permission and</p> <ul style="list-style-type: none"><li>(i) the site area does not exceed 2.5 hectares, £335 for each 0.1 hectare of the site area;</li><li>(ii) the site area exceeds 2.5 hectares, £8,285, and an additional £100 for each 0.1 hectare in excess of 2.5 hectares, subject to a maximum in total of £125,000.</li></ul> <p>(b) in other cases –</p> <ul style="list-style-type: none"><li>(i) where no floor space is to be created by the development, £170;</li><li>(ii) where the area of gross floor space to be created by the development does not exceed 40 square metres, £170;</li><li>(iii) where the area of the gross floor space to be created by the development exceeds 40 square metres, but does not exceed 75 square metres, £335;</li><li>(iv) where the area of the gross floor space to be created by the development exceeds 75 square metres, but does not exceed 3750 square metres, £335 for each 75 square metres of that area;</li></ul>



Category of Development ☼	Fee Payable ☼
<p>3. The erection, on land used for the purposes of agriculture, of buildings to be used for agricultural purposes (other than buildings in category 4):</p>	<p>(v) where the area of gross floor space to be created by the development exceeds 3750 square metres, £16,565, and an additional £100 for each 75 square metres in excess of 3750 square metres, subject to a maximum in total of £250,000.</p> <p>(a) Where the application is for outline planning permission and –</p> <p>(i) the site area does not exceed 2.5 hectares, £335 for each 0.1 hectare of the site area;</p> <p>(ii) the site area exceeds 2.5 hectares, £8,285, and an additional £100 for each additional 0.1 hectare in excess of 2.5 hectares, subject to a maximum in total of £125,000.</p> <p>(b) in other cases –</p> <p>(i) where the area of gross floor space to be created by the development does not exceed 465 square metres, £70;</p> <p>(ii) where the area of gross floor space to be created by the development exceeds 465 square metres but does not exceed 540 square metres, £335;</p>

Category of Development ☺	Fee Payable ☺
	<p>(iii) where the area of the gross floor space to be created by the development exceeds 540 square metres but does not exceed 4215 square metres, £335 for the first 540 square metres, and an additional £335 for each 75 square metres in excess of 540 square metres; and</p> <p>(iv) where the area of gross floor space to be created by the development exceeds 4215 square metres, £16,565, and an additional £1080 for each 75 square metres in excess of 4215 square metres, subject to a maximum in total of £250,000.</p>
<p>4. The erection of glasshouses on land used for the purposes of agriculture.</p>	<p>(a) where the gross floor space to be created by the development does not exceed 465 square metres, £70;</p> <p>(b) where the gross floor space to be created by the development exceeds 465 square metres, £1,870.</p>
<p>5. The erection, alteration or replacement of plant or machinery.</p>	<p>(a) where the site area does not exceed 5 hectares, £335 for each 0.1 hectare of the site area;</p> <p>(b) where the site area exceeds 5 hectares, £16,565, and an additional £100 for each 0.1 hectare in excess of 5 hectares, subject to a maximum in total of £250,000.</p>

Category of Development ☺	Fee Payable ☺
6. The enlargement, improvement or other alteration of existing dwellinghouses.	(a) where the application relates to one dwellinghouse, £150;  (b) where the application relates to 2 or more dwellinghouses, £295.
7.(a) The carrying out of operations (including the erection of a building) within the curtilage of an existing dwellinghouse, for purposes ancillary to the enjoyment of the dwellinghouse as such, or the erection or construction of gates, fences, walls or other means of enclosure along a boundary of the curtilage of an existing dwellinghouse;  or	£150.
7.(b) the construction of car parks, service roads and other means of access on land used for the purposes of a single undertaking, where the development is required for a purpose incidental to the existing use of the land.	£170
8. The carrying out of any operations connected with exploratory drilling for oil or natural gas.	(a) where the site area does not exceed 7.5 hectares, £335 for each 0.1 hectares of the site area;  (b) where the site area exceeds 7.5 hectares, £25,000, and an additional £100 for each 0.1 hectare in excess of 7.5 hectares, subject to a maximum in total of £250,000.

Category of Development ☼	Fee Payable ☼
9. The carrying out of any operations not coming within any of the above categories.	<p>(a) in the case of operations for the winning and working of minerals –</p> <p>(i) where the site area does not exceed 15 hectares, £170 for each 0.1 hectare of the site area;</p> <p>(ii) where the site area exceeds 15 hectares, £25,315, and an additional £100 for each 0.1 hectare in excess of 15 hectares, subject to a maximum in total of £65,000;</p> <p>(b) in any other case, £170 for each 0.1 hectare of the site area, subject to a maximum of £250,000.</p>
<b>ii. Uses of Land</b>	
10. The change of use of a building to use as one or more separate dwellinghouses.	<p>(a) where the change of use is from a previous use as a single dwellinghouse to use as two or more single dwellinghouses-</p> <p>(i) where the change of use is to use as 50 or fewer dwellinghouses, £335 for each additional dwellinghouse;</p>

Category of Development ☺	Fee Payable ☺
	<ul style="list-style-type: none"> <li>(ii) where the change of use is to use as more than 50 dwellinghouses £16,565, and an additional £80 for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of £250,000;</li> </ul>
	(b) in all other cases-
	<ul style="list-style-type: none"> <li>(i) where the change of use is to use as 50 or fewer dwellinghouses, £335 for each dwellinghouse;</li> </ul>
	<ul style="list-style-type: none"> <li>(ii) where the change of use is to use as more than 50 dwellinghouses £16,565, and an additional £100 for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of £250,000.</li> </ul>
11. (a) The use of land for the disposal of refuse or waste materials or for the deposit of material remaining after minerals have been extracted from land; or	(a) where the site area does not exceed 15 hectares, £170 for each 0.1 hectare of the site area;
11. (b) for use of land for the storage of minerals in the open.	(b) where the site area exceeds 15 hectares £25,315, and an additional £100 for each 0.1 hectare in excess of 15 hectares, subject to a maximum in total of £65,000.
12. The making of a material change in the use of a building or land (other than a material change of use coming within any of the above categories).	£335
13. Prior Notification for Agricultural Buildings or works, demolition of dwellings or installation of telecommunications equipment.	£70

## Scale of Fees in Respect of Applications for Consent to Display Advertisements ⚡

(Income Code CFA 002 9300)

Category of Advertisement	Fee payable
1. Advertisements displayed on business premises on the forecourt of business premises or on other land within the curtilage of business premises, wholly with reference to all or any of the following: <ul style="list-style-type: none"> <li>(a) the nature of the business or other activity carried on, on the premises,</li> <li>(b) the goods sold or the services provided on the premises, or</li> <li>(c) the name and qualifications of the person carrying on such business or activity or supplying such goods or services.</li> </ul>	£95
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.	£95
3. All other advertisements.	£335

**NOTES**

1. The above scale of fees is operative in respect of applications received by the local planning authority.
2. Where fees are based on site or floor area and this is not an exact multiple of the specified fee area, the fees are calculated on the next full increment.

## Section 7

## Planning Services – Development Control, Enforcement and Conservation

### Scale of Fees for Public Path Orders (Income Code AKC 120 9390)

Content of Order	Fee payable
1. Where Order relates to the creation, diversion or stopping-up of one public path.	£400 - £1,000 (dependent upon the complexity) plus advert costs
2. For each additional public path created, diverted or stopped-up within the same Order.	£75

### Applications made under the High Hedges Regulations

(Income Code CFA 002 9300)

Application	Fee payable
1. Provision for Local Authority to determine complaints by owners/occupiers of domestic property adversely affected by evergreen hedges over 2 metres high.	£375 (payable by complainant)

### Scale of Fees for Discharge of Conditions (Income Code CFA002 9300)

Content of Order	Fee payable
1. Fee for the discharge of planning conditions for householders	£25.00
2. Fee for the discharge of planning conditions for non householders	£85.00

### Notes on Calculation of Fees

1. **Reserved matters (following an outline permission)**

Where an applicant has submitted earlier reserved matter applications and the total fees for these equal the fee for a full application for the entire scheme, further reserved matters applications by the same applicant on the same scheme will be charged at a flat rate, as per the fees detailed above.

2. **Alternative Applications**

In order not to discourage the submission of alternative proposals for the same site there is a fee concession for applications for alternative development. However, to qualify for the reduced rate each application must be submitted on the same day, or on behalf of, the same applicant. If this is the case, the highest of the fees applicable for each alternative application is charged plus a sum equal to half the rest.

3. **Buildings on the Site of Demolished Buildings**

Where an existing building is to be demolished and rebuilt on the same site, there is no “credit” against the fee for the new building e.g. demolition of an office block of 1,000 sq. m. and replacement by a new building of 2,000 sq. m. would require a fee for the total floor space created by the new development i.e. 2,000 sq. m.

4. **Retrospective Applications**

In cases where work has been carried out without planning permission and a retrospective application is made, the normal fee will be charged.

5. **Advertisements**

The provisions of note 4(b), (c) and (d) of Section B also apply to advertisement applications.

Where the application is for the display of more than one advertisement on the same site, only one fee is payable and that shall be the highest fee for any of the advertisements to be displayed.

Where an application is for consent to display advertisements on more than one site the fee payable shall be the aggregate of the sums payable on each site.

For applications for consent for the display of advertisements on litter bins or bus shelters within a specified area a single fee is payable in respect of all advertisements covered by the application.

6. **Applications for Certificate of Lawful Use or Development**

If the use or development is established (i.e. has an existing Certificate of Established Use) then half the normal fee is payable.

If an application covers items 25 and 26 in these notes the fee that must be paid is the sum of the two fees calculated for the two sections (i.e. as if an application had been made under each section separately).



**Table A Charges for Houses & Flats up to 3 Storeys and 300sq metres  
(Excluding garages & car ports)  
(Income code CFE 001 9303)**

Number of dwellings	Full plans application Fee ☼ (payable on submission)			Full plans inspection Fee ☼ (Invoiced on commencement)			Building Notice Fee ☼ (Payable on submission)		
	£	VAT £	Total £	£	VAT £	Total £	£	VAT £	Total £
1	157.50	27.56	185.05	456.71	79.92	536.63	614.21	107.49	721.70
2	215.25	37.67	252.92	608.97	106.57	715.54	824.21	144.24	968.45
3	283.50	49.61	333.11	757.02	132.48	889.50	1,040.51	182.09	1,222.60
4	351.75	61.56	413.31	865.17	151.40	1,016.57	1,216.91	212.96	1,429.87
5	425.25	74.42	499.67	951.27	166.47	1,117.74	1,376.51	240.89	1,617.40
6	498.75	87.28	586.03	1,061.51	185.76	1,247.27	1,560.26	273.05	1,833.31
7	519.75	90.96	610.71	1,129.77	197.71	1,327.48	1,649.51	288.66	1,938.17
8	540.75	94.63	635.38	1,307.22	228.76	1,535.98	1,847.97	323.39	2,171.36
9	561.75	98.31	660.06	1,484.67	259.82	1,744.49	2,046.42	358.12	2,404.54
10	567.00	99.23	666.23	1,678.91	293.81	1,972.72	2,245.91	393.03	2,638.94
11	572.25	100.14	672.39	1,833.27	320.82	2,154.09	2,405.51	420.96	2,826.47
12	577.50	101.06	678.56	1,986.57	347.65	2,334.22	2,564.06	448.71	3,012.77
13	582.75	101.98	684.73	2,141.97	374.84	2,516.81	2,724.71	476.82	3,201.53
14	588.00	102.90	690.90	2,269.02	397.08	2,666.10	2,857.02	499.98	3,357.00
15	593.25	103.82	697.07	2,422.31	423.30	2,846.21	3,015.56	527.72	3,543.28

## Section 8

## Planning Services – Building Control

Number of dwellings	Full plans application Fee ☼ (payable on submission)			Full plans inspection Fee ☼ (Invoiced on commencement)			Building Notice Fee ☼ (Payable on submission)		
	£	VAT £	Total £	£	VAT £	Total £	£	VAT £	Total £
16	598.50	104.74	703.24	2,575.62	450.73	3,026.35	3,174.11	555.47	3,729.58
17	603.75	105.66	709.41	2,728.91	477.56	3,206.47	3,332.66	583.22	3,915.88
18	609.00	106.58	715.58	2,882.22	504.39	3,386.61	3,491.22	610.96	4,102.18
19	614.25	107.49	721.74	3,000.87	525.15	3,526.02	3,615.11	632.64	4,247.75
20	619.50	108.41	727.91	3,152.07	551.61	3,703.68	3,771.57	660.02	4,431.59
21	630.00	110.25	740.25	3,222.42	563.92	3,786.34	3,852.42	674.17	4,526.59
22	640.50	112.09	752.59	3,329.51	582.66	3,912.17	3,970.01	694.75	4,664.76
23	651.00	113.93	764.93	3,436.62	601.01	4,038.03	4,087.62	715.33	4,802.95
24	661.50	115.76	777.26	3,543.71	620.15	4,163.86	4,205.21	735.91	4,941.12
25	672.00	117.60	789.60	3,651.87	639.08	4,290.95	4,323.87	756.68	5,080.55
26	682.50	119.44	801.94	3,758.97	657.82	4,416.79	4,441.46	777.26	5,218.72
27	693.00	121.28	814.28	3,866.07	676.56	4,542.63	4,559.07	797.84	5,356.91
28	703.50	123.11	826.61	3,973.17	695.30	4,668.47	4,676.66	818.42	5,495.08
29	714.00	124.95	838.95	4,080.27	714.05	4,794.32	4,794.27	839.00	5,633.27
30	724.50	126.79	851.29	4,187.37	732.79	4,920.16	4,911.86	859.58	5,771.44
31 & over	735.00 + 5.25 per extra dwelling	plus 17.5%		4,274.00 + 78.75 per extra dwelling	plus 17.5%		5,009.00 + 84.00 per extra dwelling	plus 17.5%	

Any property with a floor area in excess of 300m<sup>2</sup> the charge will be in accordance with Table C and based upon the RICS schedule of agreed rates.

Plan Charges for repetitive buildings may be subject to a reduction please ring the Building Control Office Manager on 01832 742122

Table B Charges for Certain Small Buildings, Extensions and Alterations

TYPE OF WORK	Full Plans Application fee ☼ (payable on submission)			Full Plans Inspection fee ☼ (Invoiced on commencement)			Building Notice Fee ☼ (Payable on submission)		
	£	VAT £	Total £	£	VAT £	Total £	£	VAT £	Total £
Detached/attached garage or car port under 40m <sup>2</sup>	130.43	22.83	<b>153.26</b>	0.00	0.00	<b>0.00</b>	130.43	22.83	<b>153.26</b>
Detached/attached garage or car port over 40m <sup>2</sup> and under 60m <sup>2</sup>	273.04	47.78	<b>320.82</b>	0.00	0.00	<b>0.00</b>	273.04	47.78	<b>320.82</b>
Domestic extension under 10m <sup>2</sup>	303.48	53.11	<b>356.59</b>	0.00	0.00	<b>0.00</b>	303.48	53.11	<b>356.59</b>
Domestic extension over 10m <sup>2</sup> and under 40m <sup>2</sup>	130.43	22.83	<b>153.26</b>	303.48	53.11	<b>356.59</b>	433.91	75.63	<b>509.84</b>
Domestic extension over 40m <sup>2</sup> and under 60m <sup>2</sup>	130.43	22.83	<b>153.26</b>	451.30	78.98	<b>530.28</b>	581.74	101.80	<b>683.54</b>
Upgrading thermal elements (roofs, walls, windows, doors)	65.22	11.41	<b>76.63</b>	0.00	0.00	<b>0.00</b>	65.22	11.41	<b>76.63</b>
<b>Garage conversions should be assessed in accordance with Table C and are subject to a minimum charge of £220.00 plus £38.50 vat Total = £258.50.</b>									

CHARGES for applications relating to:

- Any domestic extension or rooms in roof space exceeding 60m<sup>2</sup> should be assessed in accordance with Table C. However the total charge will not be less than the maximum charge shown in Table B (£581.74 plus £101.80 VAT, total £683.54).
- PLAN CHARGES for repetitive buildings may be subject to a reduction, please ring the Building Control Helpline 01832 742139.
- Floor area is the total of the floor areas in all the storeys of an extension measuring to the internal faces of external walls. If the work involves more one than extension you may aggregate the area of all the floors in the extension to determine the fees.
- For registration of an exempt building there is a charge of £25.00 including VAT. Please note that you must send this amount with the application.

**Table C1 - Charges for all Other Building Work**

NB An estimate of the relevant value of the building work is to be submitted to establish the charges to which this schedule applies

Total Value	Full plans application fee (payable on submission)			Full plans inspection fee (Invoiced on commencement)			Building Notice fee (payable on submission)		
		VAT	Total		VAT	Total		VAT	Total
£	£	£	£	£	£	£	£	£	£
<b>0-500</b>	85.00	14.88	<b>99.88</b>	0.00	0.00	<b>0.00</b>	85.00	14.88	<b>99.88</b>
<b>501-2000</b>	120.00	21.00	<b>141.00</b>	0.00	0.00	<b>0.00</b>	120.00	21.00	<b>141.00</b>
<b>2001-5000</b>	55.00	9.63	<b>64.63</b>	165.00	28.88	<b>193.88</b>	220.00	38.50	<b>258.50</b>
<b>5001-10000</b>	66.24	11.59	<b>77.83</b>	198.75	34.78	<b>233.53</b>	264.99	46.37	<b>311.36</b>
<b>10001-15000</b>	77.50	13.56	<b>91.06</b>	232.50	40.69	<b>273.19</b>	309.99	54.25	<b>364.24</b>
<b>15001-20000</b>	87.50	15.31	<b>102.81</b>	262.50	45.94	<b>308.44</b>	349.99	61.25	<b>411.24</b>
<b>20001-25000</b>	97.50	17.06	<b>114.56</b>	292.50	51.19	<b>343.69</b>	390.00	68.25	<b>458.25</b>
<b>25001-100000</b>	£97.50* +£2* for every £1000 over 25K			£292.50* +£6* for every £1000 over 25K			£390* +£8* for every £1000 over 25K		
<b>100,001-1million</b>	£247.50* +0.88p* for every £1000 over 100K			£742.50* + £2.62* for every £1000 over 100K			£990* + £3.50* for every £1000 over 100K		
<b>1 to 10 million</b>	Please contact the Building Control Office for a quotation in this instance								

\* Plus VAT

Plan Charges for repetitive buildings may be subject to a reduction, please ring the Building Control Helpline 01832 742139.

Where the extension to a dwelling has a floor area exceeding 60m<sup>2</sup> and is calculated as this table the minimum charge shall not be less than £581.74 plus £101.80 VAT, Total £683.54.

Replacement window and door installations for commercial buildings are charged at 50% the above schedule rates subject to a minimum charge of £75.00 including VAT.

Re-roofing work charges for domestic and commercial building at 50% of the above scheduled rates subject to a minimum charge of £75.00 including VAT.

Garage conversions should be assessed in accordance with Table C and are subject to a minimum charge of £220.00 plus £38.50 vat, Total £258.50.

A minimum charge of £220.00 plus £38.50 VAT, Total £258.50 is applicable to new controlled electrical installation work when not carried out in conjunction with other controlled building work.

### Notes to Building Charges

- **Full Plans** – The plan charges must be paid on the deposit of the plans with the Council.
- **Building Notice Charge** - the charge is calculated by adding together the plan charge and the inspection charge. **Inspection Charges** – These will be payable following the first inspection of the works.
- **Regularisation Charge** - this is 120% of the building notice charge. **VAT does not apply to this type of application.**
- **Estimated cost** - in Table C means a reasonable estimate as would be provided by a professional builder to carry out the project but excluding professional fees and VAT
- **Exemption** - there is no charge where the application is solely for the benefit of someone with a disability.
- **Multiple Works**- Where plans show more than one type of work (i.e. two separate extensions) the charges payable are aggregated accordingly.
- **Minor work**- Where the work is estimated as costing under £5000
- **Electrical Works** – There is no additional charge for electrical installations carried out in conjunction with other building regulations works. The charge in Table C (estimated cost of works) applies to unrelated electrical installations/alterations undertaken by electricians who are not members of a Competent Persons Scheme. (A separate guidance leaflet 'Electrical Safety in the Home' is available from Building Control).
- **Exempt Buildings** - A fee of £25 (including VAT) is applicable for registration of an exempt building.

Table C2 - Differential Matrix for All Other Work

Cost of Work	Residential Dwellings [1A, B, C]	Residential Other [2A, B]	Building work carried out on a dwelling at the same time that any of the work to which categories 3,4 and 5 in Table B relates	Office/Shop Commercial [3] [4]	Assembly Recreation [5]	Industrial [6]	Storage [7A]	Other Non Residential [7b]	All Other Work	County partnership non domestic work
Where the estimated cost does not exceed £2,000	1	1	1	1	1	1	1	1	1	0.4
Where the estimated cost exceeds £2,000 but does not exceed £5,000	1	1	1	1	1	1	1	1	1	0.4
Where the estimated cost exceeds £5,000 but does not exceed £20,000	1	1	1	0.9	0.9	0.9	0.9	0.9	0.9	0.4
Where the estimated cost exceeds £20,000 but does not exceed £100,000	1	1	1	0.9	0.9	0.9	0.9	0.9	0.9	0.4
Where the estimated cost exceeds £100,000 but does not exceed £1M	1	1	1	0.75	0.75	0.75	0.75	0.75	0.75	0.4
Where the estimated cost exceeds £1M but does not exceed £10M	1	1	1	0.4	0.4	0.4	0.4	0.4	0.4	0.4
Where the estimated cost exceeds £10M				0.4	0.4	0.4	0.4	0.4	0.4	0.4

- Note:**
1. Bracketed numbers at the head of each column are the building uses as defined in the Purpose Group classification in Appendix D of Approved Document B which provides practical guidance on meeting requirement B (Fire Safety) of the Building Regulations.
  2. "All Other Work" should be used for the installation of a service or fitting and for work involving the underpinning of a building.

Preparation of Section 106 Agreement of the 1990 Planning Act. East Northamptonshire Council to prepare agreement:	Current Charge (excluding VAT)	VAT (if applicable)	Current Charge (including VAT)	Income Code
To receive basic instructions to prepare and seal an agreement	£749.70	N/A	£749.70	AKC 120 9390
To include standard clauses for educational contribution (included in above)				
To include standard clause for amenity land	£148.85	N/A	£148.85	AKC 120 9390
To include standard clause for affordable housing	£148.85	N/A	£148.85	AKC 120 9390
To include non-standard clause for: <ul style="list-style-type: none"> <li>• Off-site traffic/transport</li> <li>• Leisure provision</li> <li>• Skills and training</li> <li>• Any other</li> </ul>	£148.85	N/A	£148.85	AKC 120 9390
Additional clauses for: <ul style="list-style-type: none"> <li>• Amenity land</li> <li>• Affordable housing</li> <li>• Off-site traffic/transport</li> <li>• Leisure provision</li> <li>• Skills and training</li> <li>• Any other</li> </ul>	£303.20 for each additional clause	N/A	£303.20 for each additional clause	AKC 120 9390



Service		Current Charge (excluding VAT)	VAT (if applicable)	Current Charge (including VAT)	Income Code
1	Council Chamber	£28.70 per hour	See Note	See Note	AKA 007 9750
2	Room CHG2	£21.50 per hour	See Note	See Note	AKA 007 9750
3	Members Room	£21.50 per hour	See Note	See Note	AKA 007 9750
4	Drinks Machine (up to 15 cups)	£14.30	See Note	See Note	AKA 007 9750
5	Drinks Machine (more than 15 cups)	£21.70	See Note	See Note	AKA 007 9750

**Note:** The addition of VAT is dependent on the use of the room.

*Any enquiries for the Licensing Act 2003 should be directed to the Northamptonshire Licensing Partnership Advice Line 01832 742102.*

**Premises – Alcohol and Entertainment** 

(CKN 004 9674 - personal) (CKN 004 9675 - premises)

1. Premises and Club application and annual fees – premises that are licensable will be allocated to a fee band according to rateable value.

Rateable Value	Band
No rateable value to £4,300	A
£4,301 to £33,000	B
£33,001 to £87,000	C
£87,001 to £125,000	D
£125,001 and above	E

2. Each band attracts a different level of application fee

Band	Fee
A	£100
B	£190
C	£315
D	£450
E	£635

3. Each band attracts a different level of annual fee – payable one year after the grant of the licence:

<b>Band</b>	<b>Fee</b>
A	£70
B	£180
C	£295
D	£320
E	£350

4. **Exceptionally Large Events** 

The Licensing Authority will also charge an additional premises fee for exceptionally large events:

<b>Number in attendance at any one time</b>	<b>Additional Fee</b>
5,000 to 9,999	£1,000
10,000 to 14,999	£2,000
15,000 to 19,999	£4,000
20,000 to 29,999	£8,000
30,000 to 39,999	£16,000
40,000 to 49,999	£24,000
50,000 to 59,999	£32,000
60,000 to 69,999	£40,000
70,000 to 79,999	£48,000
80,000 to 89,999	£56,000
90,000 and over	£64,000

**Personal Licences, Temporary Events and Other Fees** 

The Licensing Authority will charge other fees in relation to their duties, most notably for temporary events and personal licences.

<b>Item</b>	<b>Fee</b>
Application for a grant or renewal of personal licence	£37.00
Temporary event notice	£21.00
Theft, loss etc of premises licence or summary	£10.50
Application for a provisional statement where premises being built, etc	£315.00
Notification of change of name or address	£10.50
Application to vary licence to specify individual as premises supervisor	£23.00
Application for transfer of premises licence	£23.00
Interim authority notice following death, etc of licence holder	£23.00
Theft, loss etc of certificate or summary	£10.50
Notification of change of name	£10.50
Change of relevant registered address of club	£10.50
Theft, loss etc of temporary event notice	£10.50
Theft, loss etc of personal licence	£10.50
Duty to notify change of name or address	£10.50
Right of freeholder etc, to be notified of licensing matters	£21.00

Minor variation	£89.00
DPS Community premises condition removal	£23.00

**Gambling Act 2005****(CKN 004 9676)**

The fees detailed below are applied across Northamptonshire as a whole. The Licensing Unit (based in East Northants) administer all county wide applications.


## Schedule of Fees for Gambling Act 2005 (Northamptonshire) – Premises Licence Fees (£)

Category Of premises licence	New Application	Variation	Transfer	Re-instatement	Provisional statement	Prov. Stat to full licence	Copy Licence	Notification of change	Annual Fee
Existing Casino	N/A	£701.00	£474.00	£474.00	N/A	N/A	£27.00	£53.00	£1053.00
New Small Casino	£2806.00	£1403.00	£632.00	£632.00	£2806.00	£1053.00	£27.00	£53.00	£1754.00
New Large Casino	£3508.00	£1754.00	£754.00	£754.00	£3508.00	£1754.00	£27.00	£53.00	£3508.00
Regional Casino	£5262.00	£2631.00	£2280.00	£2280.00	£5262.00	£2,806.00	£27.00	£53.00	£5262.00
Bingo Club	£1227.00	£613.00	£422.00	£422.00	£1288.00	£422.00	£27.00	£53.00	£351.00
Betting Premises (Excl. tracks)	£1097.00	£526.00	£422.00	£422.00	£1097.00	£422.00	£27.00	£53.00	£210.00
Tracks	£877.00	£439.00	£333.00	£333.00	£877.00	£333.00	£27.00	£53.00	£351.00
Licensed FEC	£701.00	£351.00	£333.00	£333.00	£701.00	£333.00	£27.00	£53.00	£264.00
Adult Gaming Licence	£701.00	£351.00	£351.00	£476.00	£422.00	£701.00	£27.00	£53.00	£351.00

# Section 11

# Northamptonshire Licensing Partnership (Licensing Act 2003)

(CKN 004 9676)

Schedule of Fees for Gambling Act 2005 (National) – Permits and Notifications (£) 

Application Type	Brand New Application	Existing Operator	Annual Fee	Variation	Transfer	Renewal	Change of Name	Copy Permit
Alcohol Licensed Premises – Gaming Machine Permit	£150.00	£100.00	£50.00	£100.00	£25.00	N/A	£25.00	£15.00
Prize Gaming Permit	£300.00	£100.00	N/A	N/A	N/A	£300.00	£25.00	£15.00
Club Machine permit	£200.00	£100.00 (or with club premises certificate)	£50.00	£100.00	N/A	£200** or £100##	N/A	£15.00
Club Gaming Permit	£200.00	£100.00 (or with club premises certificate)	£50.00	£100.00	N/A	£200** or £100##	N/A	£15.00
Unlicensed FEC	£300.00	£100.00	N/A	N/A	N/A	£300.00	£25.00	£15.00

\*\* new ## existing

Application Type	Initial Application Fee	Renewal Fee
Small Society Lotteries	£40.00	£20.00
Notification of 2 Machines or less on Alcohol Licensed Premises	£50.00	N/A

VAT is not applicable on these charge



**Section 106 Contributions**

Section 106 contributions are negotiated on an individual basis. Income should be coded as follows

	GL Code		GL Code
Education Contributions Irthlingborough	BMB001/0765	Open Space Contributions Oundle	BMB009/0765
Education Contributions Oundle	BMB002/0765	Open Space Contributions Rushden	BMB010/0765
Education Contributions Rushden	BMB003/0765	Open Space Contributions Thrapston	BMB011/0765
Education Contributions Thrapston	BMB004/0765	Open Space Contributions Higham Ferrers	BMB012/0765
Education Contributions Stanwick	BMB005/0765	Open Space Contributions Villages	BMB013/0765
Education Contributions Higham Ferrers	BMB006/0765	Open Space Contributions Irthlingborough	BMB014/0765
Education Contributions Villages	BMB008/0765	Open Space Contributions Stanwick	BMB015/0765
Education Contributions Raunds	BMB017/0765	Open Space Contributions Raunds	BMB016/0765
Comm. Facilities Contributions Rushden	BMB007/0765	Affordable Housing Contribution	BMB018/0765
Comm. Facilities Contributions Higham Ferrers	BMB019/0765	Env. Improvements Irthlingborough	BMB020/0765